

**ADMINISTRATIVE CIRCULAR NO. 3**

Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 26, 2015

**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 2015-2016 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

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

**Due Date:** September 25, 2015

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

**Action Requested:** Complete the attached 2015-16 Principal Verification of Instructional Materials Sufficiency – Gr. K-6 and Uniform Complaint Procedure Posting (Att. B) and email/fax signed copy to Christopher Woehler, Williams Coordinator and 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 and Uniform Complaint Procedure (UCP) posting (Att. B) by September 25, 2015 and email [instmatmail@sandi.net](mailto:instmatmail@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 and enrollment data from PowerSchool.

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:

- No later than Friday, September 18, 2015, provide each school, by email to the principal or designee, a completed 2015-16 Instructional Materials Sufficiency Survey –Gr. K-6 (Att. A). The data will be based on inventories of core student instructional materials listed in Destiny Textbook Manager and PowerSchool student enrollment for **September 11, 2015**.

**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:

- Verify the Uniform Complaint Procedure is visibly posted in each classroom per Williams Legislation [requirement](#).
- Upon receipt of the email from the Instructional Materials Office, review and verify accuracy of your customized *Instructional Materials Sufficiency Survey –Gr. K-6* (Att. A), completed by using PowerSchool enrollment data and inventory information from Destiny Textbook Manager for **September 11, 2015**.
- 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](mailto:instmatlmail@sandi.net) or fax (619) 542-5796 the completed Attachment B to the Instructional Materials Office no later than September 25, 2015.
- **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 are 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 way:

- 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*.

Core subject area instructional materials include:

- EnVision Math for grades K-5
  - Big Ideas Math for grade 6
  - 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 and Uniform Complaint Procedure Posting (Att. B)* by confirming, signing, dating the form.
  - Email [instmatlmail@sandi.net](mailto:instmatlmail@sandi.net) or fax (619) 542-5796 the completed Att. B to the Instructional Materials Office no later than September 25, 2015.
  - **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
    - Christopher Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, [cwoehler@sandi.net](mailto:cwoehler@sandi.net), (858) 496-8461

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



San Diego Unified School District  
INSTRUCTIONAL MATERIALS OFFICE  
INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

Attachment A

Retain Completed Original On Site

2015-2016  
GRADE K-6

School Site \_\_\_\_\_

**To Be Used for Board Certification of Instructional Materials Sufficiency**

Principal's Signature \_\_\_\_\_

Subject	Grade	Instructional Materials/Textbooks	SEPTEMBER 2015	
			Number of Students Enrolled	Total # of Textbooks in Inventory
MATHEMATICS	TK	<i>Pearson Scott Foresman</i> , enVision Math (Student manipulative only)		
	K	<i>Pearson Scott Foresman</i> , enVision Math Common Core SE ( Consumables distributed daily by teacher)		
SCIENCE	TK / K	<i>Delta Education</i> , FOSS Trees SE		
		<i>Delta Education</i> , FOSS Two by Two SE		
		<i>Delta Education</i> , FOSS Wood & Paper SE		
ENGLISH LANGUAGE ARTS	TK / K	<i>Houghton Mifflin</i> , 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)	# of Teachers	# of kits on site
HISTORY/SOCIAL SCIENCE	TK / K	<i>Harcourt School Publishers</i> , CA Reflections, Kindergarten Program Kit (Our World, Now and Long Ago) -TEACHER BIG BOOK ONLY		
SCIENCE	TK / K	<i>Delta Education</i> , <i>Trees Kit Foss Kit</i> -TEACHER RESOURCE		
			Number of Students Enrolled	Total # of Textbooks in Inventory
ENGLISH LANGUAGE ARTS	1	<i>Houghton Mifflin</i> , A Legacy of Literacy, Level 1.1, Here We Go SE		
		<i>Houghton Mifflin</i> , A Legacy of Literacy, Level 1.2, Let's Be Friends SE		
		<i>Houghton Mifflin</i> , A Legacy of Literacy, Level 1.3, Surprises SE		
		<i>Houghton Mifflin</i> , A Legacy of Literacy, Level 1.4, Treasures SE		
		<i>Houghton Mifflin</i> , A Legacy of Literacy, Level 1.5, Wonders SE		
MATHEMATICS	1	<i>Pearson Scott Foresman</i> , enVision Math Common Core SE (Consumables distributed daily by teacher)		
SCIENCE	1	<i>Delta Education</i> , FOSS Air & Weather SE		
		<i>Delta Education</i> , FOSS Solids & Liquids SE		
		<i>Delta Education</i> , FOSS Plants & Animals SE		
HISTORY/SOCIAL SCIENCE	1	<i>Harcourt School Publisher</i> , CA Reflections: SE: A Child's View		
SCIENCE	1	<i>Delta Education</i> , <i>Air &amp; Weather Foss Kit</i> -TEACHER RESOURCE	# of Teachers	# of kits on site



