

ADMINISTRATIVE CIRCULAR NO. 14
Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2013

To: Principals of Elementary and Atypical Schools (**not subject to Williams site visits**), Division and Department Heads

Subject: GRADES K-6 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2013-2014 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

Department and/or Persons Concerned: Principals, Vice Principals

Due Date: September 20, 2013

Reference: Education Code 60119, Board Policy F-5000, District Procedures 4050, 4097, 4500, 4505, 4510, and 4521

Action Requested: Complete the attached 2013-14 Principal Verification of Instructional Materials Sufficiency – Gr. K-6 (Att. B) and email/fax signed copy to Barbara Baron, Williams Coordinator and Program Manager, Instructional Resources and Materials Department,
(619) 542-5796.

Brief Explanation:

In accordance with Education Code 60119, each school district's governing board must hold a public hearing no later than the eighth week of the school year to determine, through a resolution, whether each pupil in the district has sufficient textbooks or instructional materials, or both, in the following subjects: mathematics, science, history/social science, and English language arts. According to Williams Legislation, sufficient textbooks or instructional materials means each pupil, including English learners, must have a district-adopted textbook or instructional materials, or both, to use in class and to take home. Access to two sets of instructional materials is not required.

To ensure your school is sufficient and meets the requirements of the law, it is necessary for you to complete the attached Principal Verification Statement-Instructional Materials Sufficiency – Gr. K-6 (Att. B) by September 20, 2013 and email instmatlmail@sandi.net or fax (619) 542-5796 a signed copy to the Instructional Materials Office (IMO). *Note: Schools subject to a Williams team audit by the San Diego County Office of Education are not required to participate in this process. Compliance will be determined by the Williams team visit.*

This deadline is critical to meeting the requirements of Education Code 60119 and receiving State instructional materials funding.

Below is an outline of the process to assist you.

The Instructional Materials Office staff has completed the Instructional Materials Sufficiency Survey (Att. A) for each site using inventory data of core student instructional materials from the Destiny Textbook Manager.

Please Note: Biliteracy schools and schools using instructional materials in languages other than English will be provided a customized biliteracy inventory form to report data in both languages. Schools using core instructional materials in languages other than English are required to complete the student enrollment and teacher counts for each applicable language to ensure sufficient instructional materials are available for each student.

The Instructional Materials Office will:

- On Monday, September 16, 2013, provide each school, by email to the principal or designee, a completed 2013-14 Instructional Materials Sufficiency Survey –Gr. K-6 (Att. A) based on inventories of core student instructional materials listed in Destiny Textbook Manager and Powerschool student enrollment for September 13, 2013.
- Identify shortages as we compile the data and immediately issue sufficient instructional materials based on Zangle student enrollment.

Schools that do not have their core textbooks barcoded and/or are without access to Destiny must compile this data and complete Attachment A.

The Site Administrator or designee will:

- Upon receipt of the email from IMO, review and verify accuracy of your customized *Instructional Materials Sufficiency Survey –Gr. K-6* (Att. A) completed by using Powerschool enrollment data from September 13, 2013.
- Complete the *Principal Verification Statement- Instructional Materials Sufficiency – Gr. K-6* (Att. B) by confirming, signing, dating the form.
- Email instmatlmail@sandi.net or fax (619) 542-5796 the completed Attachment B to IMO no later than September 20, 2013.
- **RETAIN ALL ORIGINALS** of each attachment at your site for review upon request.

If you have evidence the results of the Instructional Materials Survey for your school is inaccurate and/or your site has insufficient core instructional materials at your site:

- Immediately take action to remedy insufficiencies of student instructional materials by requesting additional core subject area student instructional materials in the following ways:
 - For **emergency** pick-up or delivery (requires up to a week to receive delivery orders) of all core subject area student instructional materials from the IMC Warehouse: Complete a *District-Adopted Core Instructional Materials Order Form* and email to instmatlmail@sandi.net or fax to 619-542-5796.

Core subject area instructional materials include:

- enVision Math
 - Foss Science student books and classroom science kits
 - Houghton Mifflin *Legacy of Literacy* English Language Arts
 - Harcourt CA *Reflections* History/Social Science.
- Receive and distribute the additional instructional materials to teachers and students.
 - Revise your customized Instructional Materials Sufficiency Survey –Gr. K-6 (Att. A) to reflect the additional inventory of instructional materials provided to be sufficient.
 - Complete the *Principal Verification Statement- Instructional Materials Sufficiency – Gr. K-6 (Att. B)* by confirming, signing, dating the form.
 - Email instmatlmail@sandi.net or fax (619) 542-5796 the completed Attach. B to IMO no later than September 20, 2013.
 - **RETAIN ALL ORIGINALS** of each attachment at your site (*you may be required to submit this information if audited*).

Questions regarding information included in this circular may be directed to:

- Chris Woehler, Supervisor, Instructional Materials Office, cwoehler@sandi.net, (858) 496-8461
- Barbara Baron, Williams Coordinator and Program Manager, Instructional Resources and Materials Department, bbaron@sandi.net, (858) 627-7564

Barbara Baron
Williams Coordinator and Program Manager,
Instructional Resources and Materials Department

APPROVED:



Terry Walter,
Executive Director
Office of Teaching and Learning

BB:cw

Attachments (2)

Distribution: Lists A, B, and D



INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

RETAIN COMPLETED ORIGINAL ON SITE

2013-14
GRADE K-6

School Site _____
Principal's Signature _____

To Be Used for Board Certification of Instructional Materials Sufficiency

				SEPTEMBER 2013	
				Number of Students Enrolled	Total # of Textbooks in Inventory
				# of Teachers	# of kits on site
N/A	ENGLISH LANGUAGE ARTS	K	<i>Houghton Mifflin, A Legacy of Literacy Kindergarten Kit -- TEACHER RESOURCE MATERIALS ONLY (includes 20 Big Book Titles: Mice Squeak, We Speak; Here are My Hands; I Went Walking; In the Big Blue Sea; Tortillas and Lullabies; Shoes From Grandpa; Aaron & Gayla's Alphabet Book; My Dad & I; Feast for Ten; Ten Little Puppies; What Will The Weather Be Like today?; All to Build a Snowman; The Wheels on the Bus; Vroom, Chuggs, Vroom-Vroom; Cows in the Kitchen; Mouse's Birthday; Spring Is Here; Mrs. McNosh Hangs Up Her Wash; Splash!; Feathers For Lunch)</i>		
N/A	MATHEMATICS	K	<i>Pearson Scott Foresman, enVision Math Common Core SE (Consumables Distributed Daily by Teacher)</i>		
N/A	SCIENCE	K	<i>Delta Education, FOSS Trees SE</i>		
			<i>Delta Education, FOSS Two by Two SE</i>		
			<i>Delta Education, FOSS Wood & Paper SE</i>		
			<i>Delta Education, Trees Foss Kit --TEACHER RESOURCE</i>	# of Teachers	# of kits on site
N/A	HISTORY/SOCIAL SCIENCE	K	<i>Harcourt School Publishers, CA Reflections, Kindergarten Program Kit (Our World, Now and Long Ago) English and Spanish)--TEACHER RESOURCE MATERIALS ONLY</i>		
N/A	ENGLISH LANGUAGE ARTS	1	<i>Houghton Mifflin, A Legacy of Literacy, Level 1.1, Here We Go SE (Span or Eng)</i>		
			<i>Houghton Mifflin, A Legacy of Literacy, Level 1.2, Let's Be Friends SE (Span or Eng)</i>		
			<i>Houghton Mifflin, A Legacy of Literacy, Level 1.3, Surprises SE (Span or Eng)</i>		
			<i>Houghton Mifflin, A Legacy of Literacy, Level 1.4, Treasures SE (Span or Eng)</i>		
			<i>Houghton Mifflin, A Legacy of Literacy, Level 1.5, Wonders SE (Span or Eng)</i>		
N/A	MATHEMATICS	1	<i>Pearson Scott Foresman, enVision Math Common Core SE (Consumables Distributed daily by teacher)</i>		
N/A	SCIENCE	1	<i>Delta Education, FOSS Air & Weather SE</i>		
			<i>Delta Education, FOSS Solids & Liquids SE</i>		
			<i>Delta Education, FOSS Plants & Animals SE</i>		
			<i>Delta Education, Air & Weather Foss Kit -- TEACHER RESOURCE</i>	# of Teachers	# of kits on site
N/A	HISTORY/SOCIAL SCIENCE	1	<i>Harcourt School Publisher, CA Reflections: SE: A Child's View (incl. Span Version)</i>		



INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

RETAIN COMPLETED ORIGINAL ON SITE

2013-14
GRADE K-6

School Site _____

To Be Used for Board Certification of Instructional Materials Sufficiency

Principal's Signature _____

SEPTEMBER 2013	
Number of Students Enrolled	Total # of Textbooks in Inventory

Course Number	Subject	Grade	Instructional Materials/Textbooks	Number of Students Enrolled	Total # of Textbooks in Inventory
N/A	ENGLISH LANGUAGE ARTS	2	<i>Houghton Mifflin, A Legacy of Literacy, Level 2.1, Adventures SE (Span or Eng)</i> <i>Houghton Mifflin, A Legacy of Literacy, Level 2.2, Delights SE (Span or Eng)</i>		
N/A	MATHEMATICS	2	<i>Pearson Scotts Foresman, enVision Math Common Core, SE (Consumables Distributed daily by teacher)</i>		
N/A	SCIENCE	2	<i>Delta Education, FOSS Insects & Plants SE</i> <i>Delta Education, FOSS Pebbles, Sand & Silt SE</i> <i>Delta Education, FOSS Balances & Motion SE</i>		
			<i>Delta Education, Pebbles, Sand & Silt Foss Kit -- TEACHER RESOURCE</i>	# of Teachers	# of kits on site
N/A	HISTORY/SOCIAL SCIENCE	2	<i>Harcourt School Publisher, CA Reflections: SE: People We Know (Incl. Span version)</i>		
N/A	ENGLISH LANGUAGE ARTS	3	<i>Houghton Mifflin, A Legacy of Literacy, Level 3.1, Rewards SE (Span or Eng)</i> <i>Houghton Mifflin, A Legacy of Literacy, Level 3.2, Horizons SE (Span or Eng)</i>		
N/A	MATHEMATICS	3	<i>Pearson Scott Foresman, enVision Math California SE</i>		
N/A	SCIENCE	3	<i>Delta Education, Gr 3, FOSS Science Resource Book SE</i> <i>Delta Education, Sun & Moon Foss Kit -- TEACHER RESOURCE</i>	# of Teachers	# of kits on site
N/A	HISTORY/SOCIAL SCIENCE	3	<i>Harcourt School Publisher, CA Reflections, SE: Our Communities (incl. Span. version)</i>		



INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

RETAIN COMPLETED ORIGINAL ON SITE

2013-14
GRADE K-6

School Site _____

To Be Used for Board Certification of Instructional Materials Sufficiency

Principal's Signature _____

Course Number	Subject	Grade	Instructional Materials/Textbooks	SEPTEMBER 2013	
				Number of Students Enrolled	Total # of Textbooks in Inventory
N/A	ENGLISH LANGUAGE ARTS	4	<i>Houghton Mifflin, A Legacy of Literacy, Traditions SE (Span or Eng)</i>		
N/A	MATHEMATICS	4	<i>Pearson Scott Foresman, enVision Math California SE</i>		
N/A	SCIENCE	4	<i>Delta Education, Gr 4, Foss Science Resource Book SE</i>	# of Teachers	# of kits on site
			<i>Delta Education, Solid Earth Foss Kit -- TEACHER RESOURCE</i>		
N/A	HISTORY/SOCIAL SCIENCE	4	<i>Harcourt School Publisher, CA Reflections, SE: California: A Changing State (incl. Span. Version)</i>		
N/A	ENGLISH LANGUAGE ARTS	5	<i>Houghton Mifflin, A Legacy of Literacy, Expeditions SE (Span or Eng)</i>		
N/A	MATHEMATICS	5	<i>Pearson Scott Foresman, enVision Math California SE</i>		
N/A	SCIENCE	5	<i>Delta Education, Grade 5, Foss Science Resource Book SE</i>	# of Teachers	# of kits on site
			<i>Delta Education, Water Planet Foss Kit -- TEACHER RESOURCE</i>		
N/A	HISTORY/SOCIAL SCIENCE	5	<i>Harcourt School Publisher, CA Reflections, SE: California: The United States: Making A New Nation (incl. Span. Version)</i>		
N/A	ENGLISH LANGUAGE ARTS	6	<i>Houghton Mifflin, A Legacy of Literacy, Triumphs SE (Span or Eng),</i>		
N/A	MATHEMATICS	6	<i>Pearson Prentice Hall, California Mathematics 6, CA ed. SE</i>		
N/A	SCIENCE	6	<i>Pearson Prentice Hall, CA Focus on Earth Science SE</i>		
N/A	HISTORY/SOCIAL SCIENCE	6	<i>Holt, CA Social Studies: World History, Ancient Civilizations, SE (incl. Span. Version)</i>		



San Diego Unified School District

Attachment B
Grades K-6

Principal Verification Statement Instructional Materials Sufficiency *For use with Elementary Schools*

School Name: [Click here to enter text.](#)
Principal Name: [Click here to enter text.](#)

Instructional Materials Elementary

By checking this box,
I confirm that the number of available instructional materials listed on the
Instructional Materials Sufficiency Survey represents an accurate and current
inventory of the instructional materials on my school site.

I confirm the initialed statement above and verify on September 13, 2013, our school had sufficient instructional materials for each student for the 2013-2014 school year. My signature below also indicates I will maintain sufficiency of instructional materials throughout the school year as enrollments change.

By checking this box, I verify the information and statements above are accurate.

Date: [Click here to enter a date.](#)