

**ADMINISTRATIVE CIRCULAR NO. 13**  
Office of Teaching and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 20, 2013

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

**Subject:** GRADES 6-8 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2013-14 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

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

**Due Date:** September 20, 2013

**Reference:** Education Code 60119, Board Policy F-5000, District Procedures 4050, 4097, 4500, 4505, 4510, 4520, and 4521

**Action Requested:** Complete the attached 2013-14 Principal Verification of Instructional Materials Sufficiency – Gr. 6-8 (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. 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 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. 6-8* (Att. B) by September 20, 2013 and email [instmatlmail@sandi.net](mailto: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 this process to assist you.**

- Complete the *Instructional Materials Sufficiency Survey* (Att. A) by September 13, 2013.
- 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 September 13, 2013, 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 indicate sufficiency at your site:

- Complete the *Principal Verification Statement-Instructional Materials Sufficiency – Gr. 6-8* (Att. B) by confirming, signing, and dating the form.
- Email [instmatlmail@sandi.net](mailto:instmatlmail@sandi.net) or fax (619) 542-5796 Attachment B to IMO no later than September 20, 2013.
- **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 student instructional materials through a Destiny Textbook Transfer Request and contacting Anne Mealiffe at [amealiffe@sandi.net](mailto:amealiffe@sandi.net) or (858) 496-8465. It may also be necessary to order adequate instructional materials by contacting Julio Gomez at [jgomez1@sandi.net](mailto:jgomez1@sandi.net) or (858) 522-5867.
- Receive and distribute the additional materials to students.
- Complete the *Principal Verification Statement-Instructional Materials Sufficiency – Gr. 6-8* (Att. B) by confirming, signing, and dating the form.
- Email [instmatlmail@sandi.net](mailto:instmatlmail@sandi.net) or fax (619) 542-5796 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](mailto:cwoehler@sandi.net), (858) 496-8461
  - Barbara Baron, Williams Coordinator and Program Manager, Instructional Resources and Materials Department, [bbaron@sandi.net](mailto:bbaron@sandi.net), (858) 627-7564

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

APPROVED:

A handwritten signature in black ink that reads "Teresa Walter". The signature is written in a cursive, flowing style.

Teresa Walter,  
Executive Director,  
Office of Teaching and Learning

BB:cw

Attachments (2)

Distribution: Lists A, B, and E



San Diego Unified School District  
INSTRUCTIONAL MATERIALS OFFICE

INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

ATTACHMENT A: GRADES 6-8

2013-14  
GRADES 6-8

RETAIN COMPLETED ORIGINAL  
ON SITE

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

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

To be used for Board Certification of Sufficiency of Instructional Materials

Course Number	Course Title	Instructional Materials/Textbooks	SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
1501; 1551; 1543	ENGLISH 7TH	<i>Prentice Hall</i> , Prentice Hall Literature: Timeless Voices Bronze		
1520; 1559; 1544	ENGLISH 8TH	<i>Prentice Hall</i> , Prentice Hall Literature: Timeless Voices Silver		
1539	ESL LIT 6TH CORE NEWCOMER	Site-selected material.		
1550; 1542	ENGLISH 6TH	<i>Prentice Hall</i> , Prentice Hall Literature: Timeless Voices Copper		
1605; 1606	ENGLISH 5TH/LITERACY 5TH (MIDDLE)	<i>Houghton Mifflin</i> , A Legacy of Literacy		
1607; 1831 & 1832	ESL LEVEL 1 5TH-8TH (MIDDLE)	<i>Pearson-Longman</i> , Keys to Learning		
1608; 1833 & 1834	ESL LEVEL 2 5TH-8TH (MIDDLE)	<i>Pearson-Longman</i> , Shining Star		
1609	ESL LEVEL 3 5TH-8TH (MIDDLE)	<i>Prentice Hall</i> , Prentice Hall Literature: Timeless Voices		
1611	ESL LIT 5TH CORE NEWCOMER (MIDDLE)	Site-selected material.		
1660	ESL LIT 7TH-8TH CORE NEWCOMER	Site-selected material.		
1708	ENGLISH 6TH	<i>Prentice Hall</i> , Prentice Hall Literature: Timeless Voices Copper/ Site-adopted course at Marston, Farb, Montgomery, Clark and Bethune K-8		
2001, 2002	FRENCH 1-2	<i>Holt</i> , Bien dit! Level 1		
2003, 2004	FRENCH 3-4	<i>Holt</i> , Bien dit! Level 2		
2005, 2006	FRENCH 5-6	<i>Glencoe/McGraw-Hill</i> , Bon Voyage, Level 2/ Site adopted course at Roosevelt		
2051, 2052	GERMAN 1-2	<i>Holt</i> , Komm mit! Level 1		