San Diego Unified School District  
INSTRUCTIONAL MATERIALS OFFICE  
INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

Attachment A

Retain Completed Original On Site

2015-2016  
GRADE K-6

School Site \_\_\_\_\_

**To Be Used for Board Certification of Instructional Materials Sufficiency**

Principal's Signature \_\_\_\_\_

	Subject	Grade	Instructional Materials/Textbooks	SEPTEMBER 2015	
				Number of Students Enrolled	Total # of Textbooks in Inventory
	ENGLISH LANGUAGE ARTS	2	Houghton Mifflin, A Legacy of Literacy, Level 2.1, Adventures SE		
			Houghton Mifflin, A Legacy of Literacy, Level 2.2, Delights SE		
	MATHEMATICS	2	Pearson Scotts Foresman, enVision Math Common Core SE (Consumables distributed daily by teacher)		
	SCIENCE	2	Delta Education, FOSS Insects & Plants SE		
			Delta Education, FOSS Pebbles, Sand & Silt SE		
			Delta Education, FOSS Balances & Motion SE		
	HISTORY/SOCIAL SCIENCE	2	Harcourt School Publisher, CA Reflections: SE: People We Know		
	SCIENCE		Delta Education, Pebbles, Sand & Silt Foss Kit - TEACHER RESOURCE	# of Teachers	# of kits on site
				Number of Students Enrolled	Total # of Textbooks in Inventory
	ENGLISH LANGUAGE ARTS	3	Houghton Mifflin, A Legacy of Literacy, Level 3.1, Rewards SE		
			Houghton Mifflin, A Legacy of Literacy, Level 3.2, Horizons SE		
	MATHEMATICS	3	Pearson Scott Foresman, enVision Math California SE		
	SCIENCE	3	Delta Education, Gr 3, FOSS Science Resource Book SE		
	HISTORY/SOCIAL SCIENCE	3	Harcourt School Publisher, CA Reflections, SE: Our Communities		
	SCIENCE	3	Delta Education, Sun & Moon Foss Kit - TEACHER RESOURCE	# of Teachers	# of kits on site
				Number of Students Enrolled	Total # of Textbooks in Inventory
	ENGLISH LANGUAGE ARTS	4	Houghton Mifflin, A Legacy of Literacy, Traditions SE		
	MATHEMATICS	4	Pearson Scott Foresman, enVision Math California SE		
	SCIENCE	4	Delta Education, Gr 4, Foss Science Resource Book SE		
	HISTORY/SOCIAL SCIENCE	4	Harcourt School Publisher, CA Reflections, SE: California: A Changing State		
	SCIENCE	4	Delta Education, Solid Earth Foss Kit - TEACHER RESOURCE	# of Teachers	# of kits on site



San Diego Unified School District  
 INSTRUCTIONAL MATERIALS OFFICE  
 INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

**Attachment A**

**Retain Completed Original On Site**

**2015-2016  
 GRADE K-6**

School Site \_\_\_\_\_

**To Be Used for Board Certification of Instructional Materials Sufficiency**

Principal's Signature \_\_\_\_\_

			SEPTEMBER 2015	
Subject	Grade	Instructional Materials/Textbooks	Number of Students Enrolled	Total # of Textbooks in Inventory
ENGLISH LANGUAGE ARTS	5	<i>Houghton Mifflin, A Legacy of Literacy, Expeditions SE</i>		
MATHEMATICS	5	<i>Pearson Scott Foresman, enVision Math California SE</i>		
SCIENCE	5	<i>Delta Education, Grade 5, Foss Science Resource Book SE</i>		
HISTORY/SOCIAL SCIENCE	5	<i>Harcourt School Publisher, CA Reflections, SE: California: The United States: Making A New Nation</i>		
SCIENCE	5	<i>Delta Education, Water Planet Foss Kit - TEACHER RESOURCE</i>	# of Teachers	# of kits on site
			Number of Students Enrolled	Total # of Textbooks in Inventory
ENGLISH LANGUAGE ARTS	6	<i>Houghton Mifflin, A Legacy of Literacy, Triumphs SE</i>		
MATHEMATICS	6	<i>Big Ideas Learning, Big Ideas Math Course 1 SE -or- Big Ideas Math Advanced 1</i>		
SCIENCE	6	<i>Pearson Prentice Hall, CA Focus on Earth Science SE</i>		
HISTORY/SOCIAL SCIENCE	6	<i>Holt, CA Social Studies: World History, Ancient Civilizations, SE</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.](#)

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

### ***Uniform Complaint Procedure (UCP)***

By checking this box,  
I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms.

By checking this box,  
I confirm on **September 25, 2015**, our school had sufficient instructional materials for each student for the 2015-2016 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

Date: