

ADMINISTRATIVE CIRCULAR NO. 12
Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2013

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

Subject: GRADES 9-12 SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2013-2014 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, 4520, and 4521

Action Requested: Complete the attached 2013-14 Principal Verification of Instructional Materials Sufficiency – Gr. 9-12 (Att. B) and email/fax a signed copy to Barbara Baron, Williams Coordinator and Program Manager, Instructional Resources and Materials Department, at (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 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. Access to two sets of instructional materials is not required.

Williams Legislation also requires science classrooms to have basic science laboratory equipment available for students in science laboratory courses offered in Grades 9 to 12. A *Williams Science Laboratory Equipment Worksheet* has been developed to help schools determine if there is sufficient science lab equipment. Schools are to complete a worksheet for each science lab course and room where it is taught.

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.

To ensure your school is sufficient and meets the requirements of the law, including basic science laboratory equipment, it is necessary for you to complete the attached 2013-14 Principal Verification Statement - Instructional Materials Sufficiency – Gr. 9-12 (Att. B) and email inmatlmail@sandi.net or fax (619) 542-5796 a signed copy to the Instructional Materials Office (IMO).

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) and the *Williams Science Lab Equipment Worksheet(s)* (Attachments C) by September 13, 2013 and retain at site for review upon request.
- 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, 2012, 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 and Williams Science Lab Equipment Worksheet indicate sufficiency at your site:

- Complete the *Principal Verification Statement-Instructional Materials Sufficiency – Gr. 9-12* (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 materials through a Destiny Textbook Transfer Request and contacting Anne Mealiffe amealiffe@sandi.net, (858) 496-8465 or by ordering adequate instructional materials by contacting Julio Gomez jgomez1@sandi.net, (858) 522-5823.
- Immediately take action to remedy any insufficiencies in science laboratory equipment by ordering through the District's ePro requisitioning system and contacting the Strategic Sourcing and Contracts Department at (858) 522-5808.
- Receive and distribute the additional materials to students and teachers.
- Complete the *Principal Verification Statement-Instructional Materials Sufficiency – Gr. 9-12* (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 (*you may be required to submit this information if audited*).

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

- Christopher 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

APPROVED:



Teresa Walter,
Executive Director,
Teaching and Learning

BB:cw

Attachments (3)

Distribution: Lists A, B, and F



San Diego Unified School District
INSTRUCTIONAL MATERIALS OFFICE

INSTRUCTIONAL MATERIALS SUFFICIENCY SURVEY

2013-14
GRADES 9-12

ATTACHMENT A: GRADES 9-12

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
0569,0570	ECONOMICS AND FINANCE 1,2	Site-selected materials		
0651,0652	CONTEMPORARY COMMUNICATIONS 1,2	<i>Holt, Rinehart & Winston</i> , Holt Literature & Language Arts 6th Course: Essentials of British and World Literature		
1540,1541; 1552,1553	ENGLISH 1,2	<i>McDougal Littell</i> , McDougal Littell Literature for CA, Grade 9		
1554,1555; 1570,1571	ENGLISH 3,4	<i>McDougal Littell</i> , McDougal Littell Literature for CA, Grade 10		
1572,1573	ENGLISH 3,4 ADVANCED	<i>Pearson Prentice Hall</i> , Prentice Hall Literature World Masterpieces		
1582	ESL LITERACY 9TH-12TH NEWCOMER	Site-selected materials		
1583,1584; 1589,1590; 1615, 1616	AMERICAN LITERATURE 1,2; AMERICAN LITERATURE 1,2 HONORS	<i>McDougal Littell</i> , Language of Literature: American Literature		
1612,1613	CONTEMPORARY VOICES IN LITERATURE 1,2	<i>Thomson Learning</i> , Legacies -OR- <i>Prentice Hall</i> , Contemporary Reader		
1621,1622	ESL 1,2 LITERACY BLOCK	<i>Ballard & Tighe</i> , Champion of Ideas: Red Level		
1623,1624	ESL 3,4 LITERACY BLOCK	<i>Ballard & Tighe</i> , Champion of Ideas: Blue Level / <i>McGraw-Hill ESL/ELT</i> , Quest Introduction: Listening and Speaking		
1625,1626	ESL 5,6 LITERACY BLOCK	<i>McGraw-Hill ESL/ELT</i> , Quest Level 1: Listening and Speaking		
1641,1642	ENGLISH LITERATURE 1,2	<i>Prentice Hall</i> , Timeless Voices, Timeless Themes: British Tradition		
1653,1654	ENGLISH LITERATURE AND COMPOSITION 1,2 ADVANCED PLACEMENT	<i>Glencoe/McGraw-Hill</i> , Literature: Reading Fiction, Poetry, and Drama		
1655,1656	ENGLISH LANGUAGE AND COMPOSITION 1,2 ADVANCED PLACEMENT	<i>Thomson</i> , Readings for Writers/ <i>W. W. Norton</i> , The Norton Reader		
1698,1699	EXPOSITORY READING AND WRITING 1,2	District-wide course, site-selected materials.		

