

ADMINISTRATIVE CIRCULAR NO. 14
Office of the Chief Curriculum and Staff Development Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 5, 2008

To: All Principals of Elementary and Atypical Schools, Division and Department Heads

Subject: GRADES K-6 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2008-2009 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

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

Due Date: September 26, 2008

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

Action Requested: Complete attached 2008-09 Principal Certification of Textbook Sufficiency – Elementary and return to Denise Hankins, Williams Coordinator and Manager, Instructional Materials Department, IMC.

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 that each pupil, including English learners, must have a district-adopted textbook or instructional materials, or both, to use in class and to take home.

To ensure your school is sufficient and meets the requirements of the law, it is important that you conduct a school site inventory and complete the attached Principal Certification of Textbook Sufficiency. To assist with your certification, please find the attached Teacher Certification of Textbook Sufficiency form to be distributed and completed by your classroom teachers. This form should be completed by each teacher and returned to you so you or your designee may take the necessary action to meet sufficiency if needed. These documents should be retained at the school site. *Principals of schools in deciles 1-3 on the Williams Cohort list may use the Instructional Materials Sufficiency Survey form required by the County visiting team as documentation of sufficiency in lieu of the individual Teacher Certification of Textbook Sufficiency form.* After completing the inventory and taking action to remedy insufficiencies, each principal must sign the attached Principal Certification of Textbook Sufficiency form and

forward the original to Denise Hankins, Williams Coordinator and Manager, by September 26, 2008. This deadline is crucial to meeting the requirements of Education Code 60119 and receiving State instructional materials funding. Also attached for your reference is a spreadsheet listing course titles and their district-approved materials. See below for an outline of this procedure.

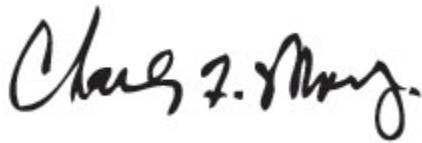
- Distribute Teacher Certification of Textbook Sufficiency form
- Collect from teachers by September 19, 2008
- Review and remedy insufficiencies
- Use information to complete "Principal Certification of Textbook Sufficiency"
- Sign and forward original to Denise Hankins, Williams Coordinator and Manager, Instructional Materials Department, IMC, by September 26, 2008

Questions regarding information included in this circular may be directed to:

- Chris Woehler, Supervisor, Instructional Materials Department, cwoehler@sandi.net, (858) 496-8461
- Denise Hankins, Williams Coordinator and Manager, Instructional Materials, dhankins@sandi.net, (858) 627-7564

Denise Hankins
Williams Coordinator and
Manager, Instructional Materials

APPROVED:



Chuck Morris
Chief Curriculum and
Staff Development Officer

DH

Attachments

Distribution: Lists A, B, and D



San Diego Unified School District

2008-2009 Certification of Textbook Sufficiency -- ELEMENTARY

Attachment A: Grades K-6

Certification of Textbook Sufficiency by Classroom Teacher – ELEMENTARY (This document to be retained at school site.)

Teacher's Name _____ Room # _____ # of Students _____ Grade(s) _____

- Sufficient instructional materials means each pupil, including English Learners, must have a district-adopted textbook or instructional materials, or both, in core subject areas to use in class and to take home.
- Additional components such as teacher's editions and ancillary materials are *not* mandated for sufficiency.

1. **ENGLISH LANGUAGE ARTS** ({K-6th} Houghton Mifflin and {6th} Houghton Mifflin or Prentice Hall) **textbook/components title used:** _____

- I have sufficient textbooks/components.
- I need additional (#) copies of _____

2. **MATHEMATICS** (Harcourt School Publishers) **textbook/components title used:** _____

- I have sufficient textbooks/components.
- I need additional (#) copies of _____

3. **SCIENCE** (Delta Education – FOSS) **textbook/components title used:** _____

- I have sufficient textbooks/components.
- I need additional (#) copies of _____

4. **HISTORY/SOCIAL SCIENCE** ({K-5th} California Reflection Series and {6th} Holt) **textbook/components title used:** _____

- I have sufficient textbooks/components.
- I need additional (#) copies of _____

Teacher's Signature: _____

Date: _____

** Please return to Principal no later than Friday, September 19, 2008 **



San Diego Unified School District

2008-2009 Certification of Textbook Sufficiency -- ELEMENTARY

Principal Certification of Textbook Sufficiency – ELEMENTARY

Principal's Name (Please Print) _____ **School** _____ **Grades** _____

- Sufficient instructional materials means each pupil, including English Learners, must have a district-adopted textbook or instructional materials, or both, in core subject areas to use in class and to take home. Core subject areas include English language arts, mathematics, history/social science and science for elementary, plus health and world language for secondary schools. Access to two sets of instructional materials is not required.
- Additional components such as teacher's editions and ancillary materials are *not* mandated for sufficiency.
- To assist in the certification process of textbook sufficiency, a list of instructional materials/textbooks has been provided to use as a reference.
- Please print or type all responses.
- Please certify as follows (use additional pages if necessary):

1. ENGLISH LANGUAGE ARTS

On September 19, 2008, our school had a sufficient number of textbooks/components (Houghton Mifflin *A Legacy of Literacy* / Spanish or English series / Kindergarten receives Teacher Resource Materials only) **each grade level (Grades K-6) and** (Houghton Mifflin *A Legacy of Literacy* or *Prentice Hall Literature*) **for each grade level (Grade 6) for the 2008-2009 school year.**

Yes **No** (If no, provide necessary information below)

Title of Book(s) / Title of Course	# of Students	# for Sufficiency	Reason for Insufficiency	Please explain action taken by Principal to remedy insufficiency (i.e., books ordered, books transferred, or other).

2. MATHEMATICS

On September 19, 2008, our school had a sufficient number of textbooks/components (Harcourt School Publishers *Harcourt Math* / incl. Spanish) **for the 2008-2009 school year for each grade level.**

Yes **No** (If no, provide necessary information below)

Title of Book(s) / Title of Course	# of Students	# for Sufficiency	Reason for Insufficiency	Please explain action taken by Principal to remedy insufficiency (i.e., books ordered, books transferred, or other).

3. SCIENCE

On September 19, 2008, our school had a sufficient number of textbooks/components (Delta Education – FOSS) for the 2008-2009 school year for each grade level.

Yes **No** (If no, provide necessary information below)

Title of Book(s) / Title of Course	# of Students	# for Sufficiency	Reason for Insufficiency	Please explain action taken by Principal to remedy insufficiency (i.e., books ordered, books transferred, or other).

4. HISTORY/SOCIAL SCIENCE

On September 19, 2008, our school had a sufficient number of textbooks/components (California Reflections Series / incl. Spanish / Kindergarten receives Teacher Resource Materials only) for each grade level (Grades K-5) and (Holt California Social Studies: World History, Ancient Civilizations) for each grade level (Grade 6) for the 2008-2009 school year.

Yes **No** (If no, provide necessary information below)

Title of Book(s) / Title of Course	# of Students	# for Sufficiency	Reason for Insufficiency	Please explain action taken by Principal to remedy insufficiency (i.e., books ordered, books transferred, or other).

- Please verify the information you are submitting by signing below. Your signature also indicates you understand it is the school's responsibility to maintain instructional materials sufficiency. If you have questions or need assistance, please contact the Instructional Materials Department at 858-496-8466.

