

ADMINISTRATIVE CIRCULAR NO. 4
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 8, 2017

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 2017-2018 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

Department and/or Persons Concerned: Principals, Vice Principals

Due Date: September 15, 2017

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

Action Requested: Complete the attached 2017-18 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, (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 15, 2017 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 and enrollment data from PowerSchool.

Please Note: Schools with Dual Language programs using district-adopted 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 8, 2017, provide each school, by email to the principal or designee, a completed 2017-18 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 1, 2017**.

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 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.
- 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 1, 2017**.
- 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 15, 2017.
- **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](#) and/or a [FOSS Science Kit 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, and dating the form.
 - Email instmatlmail@sandi.net or fax (619) 542-5796 the completed Att. B to the Instructional Materials Office no later than September 15, 2017.
 - **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, (858) 496-8466
 - Christopher Woehler, Williams Coordinator and Manager, Instructional Resources and Materials Department, 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