

**ADMINISTRATIVE CIRCULAR NO. 8**  
Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 13, 2018

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

**Subject:** GRADES 9-12 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2018-2019 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

**Department and/or Persons Concerned:** Principals, Vice Principals, Library Staff

**Due Date:** September 14, 2018

**Reference:** Education Code 60119, Board Policy F-5000, District Procedures 4050, 4097, 4500, 4520, and 4521

**Action Requested:** Complete the attached 2018-19 Principal Verification of Instructional Materials Sufficiency – Gr. 9-12 and Uniform Complaint Procedure Posting (Att. B) and email/fax a signed copy to Christopher Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, at (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. The governing board must also determine whether each student enrolled in a foreign language or health course has been provided sufficient textbooks or instructional materials. According to Williams Legislation, sufficient textbooks or instructional materials means that 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.

Williams Legislation also requires science classrooms to have basic science laboratory equipment available for students in science laboratory courses offered in Grades 9 to 12. A *Williams Science Laboratory Equipment Worksheet* has been developed to help schools determine if there is sufficient science lab equipment. Schools are to complete a worksheet for each science lab course and room where it is taught.

To ensure your school is sufficient and meets the requirements of the law, including basic science laboratory equipment, it is necessary for you to complete the attached 2017-18 Principal Verification Statement - Instructional Materials Sufficiency – Gr. 9-12 and Uniform Complaint Procedure Posting (Att. B) by September 14, 2018 and email [insmatmail@sandi.net](mailto:insmatmail@sandi.net) or fax (619) 542-5796 a signed copy to the Instructional Materials Office. *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 this process to assist you.

- Verify the July, 2016 versions of the Uniform Complaint Procedure are visibly posted in each classroom per Williams Legislation requirement. (Versions in multiple languages are available on the district's [Williams legislation webpage](#) within the Instructional Resources and Materials Department website. Complete the *Instructional Materials Sufficiency Survey* (Att. A) and the *Williams Science Lab Equipment Worksheet(s)* (Attachments C) by September 7, 2018 and retain at site for review upon request.
- Base your data on inventory of core instructional materials using Destiny Textbook Manager and PowerSchool student enrollment in core courses for a specific day, no later than **August 31, 2018**, with the understanding that course enrollments will change and sufficiency of instructional materials will be maintained as needed.

If the results of the Instructional Materials Survey and Williams Science Lab Equipment Worksheet indicate sufficiency at your site:

- Complete the *Principal Verification Statement-Instructional Materials Sufficiency – Gr. 9-12 and Uniform Complaint Procedure Posting* (Att. B) by confirming, signing, and dating the form.
- Email [instmatmail@sandi.net](mailto:instmatmail@sandi.net) or fax (619) 542-5796 Att. B to the Instructional Materials Office no later than September 14, 2018.
- **RETAIN ALL ORIGINALS** of each attachment at your site for review upon request.

If the results of the Instructional Materials Survey indicate insufficiencies at your site:

- Immediately take action to remedy insufficiencies of student instructional materials by requesting additional core subject area materials through a Destiny Textbook Order and contacting Anne Mealiffe [amealiffe@sandi.net](mailto:amealiffe@sandi.net), (858) 496-8465 or by ordering adequate instructional materials by contacting Strategic Sourcing and Contracts at (858) 522-5893.
- Immediately take action to remedy any insufficiencies in science laboratory equipment by ordering through the District's ePro requisitioning system and contacting the Strategic Sourcing and Contracts Department at (858) 522-5808.
- Receive and distribute the additional materials to students and teachers.
- Complete the *Principal Verification Statement-Instructional Materials Sufficiency –*

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[Gr. 9-12 and Uniform Complaint Procedure Posting](#) (Att. B) by confirming, signing, and dating the form.

- Email [instmatlmail@sandi.net](mailto:instmatlmail@sandi.net) or fax (619) 542-5796 Att. B to the Instructional Materials Office no later than September 14, 2018.
- **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:

- Roxana Garcia, Administrative Aide, Instructional Resources and Materials Department, [rgarcia4@sandi.net](mailto:rgarcia4@sandi.net), (858) 496-8466
- Chris Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, [cwoehler@sandi.net](mailto:cwoehler@sandi.net), (858) 496-8461

Chris Woehler  
Williams Coordinator and Manager,  
Instructional Resources and Materials Department

APPROVED:



Jim Solo  
Executive Director, Leadership and Learning

CW:rg

Attachments (3)

Distribution: Lists A, B, and F