

ADMINISTRATIVE CIRCULAR NO. 122
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date:

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

Subject: GRADES K-6 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2006-2007 SCHOOL YEAR AND COMPLIANCE WITH WILLIAMS LEGISLATION

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

Due Date: September 20, 2006

Reference: Education Code 60119, Board Policy F-5000, District Procedures 4500, 4505, and 4520

Action Requested: Complete attached Sufficiency Survey and return to Instruction and Curriculum, Instructional Materials Department, Education Center, Room 2110.

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, has a district-adopted textbook or instructional materials, or both, to use in class and to take home.

To ensure your school is sufficient in the fall and meets the requirements of the Williams Legislation, it is important that you complete the attached "Instructional Materials Sufficiency Survey" which includes course numbers and titles as well as the materials adopted for the course. The columns headed "Number of Students Projected," "Number of Textbooks on Hand," and "Number of Textbooks Ordered" should be completed as a part of your year-end closing activities and planning tool.

The remaining columns must be completed in the fall using actual student enrollment numbers and textbooks issued as of **Tuesday, September 19**. Each principal must sign the survey and return it on **September 20 via fax (619-725-7242)**. **In addition, please put the original, signed copy in the school mail addressed to Room 2110, Education Center.**

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

- Denise Hankins, Manager, Instructional Materials Department, dhankins@sandi.net, (619)-725-7781
- Barbara Shaw, Williams Coordinator, bshaw@sandi.net, (619) 725-7782

Debbie Beldock
Executive Director, Instruction and Curriculum

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G" and "F".

Geno Flores
Deputy Superintendent

DH

Distribution: Lists A, B, and D

School _____

San Diego City Schools
Instructional Materials
INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY
2006-2007
GRADES K-6

Complete and submit this form by September 20, with required signature, by faxing to Instruction and Curriculum at (619) 725-7242. In addition, please mail original to Instruction and Curriculum, Education Center, Room 2116.

I am able to provide sufficient standards aligned textbooks and/or instructional materials as defined in Admin. Circular No. 122

Principal's Signature: _____

Course Number	Course Title	Grade	Instructional Materials/Textbooks	JUNE / JULY 2006			SEPTEMBER 2006	
				Number of Students Projected	Number of Textbooks On Hand	Number of Textbooks Ordered	Actual Number of Students Enrolled	Actual Number of Textbooks Issued to Students
	ENGLISH LANGUAGE ARTS	K	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy Kindergarten Kit -- <i>TEACHER RESOURCE MATERIALS ONLY</i>		N/A	N/A		N/A
	MATHEMATICS	K	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	K	<i>Harcourt School Publishers</i> , Harcourt Science (Span or Eng) -- <i>TEACHER RESOURCE MATERIALS ONLY</i>		N/A	N/A		N/A
	SOCIAL STUDIES	K	<i>McGraw-Hill</i> , Adventures in Time & Place, The California Kindergarten Program -- <i>TEACHER RESOURCE MATERIALS ONLY</i>		N/A	N/A		N/A
	ENGLISH LANGUAGE ARTS	1	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 1.1, Here We Go					
		1	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 1.2, Let's Be Friends					
		1	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 1.3, Surprises					
		1	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 1.4, Treasures					
		1	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 1.5, Wonders					
	MATHEMATICS	1	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	1	<i>Harcourt School Publishers</i> , Harcourt Science (incl. Span version)					
	SOCIAL STUDIES	1	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), My World					

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	ENGLISH LANGUAGE ARTS	2	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 2.1, Adventures					
		2	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng) A Legacy of Literacy, Level 2.2, Delights					
	MATHEMATICS	2	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	2	<i>Harcourt School Publishers</i> , Harcourt Science (incl. Span version)					
	SOCIAL STUDIES	2	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), People Together					
	ENGLISH LANGUAGE ARTS	3	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Level 3.1, Rewards					
		3	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Level 3.2, Horizons					
	MATHEMATICS	3	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	3	<i>Harcourt School Publishers</i> , Harcourt Science (incl. Span version)					
	SOCIAL STUDIES	3	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), Communities					
	ENGLISH LANGUAGE ARTS	4	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Traditions					
	MATHEMATICS	4	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	4	<i>Harcourt School Publishers</i> , Harcourt Science (incl. Span version)					
	SOCIAL STUDIES	4	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), California					

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	ENGLISH LANGUAGE ARTS	5	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Expeditions					
	MATHEMATICS	5	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	5	<i>Harcourt School Publishers</i> , Harcourt Science (incl. Span version)					
	SOCIAL STUDIES	5	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), A New Nation					
	ENGLISH LANGUAGE ARTS	6	<i>Houghton Mifflin</i> , Houghton Mifflin Reading (Span or Eng), A Legacy of Literacy, Triumphs					
	MATHEMATICS	6	<i>Harcourt School Publishers</i> , Harcourt Math (incl. Span version)					
	SCIENCE	6	<i>Holt, Holt Science and Technology: Earth Science/It's About Time</i> , Investigating Earth Systems: Dynamic Planet					
	SOCIAL STUDIES	6	<i>McGraw-Hill</i> , Adventures in Time and Place (incl. Span version), Ancient Worlds					