To be used for Board Certification of Sufficiency of Instructional Materials

			SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
1705,1706	WORLD LITERATURE 1,2	<i>McDougal Littell</i> , Language of Literature: World Literature		
1735,1736	ENGLISH HL1 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay/Collection of Fiction/Nonfiction		
1741,1742	ENGLISH HL2 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay/Collection of Fiction/Nonfiction		
1745,1746	WRITERS WORKSHOP 1,2	<i>Thompson Learning</i> , Steps to Writing Well -OR- <i>Great Source</i> , Writers Inc.		
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		
2007, 2008; 2033, 2034	FRENCH 7-8; FRENCH 7-8, HONORS	<i>Glencoe/McGraw-Hill</i> , Bon Voyage, Level 3		
2009, 2010; 2046, 2047	FRENCH 9-10]; FRENCH 9-10, ADVANCED	<i>Houghton Mifflin</i> , Qu 'est-ce qui se passe?		
2011, 2012	FRENCH 11-12	Site-selected materials		
2013, 2014	FRENCH LANGUAGE 1-2, ADVANCED PLACEMENT	<i>Heinle</i> , Bravo! / <i>Barron's</i> , Barron's AP French		
2035, 2036	FRENCH 5-6 ADVANCED	Site-adopted course at San Diego High International Studies		
2037, 2038	FRENCH SL IB 1-2	Site-adopted course at San Diego High International Studies		
2039, 2040	FRENCH HL1 IB 1-2	Site-adopted course at San Diego High International Studies		
2041, 2042	FRENCH HL2 IB 1-2	Site-adopted course at San Diego High International Studies		
2051, 2052	GERMAN 1-2	<i>Holt</i> , Komm mit! Level 1		
2053, 2054	GERMAN 3-4	<i>Holt</i> , Komm mit! Level 2		
2055, 2056	GERMAN 5-6	<i>EMC Paradigm</i> , Deutsch Aktuell 3		
2057, 2058; 2093, 2094	GERMAN 7-8; GERMAN 7-8, HONORS	<i>Glencoe/McGraw-Hill</i> , Fokus Deutsch Level 3		
2061, 2062	GERMAN 11-12	Site-selected materials		
2063, 2064	GERMAN LANGUAGE 1-2, ADVANCED PLACEMENT	<i>McDougal Littell</i> , Kaleidoskop: Kulture, Literatur, und Grammatik		
2161, 2162	JAPANESE 1-2	<i>Cheng & Tsui</i> , Adventures in Japanese, Level 1		