**To be used for Board Certification of Sufficiency of Instructional Materials**

Course Number	Course Title	Instructional Materials/Textbooks	Number of Students Enrolled	Total Number of Textbooks in INVENTORY
2053, 2054	GERMAN 3-4	<i>Holt, Komm mit!</i> Level 2		
2115	INTRODUCTION TO FRENCH	Site-adopted at Roosevelt Middle		
2127, 2128	ARABIC 1-2	Site-adopted at Mann and Wilson Middle		
2129, 2130	ARABIC 3-4	Site-adopted at Mann and Wilson Middle		
2161, 2162	JAPANESE 1-2	<i>Cheng &amp; Tsui, Adventures in Japanese, Level 1</i>		
2163, 2164	JAPANESE 3-4	<i>Cheng &amp; Tsui, Adventures in Japanese, Level 2</i>		
2201, 2202	LATIN 1-2	<i>Prentice Hall, Jenney's First Year Latin</i>		
2203, 2204	LATIN 3-4	<i>Prentice Hall, Jenney's Second Year Latin</i>		
2321, 2322	SPANISH 1-2	<i>Holt McDougal, Avancemos! Level 1</i>		
2323, 2324	SPANISH 3-4	<i>Holt McDougal, Avancemos! Level 2</i>		
2325, 2326	SPANISH 5-6	<i>McDougal Littell, En Espanol! Level 3/ Site-adopted course at Roosevelt</i>		
2345, 2346	SPANISH FOR SPANISH SPEAKERS 1-2	<i>Holt, Advanced Spanish: Nuevas Vistas Curso Introduccion</i>		
2347, 2348	SPANISH FOR SPANISH SPEAKERS 3-4	<i>Holt, Advanced Spanish: Nuevas Vistas Curso Uno</i>		
2351, 2352	MANDARIN CHINESE 1-2	Site-selected materials		
2353, 2354	MANDARIN CHINESE 3-4	Site-selected materials		
2384, 2385	AMERICAN SIGN LANGUAGE 1-2	<i>Pearson, Learning American Sign Language</i>		
2386, 2387	AMERICAN SIGN LANGUAGE 3-4	<i>Dawn Sign Press, Signing Naturally Curriculum Level 2</i>		
2395, 2396; 2397, 2398	FILIPINO 1-2; FILIPINO 3-4	<i>Magsimba Press, Learn Filipino, Book 1</i>		
2415	INTRODUCTION TO SPANISH	Site-adopted at Roosevelt Middle		
2511	HEALTH EDUCATION 6TH-8TH MIDDLE	<i>MacMillan/McGraw-Hill, Health and Wellness</i>		
4001; 4013; 4050; 4051	PRE-ALGEBRA 7TH; PRE-ALGEBRA ADVANCED	<i>Pearson, Prentice Hall Mathematics Pre-Algebra, CA Ed.</i>		
4002; 4012	MATHEMATICS 6TH	<i>Pearson, Prentice Hall Mathematics Grade 6, CA Ed.</i>		
4004	MATHEMATICS 5TH (MIDDLE)	Site adopted at Dana Middle		