Principal's Signature: _____

Date: _____

*Please return to the Williams Coordinator,
Instructional Materials Department,
IMC, Building I
no later than **FRIDAY, SEPTEMBER 26, 2008***



DISTRICT APPROVED INSTRUCTIONAL MATERIALS
2008-2009
GRADES K-6

Attachment C: Grades K-6

Course Number	CourseTitle	Grade	Instructional Materials/Textbooks
N/A	ENGLISH LANGUAGE ARTS	K	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy Kindergarten Kit -- TEACHER RESOURCE MATERIALS ONLY</i>
N/A	MATHEMATICS	K	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	K	<i>Delta Education, Trees</i>
			<i>Delta Education, Two by Two</i>
			<i>Delta Education, Wood & Paper</i>
N/A	HISTORY/SOCIAL SCIENCE	K	<i>CA Reflections, Kindergarten Program Kit (Our World, Now and Long Ago) English and Spanish)--TEACHER RESOURCE MATERIALS ONLY</i>
N/A	ENGLISH LANGUAGE ARTS	1	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 1.1, Here We Go</i>
		1	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 1.2, Let's Be Friends</i>
		1	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 1.3, Surprises</i>
		1	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 1.4, Treasures</i>
		1	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 1.5, Wonders</i>
N/A	MATHEMATICS	1	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	1	<i>Delta Education, Air & Weather</i>
		1	<i>Delta Education, Plants & Animals</i>
		1	<i>Delta Education, Solids & Liquids</i>
N/A	HISTORY/SOCIAL SCIENCE	1	<i>CA Reflections: SE: A Child's View (incl. Span Version)</i>
N/A	ENGLISH LANGUAGE ARTS	2	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 2.1, Adventures</i>
		2	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng)A Legacy of Literacy, Level 2.2, Delights</i>
N/A	MATHEMATICS	2	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	2	<i>Delta Education, Pebbles, Sand & Silt</i>



DISTRICT APPROVED INSTRUCTIONAL MATERIALS
2008-2009
GRADES K-6

Attachment C: Grades K-6

Course Number	CourseTitle	Grade	Instructional Materials/Textbooks
		2	<i>Delta Education, Insects & Plants</i>
		2	<i>Delta Education, Balances & Motion</i>
N/A	HISTORY/SOCIAL SCIENCE	2	<i>CA Reflections: SE: People We Know (Incl. Span version)</i>
N/A	ENGLISH LANGUAGE ARTS	3	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Level 3.1, Rewards</i>
		3	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Level 3.2, Horizons</i>
N/A	MATHEMATICS	3	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	3	<i>Delta Education, Gr 3, Foss Science Resource Book</i>
N/A	HISTORY/SOCIAL SCIENCE	3	<i>CA Reflections, SE: Our Communities (incl. Span. version)</i>
N/A	ENGLISH LANGUAGE ARTS	4	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Traditions</i>
N/A	MATHEMATICS	4	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	4	<i>Delta Education, Gr 4, Foss Science Resource Book</i>
N/A	HISTORY/SOCIAL SCIENCE	4	<i>CA Reflections, SE: California: A Changing State (incl. Span. Version)</i>
N/A	ENGLISH LANGUAGE ARTS	5	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Expeditions</i>
N/A	MATHEMATICS	5	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	5	<i>Delta Education, Grade 5, Foss Science Resource Book</i>
N/A	HISTORY/SOCIAL SCIENCE	5	<i>CA Reflections, Student Edition: The United States: Making a New Nation (incl. Span. Version)</i>



DISTRICT APPROVED INSTRUCTIONAL MATERIALS
2008-2009
GRADES K-6

Attachment C: Grades K-6

Course Number	CourseTitle	Grade	Instructional Materials/Textbooks
N/A	ENGLISH LANGUAGE ARTS	6	<i>Houghton Mifflin, Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Triumphs</i>
		6	<i>Prentice Hall, Prentice Hall Literature: Timeless Voices</i>
N/A	MATHEMATICS	6	<i>Harcourt School Publishers, Harcourt Math (incl. Span version)</i>
N/A	SCIENCE	6	<i>Pearson Prentice Hall, CA Focus on Earth Science</i>
N/A	HISTORY/SOCIAL SCIENCE	6	<i>Holt CA Social Studies: World History, Ancient Civilizations, SE (incl. Span. Version)</i>