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			SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
2163, 2164	JAPANESE 3-4	<i>Cheng & Tsui, Adventures in Japanese, Level 2</i>		
2165, 2166	JAPANESE 5-6	<i>Cheng & Tsui, Adventures in Japanese, Level 3</i>		
2167, 2168	JAPANESE 7-8	<i>Cheng & Tsui, Adventures in Japanese, Level 4</i>		
2169, 2170	JAPANESE 9-10	Site-selected materials		
2177, 2178	JAPANESE 7-8, HONORS	<i>Glencoe, YooKoso! Continuing with Contemporary Japanese / Cheng & Tsui, Adventures in Japanese, Level 4 site-adopted at Henry</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>		
2205, 2206	LATIN 5-6	<i>Prentice Hall, Jenney's Third Year Latin/Bolchazy-Carducci, The Art of the Aeneid/Holt, Our Latin Heritage, Book III</i>		
2207, 2208; 2209, 2210	LATIN 7-8; LATIN: VERGIL 1-2 ADVANCED PLACEMENT	<i>Bolchazy-Carducci, Vergil's Aeneid, Books I-VI</i>		
2307, 2308; 2327, 2328	SPANISH 7-8, HONORS; SPANISH 7-8	<i>Prentice Hall, Conexiones: Comunicacion y cultura</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</i>		
2329, 2330	SPANISH 9-10	<i>Addison-Wesley, Una Vez Mas</i>		
2331, 2332	SPANISH 11-12	Site-selected materials		
2333, 2334	SPANISH LANGUAGE 1-2, ADVANCED PLACEMENT			
2339, 2340	SPANISH LITERATURE 1-2, ADVANCED PLACEMENT	<i>Prentice Hall, Abriendo Puertas, Tomo 1 and Tomo 2</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>		
2349, 2350	SPANISH FOR SPANISH SPEAKERS 5-6	<i>Holt, Advanced Spanish, Nuevas Vistas Curso Dos</i>		
2351, 2352	MANDARIN CHINESE 1-2	Site-selected materials		
2353, 2354	MANDARIN CHINESE 3-4	Site-selected materials		

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			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
2355, 2356	MANDARIN CHINESE 5-6	Site-selected materials		
2357, 2358	MANDARIN CHINESE 7-8	Site-selected materials		
2382, 2383	AMERICAN SIGN LANGUAGE 5-6	Site-adopted course at Scripps Ranch, Serra and Madison		
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 One</i>		
2399, 2400	FILIPINO 7-8 HONORS	Site-selected materials		
2403, 2404	FILIPINO 5-6	<i>Magsimba Press, Learn Filipino, Book Two</i>		
2405, 2406	FILIPINO 7-8	Site-selected materials		
2425, 2426	SPANISH 5-6 ADVANCED	Site-adopted course at San Diego High International Studies & Mission Bay		
2427, 2428	SPANISH SL IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
2429, 2430	SPANISH HL1 IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
2431, 2432	SPANISH HL2 IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
2751	HEALTH AND DRIVER EDUCATION 1	<i>Glencoe, A Guide to Wellness /Glencoe, Responsible Driving</i>		
4025, 4026; 4032, 4033	ALGEBRA EXPLORATION 9TH 1-2	<i>CPM, Algebra Connections</i>		
4041, 4042	ALGEBRA 1-2	<i>Pearson, Prentice Hall Mathematics Algebra 1, CA Ed.</i>		
4046, 4047	STATISTICS & DATA ANALYSIS 1-2	<i>Key Curriculum Press, Workshop Statistics: Discovery With Data</i>		
4055, 4056	STATISTICS 1-2 ADVANCED PLACEMENT	<i>Bedford, Freeman & Worth, The Practice of Statistics</i>		
4065, 4066	INTERMEDIATE ALGEBRA 1-2 ADVANCED	<i>Glencoe, Algebra 2 CA Edition</i>		
4073, 4074	INTERACTIVE MATH - YEAR 2, 1-2	Side-adopted course at Crawford		
4075, 4076	INTERACTIVE MATH - YEAR 3, 1-2	Side-adopted course at Crawford		
4105, 4106	INTERACTIVE MATH - YEAR 1, 1-2	Side-adopted course at Crawford		