**To be used for Board Certification of Sufficiency of Instructional Materials**

Course Number	Course Title	Instructional Materials/Textbooks	Number of Students Enrolled	Total Number of Textbooks in INVENTORY
4009	MATHEMATICS 5TH BLOCK (MIDDLE)	<i>Pearson Scott Foresman, enVision Math California</i>		
4041, 4042; 4021, 4022; 4063, 4064; 4061, 4062	ALGEBRA 1,2 ; ALGEBRA 1,2 ADVANCED	<i>Pearson, Prentice Hall Mathematics Algebra 1, CA Ed.</i>		
4080	ALGEBRA READINESS	<i>Pearson Prentice Hall, California Algebra Readiness</i>		
4141, 4142	GEOMETRY 1-2	<i>Pearson, Prentice Hall Mathematics Geometry, CA Ed.</i>		
4175, 4176	GEOMETRY 1-2 ADVANCED	<i>McDougal Littell, Geometry</i>		
6003; 6008, 6009	SCIENCE 7TH; SCIENCE 7TH - COMPUTERS AND TECHNOLOGY 1,2	<i>McDougal Littell, McDougal Littell Science: Focus on Life Sciences, CA Ed.</i>		
6005; 6041, 6042	SCIENCE 8TH; SCIENCE 8TH ADVANCED 1,2	<i>It's About Time, Interactions in Physical Science, CA Ed.</i>		
6006	SCIENCE 6TH	<i>Pearson Prentice Hall, CA Focus on Earth Science</i>		
6086	SCIENCE & TECHNOLOGY 6TH IB	<i>Pearson Prentice Hall, CA Focus on Earth Science/ Site adopted at Pacific Beach Middle and Roosevelt</i>		
6087	SCIENCE & TECHNOLOGY 7TH IB	<i>McDougal Littell, McDougal Littell Science: Focus on Life Sciences, CA Ed./ Site adopted at Pacific Beach Middle and Roosevelt</i>		
6088	SCIENCE & TECHNOLOGY 8TH IB	<i>It's About Time, Interactions in Physical Science, CA Ed./ Site adopted at Pacific Beach Middle and Roosevelt</i>		
6210	SCIENCE 5TH (middle)	<i>Delta Education, FOSS Science Resource Book Grade 5, CA Ed.</i>		
6519	SOCIAL STUDIES 5TH (MIDDLE)	<i>Harcourt, California Reflections: Making a New Nation</i>		
6520	SOCIAL STUDIES 6TH	<i>Holt, California Social Studies: World History, Ancient Civilizations</i>		
6521	WORLD HISTORY & GEOGRAPHY 7TH	<i>Holt, California Social Studies: World History, Medieval to Early Modern Times</i>		
6551	US HISTORY & GEOGRAPHY 8TH	<i>Holt, California Social Studies: United States History, Independence to 1914</i>		
7303	APPLIED MATHEMATICS 6TH-8TH	<i>Pearson AGS, Basic Math Skills</i>		
7323	APPLIED SCIENCE/ HEALTH 6TH-8TH	<i>Pearson AGS, AGS General Science</i>		
7333	APPLIED READING DEVELOPMENT/ IMPROVEMENT 6TH-8TH	<i>Hampton Brown, High Point Level A</i>		
7342	APPLIED ENGLISH 6TH-8TH	<i>Hampton Brown, High Point Level B</i>		
7350	APPLIED WORLD HISTORY 7TH	<i>Wright Group, Contemporary's World History - or - Holt, California Social Studies: World History, Medieval to Early Modern Times</i>		
7351	APPLIED U.S. HISTORY 8TH	<i>Wright Group, Contemporary's American History 2 after 1865 - or - Holt, California Social Studies: United States History, Independence to 1914</i>		

**To be used for Board Certification of Sufficiency of Instructional Materials**

Course Number	Course Title	Instructional Materials/Textbooks	Number of Students Enrolled	Total Number of Textbooks in INVENTORY
<p>Please list below any site-adopted course, not listed above, offered by your site for credit in English/language arts, mathematics, science, history-social science, health or world languages. Do not include site-adopted courses that earn credit in practical arts, visual and performing arts, or physical education.</p>				



# San Diego Unified School District

Attachment B  
Grades 6-8

## Principal Verification Statement Instructional Materials Sufficiency *For use with Middle Schools*

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

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

### ***Instructional Materials***

Middle School

By checking this box,

I confirm that the number of available instructional materials listed on the **Instructional Materials Sufficiency Survey** (Attachment A) 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.](#)