

ADMINISTRATIVE CIRCULAR NO. 54
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 2, 2020

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 2020-21 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

Department and/or Persons Concerned: Principals, Vice Principals

Due Date: September 18, 2020

Reference: Education Code 60119, Board Policy – BP6161.1, BP616.11, Administration Regulations – AR6161.1, E6161.1

Action Requested: Complete the attached 2020-21 Principal Verification of Instructional Materials Sufficiency – Gr. K-6 and Uniform Complaint Procedure Posting (Att. B) and email/fax signed copy to Chris Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, at instmatmail@sandi.net or (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 by the fourth week of each school year. Access to digital versions of adopted student materials also meets the requirement and two sets of instructional materials are 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 and Uniform Complaint Procedure (UCP) posting (Att. B) by September 18, 2020 and email instmatmail@sandi.net 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. NOTE: This process has changed from recent years. It is the responsibility of each school principal or designee to complete the Instructional Materials Sufficiency Survey (Att. A) by performing an inventory of the district-adopted student instructional materials listed on the survey and entering your student enrollment. See the attachment on how to access your Destiny inventory for core student instructional materials.

Please Note: Schools with Dual Language programs using district-adopted instructional materials in Spanish must use a customized biliteracy inventory form to report data in both languages. The Instructional Materials Sufficiency Survey for Spanish Biliteracy Schools is available on the Instructional Materials Office website or by emailing Roxana Garcia rgarcia4@sandi.net. 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 Site Administrator or designee will:

- 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-Gr. K-6 (Att. A) no later than **September 4, 2020**, with the understanding student enrollment will change and sufficiency will be maintained as needed, by performing the following:
 - Inventory your student instructional materials using Destiny Resource Manager and/or performing a physical inventory as necessary and enter quantities in the appropriate fields. (unbarcoded quantities of textbooks not included in Destiny should be included in your counts.)
 - See attached Job-Aid for Accessing your Destiny Textbook Counts.
 - Enter your PowerSchool enrollment for each subject area in the corresponding fields.
 - Compare your instructional materials inventory to your enrollment.

NOTE: This inventory survey is designed to be used as a tool to assist schools with determining sufficient instructional materials are available to provide each student with access to the adopted student instructional materials. It is *not* necessary to return this survey to the Instructional Materials Office.

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

- Complete the *Principal Verification Statement- Instructional Materials Sufficiency – Gr. K-6 and Uniform Complaint Procedure Posting* (Att. B) by confirming, signing, and dating the form.
- Email instmatlmail@sandi.net or fax (619) 542-5796 the completed Attachment B to the Instructional Materials Office no later than September 18, 2020.

- **RETAIN ALL ORIGINALS** of each attachment at your site for review upon request.

If the results of your Instructional Materials Survey determine you have insufficient instructional materials to provide access to each student:

- Immediately take action to remedy any insufficiencies of student instructional materials by requesting additional core subject area student instructional materials in the following way:
 - For **emergency** pick-up or delivery (requires up to a week to receive delivery orders) of all core subject area print student instructional materials from the IMC Warehouse: Complete a *District-Adopted Core Instructional Materials Order Form* and/or a FOSS Science Kit Order form or email Yvette Arambula yarambula@sandi.net and request the specific core student instructional materials necessary to provide to your student enrollment.

Core subject area instructional materials include:

- Mathematics: *EnVision Math 2.0* -includes digital access to student IM.
 - Science: Foss Earth Science student books and classroom science kits
 - ELA/ELD; Benchmark *Advance* ELA/ELD -includes digital access to student IM.
 - History/Social Science: Harcourt *CA Reflections*
- 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 to be sufficient.
 - Complete the *Principal Verification Statement- Instructional Materials Sufficiency – Gr. K-6 and Uniform Complaint Procedure Posting* (Att. B) by confirming, signing, and dating the form.
 - Email instmatlmail@sandi.net or fax to (619) 542-5796 the completed Att. B to the Instructional Materials Office no later than **September 18, 2020**.
 - **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.
 - Christopher Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, cwoehler@sandi.net.

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

APPROVED:

Jim Solo
Executive Director, Leadership and Learning

CW:rg

Attachments (2)

Distribution: Lists A, B, and D