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			SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
4121, 4122	UNIFYING ALGEBRA & GEOMETRY 1-2	<i>Glencoe/McGraw-Hill</i> , Math Matters 3		
4141, 4142	GEOMETRY 1-2	<i>Pearson</i> , Prentice Hall Mathematics Geometry, CA Ed.		
4151, 4152	INTERMEDIATE ALGEBRA 1-2	<i>Holt</i> , Holt Algebra 2		
4161, 4162	PRECALCULUS 1-2	<i>Prentice Hall</i> , Precalculus		
4173, 4174	MATHEMATICS HL2 IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
4175, 4176	GEOMETRY 1-2 ADVANCED	<i>McDougal Littell</i> , Geometry		
4181, 4182	PRECALCULUS 1-2 HONORS	<i>Prentice Hall</i> , Precalculus: Graphical, Numerical, Algebraic		
4183, 4184	FUNCTIONS ANALYSIS 1-2	Site-adopted course at Lincoln, Mira Mesa and Point Loma High Schools		
4185, 4186	TOPICS IN DISCRETE MATHEMATICS 1,2	<i>Prentice Hall</i> , Finite Mathematics and Calculus with Applications		
4189, 4190	CALCULUS AB 1-2 ADVANCED PLACEMENT	<i>Prentice Hall</i> , Calculus: Graphical, Numerical, Algebraic		
4191, 4192	MATH 150-151 HONORS CALCULUS (COMM COL)	(Community college course; text varies with teacher and semester)		
4195, 4196	MATHEMATICS HL1 IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
4197, 4198	CALCULUS BC 1-2 ADVANCED PLACEMENT	Site-adopted course at Crawford, Henry, La Jolla, Mira Mesa, and SCPA.		
4291, 4292	MATHEMATICAL STUDIES SL 1-2 IB	Site-adopted course at San Diego High International Studies & Mission Bay		
4295, 4296	MATHEMATICS SL IB 1-2	Site-adopted course at San Diego High International Studies & Mission Bay		
6023, 6024	EARTH SCIENCE 1, 2	<i>Holt</i> , Holt Earth Science, CA Edition		
6027, 6028	EARTH SCIENCE 1,2 ADVANCED	Site-adopted course at Mira Mesa High and Kearny DMD		
6111, 6112	BIOLOGY 1,2	<i>Kendall Hunt</i> , BSCS Biology: A Human Approach		
6121, 6122	BIOLOGY 1,2 ADVANCED	<i>Pearson Prentice Hall</i> , Biology: Concepts & Connections		
6151, 6152	PHYSIOLOGY 1,2	<i>Wiley</i> , Principles of Anatomy and Physiology		
6191, 6192	BIOLOGY 1,2 ADVANCED PLACEMENT	<i>Pearson Prentice Hall</i> , Biology		
6197, 6198	BIOLOGY HL1 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay		

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			SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
6199, 6196	BIOLOGY HL2 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay		
6211, 6212	CHEMISTRY 1,2	<i>Prentice Hall</i> , Chemistry		
6221, 6222	CHEMISTRY 1,2 HONORS	<i>Glencoe/McGraw-Hill</i> , Principles of General Chemistry		
6291, 6292	CHEMISTRY 1,2 ADVANCED PLACEMENT	<i>Pearson Prentice Hall</i> , Chemistry: The Central Science		
6295, 6296	CHEMISTRY HL1 IB 1,2	Site-adopted course at San Diego High International Studies		
6297, 6298	CHEMISTRY HL2 IB 1,2	Site-adopted course at San Diego High International Studies		
6311, 6312	PHYSICS 1,2	<i>Prentice Hall</i> , Conceptual Physics		
6321, 6322	PHYSICS 1,2 ADVANCED	<i>Glencoe</i> , CA Physics: Principles and Problems		
6391, 6392	PHYSICS B 1,2 ADVANCED PLACEMENT	<i>Prentice Hall</i> , Physics		
6393, 6394	PHYSICS C 1,2 ADVANCED PLACEMENT	<i>Cengage Learning</i> , Physics for Scientists and Engineers		
6395, 6396	PHYSICS HL1 IB 1,2	Site-adopted course at San Diego High International Studies		
6397, 6398	PHYSICS HL2 IB 1,2	Site-adopted course at San Diego High International Studies		
6441, 6442	MARINE SCIENCE 1,2	<i>Thomson</i> , Oceanography: An Invitation to Marine Science		
6455, 6456	ENVIRONMENTAL SCIENCE 1,2 ADVANCED PLACEMENT	<i>Wiley</i> , Environmental Science: The Earth as a Living Planet		
6511, 6512	HUMAN GEOGRAPHY 1, 2 AP	Site-adopted course at Mira Mesa, Mission Bay, Point Loma, Serra and University City High Schools		
6605, 6606	MODERN WORLD HISTORY & GEOGRAPHY 1,2	<i>McDougal Littell</i> , Modern World History: Patterns of Interaction		
6639, 6640	WORLD HISTORY 1,2 ADVANCED PLACEMENT	<i>Holt McDougal</i> , The Earth and Its Peoples: A Global History		
6643, 6644	HISTORY SL IB 1,2	Site-adopted at San Diego High International Studies		
6645, 6646	WORLD HISTORY 1,2 ADVANCED	<i>Glencoe</i> , World History: Modern Times		
6647, 6648	HISTORY OF THE AMERICAS HL2 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay		
6701, 6702	US HISTORY & GEOGRAPHY 1,2	<i>McDougal Littell</i> , The Americans: Reconstruction to the 21st Century		
6711, 6712	US HISTORY & GEOGRAPHY 1,2 HONORS	<i>McDougal Littell</i> , A People and a Nation		

