Date: August 20, 2013

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

Subject: GRADRES 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 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 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 or (858) 496-8465. It may also be necessary to order adequate instructional materials by contacting Julio Gomez at 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 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, (858) 496-8461
  - Barbara Baron, Williams Coordinator and Program Manager, Instructional Resources and Materials Department, bbaron@sandi.net, (858) 627-7564

Barbara Baron
Williams Coordinator and Program Manager,
Instructional Resources and Materials Department
Administrative Circular No. 13
Office of Teaching and Learning
Page 3

APPROVED:

Teresa Walter,
Executive Director,
Office of Teaching and Learning

BB: cw

Attachments (2)

Distribution: Lists A, B, and E
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructional Materials/Textbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501; 1551; 1543</td>
<td>ENGLISH 7TH</td>
<td>Prentice Hall, Prentice Hall Literature: Timeless Voices Bronze</td>
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<tr>
<td>1520; 1559; 1544</td>
<td>ENGLISH 8TH</td>
<td>Prentice Hall, Prentice Hall Literature: Timeless Voices Silver</td>
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<tr>
<td>1539</td>
<td>ESL LIT 6TH CORE NEWCOMER</td>
<td>Site-selected material.</td>
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<tr>
<td>1550; 1542</td>
<td>ENGLISH 6TH</td>
<td>Prentice Hall, Prentice Hall Literature: Timeless Voices Copper</td>
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<tr>
<td>1605; 1606</td>
<td>ENGLISH 5TH/LITERACY 5TH (MIDDLE)</td>
<td>Houghton Mifflin, A Legacy of Literacy</td>
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<tr>
<td>1607; 1831 &amp; 1832</td>
<td>ESL LEVEL 1 5TH-8TH (MIDDLE)</td>
<td>Pearson-Longman, Keys to Learning</td>
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<tr>
<td>1608; 1833 &amp; 1834</td>
<td>ESL LEVEL 2 5TH-8TH (MIDDLE)</td>
<td>Pearson-Longman, Shining Star</td>
</tr>
<tr>
<td>1609</td>
<td>ESL LEVEL 3 5TH-8TH (MIDDLE)</td>
<td>Prentice Hall, Prentice Hall Literature: Timeless Voices</td>
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<td>1611</td>
<td>ESL LIT 5TH CORE NEWCOMER (MIDDLE)</td>
<td>Site-selected material.</td>
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<tr>
<td>1660</td>
<td>ESL LIT 7TH-8TH CORE NEWCOMER</td>
<td>Site-selected material.</td>
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<td>1708</td>
<td>ENGLISH 6TH</td>
<td>Prentice Hall, Prentice Hall Literature: Timeless Voices Copper/ Site-adopted course at Marston, Farb, Montgomery, Clark and Bethune K-8</td>
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<tr>
<td>2001, 2002</td>
<td>FRENCH 1-2</td>
<td>Holt, Bien dit! Level 1</td>
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<tr>
<td>2003, 2004</td>
<td>FRENCH 3-4</td>
<td>Holt, Bien dit! Level 2</td>
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<tr>
<td>2051, 2052</td>
<td>GERMAN 1-2</td>
<td>Holt, Komm mit! Level 1</td>
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</tbody>
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Note: The table includes a list of course numbers and their corresponding course titles and instructional materials. The last row indicates that the table is to be used for Board Certification of Sufficiency of Instructional Materials.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructional Materials/Textbooks</th>
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<tbody>
<tr>
<td>2053, 2054</td>
<td>GERMAN 3-4</td>
<td>Holt, Komm mit! Level 2</td>
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<tr>
<td>2115</td>
<td>INTRODUCTION TO FRENCH</td>
<td>Site-adopted at Roosevelt Middle</td>
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<td>2127, 2128</td>
<td>ARABIC 1-2</td>
<td>Site-adopted at Mann and Wilson Middle</td>
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<tr>
<td>2129, 2130</td>
<td>ARABIC 3-4</td>
<td>Site-adopted at Mann and Wilson Middle</td>
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<td>2161, 2162</td>
<td>JAPANESE 1-2</td>
<td>Cheng &amp; Tsui, Adventures in Japanese, Level 1</td>
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<tr>
<td>2163, 2164</td>
<td>JAPANESE 3-4</td>
<td>Cheng &amp; Tsui, Adventures in Japanese, Level 2</td>
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<tr>
<td>2201, 2202</td>
<td>LATIN 1-2</td>
<td>Prentice Hall, Jenney’s First Year Latin</td>
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<tr>
<td>2203, 2204</td>
<td>LATIN 3-4</td>
<td>Prentice Hall, Jenney’s Second Year Latin</td>
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<td>2321, 2322</td>
<td>SPANISH 1-2</td>
<td>Holt McDougal, Avancemos! Level 1</td>
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<tr>
<td>2323, 2324</td>
<td>SPANISH 3-4</td>
<td>Holt McDougal, Avancemos! Level 2</td>
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<tr>
<td>2325, 2326</td>
<td>SPANISH 5-6</td>
<td>McDougal Littell, En Espanol! Level 3/ Site-adopted course at Roosevelt</td>
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<tr>
<td>2345, 2346</td>
<td>SPANISH FOR SPANISH SPEAKERS 1-2</td>
<td>Holt, Advanced Spanish: Nuevas Vistas Curso Introduccion</td>
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<tr>
<td>2347, 2348</td>
<td>SPANISH FOR SPANISH SPEAKERS 3-4</td>
<td>Holt, Advanced Spanish: Nuevas Vistas Curso Uno</td>
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<td>2351, 2352</td>
<td>MANDARIN CHINESE 1-2</td>
<td>Site-selected materials</td>
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<tr>
<td>2353, 2354</td>
<td>MANDARIN CHINESE 3-4</td>
<td>Site-selected materials</td>
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<td>2384, 2385</td>
<td>AMERICAN SIGN LANGUAGE 1-2</td>
<td>Pearson, Learning American Sign Language</td>
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<td>2386, 2387</td>
<td>AMERICAN SIGN LANGUAGE 3-4</td>
<td>Dawn Sign Press, Signing Naturally Curriculum Level 2</td>
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<tr>
<td>2395, 2396;</td>
<td>FILIPINO 1-2; FILIPINO 3-4</td>
<td>Magsimba Press, Learn Filipino, Book 1</td>
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<td>2397, 2398</td>
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<tr>
<td>2415</td>
<td>INTRODUCTION TO SPANISH</td>
<td>Site-adopted at Roosevelt Middle</td>
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<td>2511</td>
<td>HEALTH EDUCATION 6TH-8TH MIDDLE</td>
<td>MacMillan/McGraw-Hill, Health and Wellness</td>
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<tr>
<td>4001; 4013;</td>
<td>PRE-ALGEBRA 7TH; PRE-ALGEBRA</td>
<td>Pearson, Prentice Hall Mathematics Pre-Algebra, CA Ed.</td>
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<td>4050; 4051</td>
<td>ADVANCED</td>
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<td>4002; 4012</td>
<td>MATHEMATICS 6TH</td>
<td>Pearson, Prentice Hall Mathematics Grade 6, CA Ed.</td>
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<tr>
<td>4004</td>
<td>MATHEMATICS 5TH (MIDDLE)</td>
<td>Site adopted at Dana Middle</td>
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To be used for Board Certification of Sufficiency of Instructional Materials

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

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.
San Diego Unified School District

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.