

## Overview of 9-12 Core Curriculum Program Ordering for the 2015 – 16 School Year

*The NYCDOE has incorporated instructional materials in the Core Curriculum program for high schools. Please review the details below for important information, the ordering process and key timelines. Additional supports and details will be provided in both Principals' Weekly and on the [Core Curriculum intranet page](#) throughout March.*

### Participating in the Core Curriculum Program

The Core Curriculum program aims to provide rigorous, high-quality curricula and instructional materials to New York City students. Core Curriculum instructional materials have been identified by the NYCDOE because they are aligned to the Common Core Learning Standards and other New York State standards. Schools that participate in the Core Curriculum program benefit by purchasing materials that have been identified for their quality as well as competitive pricing. However, New York City principals have the choice to decide which instructional materials and programs to purchase, develop or adapt for use in their schools to best meet their students' needs.

A few key features of the Core Curriculum program include:

- Schools receive shipments of materials directly from publishers.
- Schools are able to track and certify deliveries in the ordering tool.
- Schools are able to track budget/NYSTL allocation status in the ordering tool.
- Schools can access technical support from the Division of Teaching and Learning's Service Center.

### Core Curriculum Program Content Options for the 2015-16 School Year

The Core Curriculum program has incorporated the following options for high schools:

- **English Language Arts** – Houghton Mifflin Harcourt Collections (Grades 9-12)
- **Mathematics** – printed copies of EngageNY curriculum: New York State Common Core Inc. (Grades 9-12)
- **Health Education** - HealthSmart (High School)

More information about instructional materials for alternately assessed students will be forthcoming later in March.

### Core Curriculum Program Policy for the 2015-16 School Year

Funding for all curriculum materials within the Core Curriculum program is based on each school's NYSTL allocation for textbooks, hardware and software. NYSTL Library book funding cannot be used for Core Curriculum program purchases and will be distributed with the initial allocations. The funding estimate within the ordering tool is based on your school's FY15 audited register, updated for any approved grade reconfigurations.

Additional information about funding for the Core Curriculum program will be forthcoming later in March via *Principals' Weekly*.

### Overview of the Ordering Process

The steps below outline key pieces of the ordering process. More detailed support and training on how to use the ordering tool will be provided via webinar on the [Core Curriculum intranet page](#).

1. All 9-12 schools will be asked to either opt in or opt out of the Core Curriculum program.
  - a. *Opt in*: Schools should opt in if they intend to purchase materials through the Core Curriculum program. Schools that opt in will proceed to ordering and will see their full NYSTL allocation as the balance available for placing orders.
  - b. *Opt out*: Schools should opt out if they do *not* want to purchase any materials through the Core Curriculum program and wish to receive the full balance of their NYSTL allocation when the initial allocations are issued. Schools that opt out will not be able to access the ordering tool and will be required to order materials directly through e-catalog.

*For any questions about the process or curriculum options, please contact the NYCDOE at [curriculum@schools.nyc.gov](mailto:curriculum@schools.nyc.gov)*

2. Schools that opt in will place orders and their available NYSTL balance will decrease as items are added to their cart.
3. While NYSTL allocations cover purchase costs for the majority of schools, there are some schools that may exceed their allocations. Schools that exceed their allocations should continue to place orders indicating the reason why the order has exceeded the available balance. These orders will be reviewed by a multi-tiered quality assurance process comprised of networks, clusters, and central approvers.
4. After approving their school's order(s), principals will indicate if they have completed all Core Curriculum program ordering (requesting that their NYSTL balance should be returned) or whether they would like to reserve the balance for residual ordering (e.g. for new students in the Fall, etc.).
5. After orders have been processed, schools can track shipment status in the ordering tool.
6. Upon delivery receipt of all materials, schools must certify in the ordering tool that items ordered were received.

### Core Curriculum Program Timeline

Core Curriculum Activity	Timeline
Schools can access resources to support selection for Core Curriculum programs, including webinars, virtual samples, and service center support	Beginning in mid-March
Core Curriculum program initial ordering period	Week of March 30th, 2015
Schools will receive deliveries	July 2015
Schools can order through residual ordering period #1	Summer 2015—exact dates TBD
Schools can order through residual ordering period #2	Beginning of school year – exact dates TBD
Schools may return Core Curriculum program materials received <i>by</i> the first day of school	10/2/15
Schools may return Core Curriculum program materials received <i>after</i> the first day of school	10/30/15
Schools must certify receipt of all Core Curriculum program materials	Fall 2015