To be used for Board Certification of Sufficiency of Instructional Materials

			SEPTEMBER 2013	
			Number of Students Enrolled	Total Number of Textbooks in INVENTORY
Course Number	Course Title	Instructional Materials/Textbooks		
6721, 6722	US HISTORY 1,2 ADVANCED PLACEMENT	<i>Glencoe McGraw-Hill</i> , American History: A Survey		
6723, 6724	HISTORY HL1 IB 1,2	Site-adopted course at San Diego High International Studies & Mission Bay		
6757	GOVERNMENT 1	<i>Glencoe/McGraw-Hill</i> , US Government: Democracy in Action		
6758	PRINCIPLES OF ECONOMICS 1	<i>Prentice Hall</i> , Economics: Principles in Action		
6759, 6760	EUROPEAN HISTORY 1,2 ADVANCED PLACEMENT	<i>Thomson</i> , Western Civilization		
6761	AMERICAN GOVERNMENT IN WORLD AFFAIRS 1	<i>Prentice Hall</i> , World Politics in 21st Century/ <i>Glencoe</i> , US Government: Democracy in Action		
6763, 6764	ECONOMICS SL IB 1,2	Site-adopted at San Diego High International Studies		
6825, 6826	POLITICAL SCIENCE 1,2 (COMMUNITY COLLEGE)	(Community college course; text varies with teacher and semester)		
6834, 6835	PSYCHOLOGY 1,2 ADVANCED PLACEMENT	<i>Thompson Learning</i> , Introduction to Psychology: Gateways to Mind & Behavior - OR - <i>Bedford Freeman & Worth</i> , Psychology		
6839	GOVERNMENT & POLITICS: UNITED STATES ADVANCED PLACEMENT	<i>Prentice Hall</i> , Government in America		
6841; 6842	MICROECONOMICS 1 ADVANCED PLACEMENT; MACROECONOMICS 2 ADVANCED PLACEMENT	<i>Glencoe</i> , Economics		
6849	GOVERNMENT & POLITICS: COMPARATIVE ADVANCED PLACEMENT	Site-selected textbooks/districtwide course		
7313	APPLIED MATHEMATICS 9TH-10TH	<i>Pearson</i> , Pacemaker Practical Mathematics		
7314	APPLIED MATHEMATICS 11TH-12TH	<i>Pearson AGS</i> , Consumer Mathematics		
7324	APPLIED SCIENCE/HEALTH 9TH-10TH	<i>Pearson AGS</i> , General Science		
7325	APPLIED SCIENCE/HEALTH 11TH-12TH	<i>Pearson Prentice Hall</i> , Health		
7343;7344	APPLIED ENGLISH 9TH-10TH; 11TH-12TH	<i>Glencoe/McGraw-Hill</i> , Sopris West Language! - OR -District-Adopted Core ELA Instructional Materials		
7355, 7356	APPLIED WORLD HISTORY AND GEOGRAPHY 1,2	<i>Glencoe/McGraw-Hill</i> , World History: Journey Across Time - OR - <i>McDougal Littell</i> , Modern World History: Patterns of Interaction		
7357, 7358	APPLIED U.S. HISTORY AND GEOGRAPHY 1,2	<i>McDougal Littell</i> , American History - OR - <i>McDougal Littell</i> , The Americans: Reconstruction to the 21st Century		
7359	APPLIED GOVERNMENT 1	<i>Glencoe/ McGraw-Hill</i> , Civics Today: Citizenship, Economics and You, 2008 - OR - <i>Glencoe/McGraw-Hill</i> , US Government: Democracy in Action		
7360	APPLIED ECONOMICS 1	<i>Glencoe/McGraw-Hill</i> , Economics:Today and Tomorrow - OR - <i>Prentice Hall</i> , Economics: Principles in Action		
8629, 8630; 8538	ECONOMICS & INTERNATIONAL BUSINESS 1,2	Site-selected materials		



San Diego Unified School District

Attachment B
Grades 9-12

Principal Verification Statement Instructional Materials Sufficiency *For use with High Schools*

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

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

Instructional Materials

High School

By checking this box,
I confirm that the number of available instructional materials listed on the **Instructional Materials Survey** (Attachment A) represents an accurate and current inventory of the instructional materials on my school site.

By checking this box,
I confirm that a **Science Lab Equipment Worksheet** (Attachment C) has been completed for each science lab course and the room(s) it is taught and that there is sufficient science lab equipment available for each student to participate in the required labs for each course.

I confirm the initialed statements above and verify on September 13, 2013, our school had sufficient instructional materials for each student and sufficient science lab equipment 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.](#)

Williams Science Lab Equipment Worksheet

Attachment C

DISTRICT: _____ SCHOOL: _____ DATE: _____

The Williams legislation uses the term science “equipment”, but does not define it. Dictionaries and science supply catalogs provide clarification of equipment vs supplies, with equipment being the larger, more durable items. The Oxford On-line Dictionary differentiates equipment from materials as follows: “Equipment is usually solid things, especially large ones. Materials may be liquids, powders or books, CDs, etc. containing information, as well as small solid items.” With this in mind, along with the intent of Williams that all students have access to “sufficient instructional materials”, the following worksheet has been created to help schools determine if there is sufficient science lab equipment.

To Be Completed by the School for Each 9-12 Science Course and room where it is taught:.

<i>Course:</i>		
<i>Room #</i>	<i>Max # of students per period:</i>	<i># of lab stations:</i>
Categories	List Equipment	<i>Are there sufficient supplies and equipment for each student to participate in the required labs for this course?</i>
General Glassware and tools		Yes No
Chemicals and consumables		Yes No
Lab Specific Materials available per lab station – such as magnets or dissecting trays, prepared slides, model sets or kits		Yes No
Safety Equipment (for students, not storage; i.e. goggles)		Yes No
		Yes No
Equipment available for <u>each</u> lab station (list major equipment such as balances and microscopes)		Yes No
		Yes No
		Yes No
		Yes No
		Yes No

Williams Science Lab Equipment Worksheet

Attachment C

DISTRICT: _____ *SCHOOL:* _____ *DATE:* _____

		Yes No
		Yes No
Larger Equipment not assigned to stations (such as a centrifuge, autoclave or large models)		Yes No
		Yes No
		Yes No
		Yes No

Does this class qualify as a UC/CSU "D" laboratory science course? Yes No

If Yes - Is there enough equipment to complete the labs necessary to meet the UC/CSU requirement for 20% of the instructional minutes to be dedicated to hands-on laboratory experiences? Yes No

I certify that the information above is accurate,

Department Chair Signature: _____ Date: _____

Principal Signature: _____ Date: _____