

**Instructional Materials Templates
CDE Informational Templates
School/District Documentation Forms
COE Visitation Forms**

***The following documents and descriptions are
For the February 2005 Pilot***

Documentation and Visitation Validation Process

ELEMENTARY

Templates and Worksheets

<i>Local Board of Trustees Documentation (C.1)</i>	<i>Page 3</i>
<i>List of Purchasing and Distribution Documentation (C-2)</i>	<i>Page 4</i>
<i>CDE Templates: Required SBE Approved Instructional Materials</i>	<i>Pages 5 – 6</i>
<i>Instructional Materials Survey (C.2.1)</i>	<i>Pages 7 – 11</i>
<i>Elementary Enrollment and Classroom Information (C.2.4)</i>	<i>Page 12</i>
<i>County Office Elementary Visitation Form (C-3)</i>	<i>Page 13</i>

C. FOR THE INSTRUCTIONAL MATERIALS REVIEW, THE FOLLOWING DOCUMENTATION IS NEEDED.

1. BOARD ADOPTION

Documentation	Comments	Documentation Received (✓)
<p>C.1.1 Board resolution of sufficiency of approved instructional materials in the required four core areas : English Language Arts, Mathematics, History/Social Science, and Science; 9-12 science laboratory equipment; and the elective courses of foreign language and health for middle and high schools</p>		
<p>C.1.2 K-8 ...Board minutes which identify the State Board Approved K-8 textbooks and/or instructional materials approved by the governing local board</p>		
<p>C.1.3 9-12 ... Board minutes which identify the standards-based instructional materials for each course in the four core areas, foreign language and health consistent with the content and cycles of the curriculum frameworks adopted by the state board. Schools will need to include edition information.</p>		

2. PURCHASING AND DISTRIBUTION DOCUMENTATION

Documentation needed from school/district to determine if sufficient quantities of SBE (of high school local board) approved materials have been purchased (and re-supplied) in each of the four core areas, and at the middle and high school levels for foreign language and health courses.

Documentation	Tools/Worksheets Available	
<p>C.2.1 A school list of the specific components of the approved textbooks and/or instructional materials that were purchased for all students.</p>	<p>C.2. CDE Instructional Materials Templates (informational document)</p> <p>C.2.1 School/district worksheets to list their instructional <u>purchases for all students</u> in the required areas.</p>	
<p>C.2.2 Receipts, packing slips, or other purchasing/receiving information that shows that the school does in fact have “sufficient” materials (as listed above) for each pupil as per SB550 definition.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.3 Documentation to show how district/school replaced texts/materials that were lost , etc.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.4 Most current enrollment figures</p> <ul style="list-style-type: none"> - by total school - by grade level ; and also - for secondary schools by each course in the four core areas, foreign language and health courses and the number of sections offered in each course. 	<p>C.2.4 Worksheet to be completed by school to assist in the visitation to the school site.</p>	

DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
Elementary School Level

To Be Completed by COE

ESSENTIAL COMPONENT	OBJECTIVE	COMPLIANCE WITH EDUCATION CODE 60119	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
RLA/ELD Textbooks or Instructional Materials	1.1 School/district provides SBE-adopted core textbooks or instructional materials, including accelerated interventions, in RLA/ELD (2002-2008 adoption, including interventions), for each pupil to use in class and to take home to complete required homework assignments.	<p>The elementary school has distributed to students the district's selection of SBE-adopted RLA/ELD textbook or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved basic programs for RLA/ELD include: -Houghton Mifflin, <i>Houghton Mifflin Reading: A Legacy of Literacy</i>, 2003*, Gr. K-6 -SRA/McGraw-Hill, <i>SRA/Open Court Reading</i>, 2000 & 2002*, Gr. K-6 [*Note: In Spanish as alternate format]</p> <p>SBE-approved intervention programs for RLA/ELD include: -Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i>, 2002, Gr. 4-8 -Hampton Brown, <i>High Point</i>, 2001, Gr. 4-8 -Hampton Brown, <i>High Point</i> (for English Learners), 2001, Gr. 4-8 -Scholastic, <i>Read 180</i>, 2002, Gr. 4-8 -SRA/McGraw-Hill, <i>SRA/Reach Program</i>, 2002, Gr. 4-8 -Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i>, 2002, Gr. 4-8</p>	K				
			1				
			2				
			3				
			4				
			5				
			6				
			Comments:				
Mathematics Textbooks or Instructional Materials	1.2 School/district provides SBE-adopted core textbooks or instructional materials in mathematics (2001-2007 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The elementary school has distributed to students the district's selection of SBE-adopted mathematics textbook or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved Mathematics Programs include: -CSL Associates, <i>Success with MathCoach</i>, 2001, Gr. K-5 -Harcourt School Publishers, <i>Harcourt Math 2002</i>, 2002*, Gr. K-6 -Houghton Mifflin, <i>Mathematics by Houghton Mifflin</i>, 2002, Gr. K-5 -McGraw-Hill, <i>McGraw-Hill Mathematics</i>, 2001*, Gr. K-6 -Sadlier-Oxford, Div. of W.H. Sadlier, Inc., <i>Progress in Mathematics CA Ed.</i>, 2001, Gr. K-6 -Saxon Publishers, <i>Saxon Math K-3</i>, 2001* -Saxon Publishers, <i>Math 54, 65; 76, and 87</i>, 2001*, Gr. 3-6 -Scott Foresman, <i>Scott Foresman—CA Mathematics</i>, 2001, Gr. K-6 [*Note: In Spanish as alternate format]</p>	K				
			1				
			2				
			3				
			4				
			5				
			6				
			Comments:				

This CDE template lists for schools/districts all the SBE approved materials that are required for the William's review process.

DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
Elementary School Level

To Be Completed by COE

ESSENTIAL COMPONENT	OBJECTIVE	COMPLIANCE WITH EDUCATION CODE 60119	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
History-Social Science Textbooks or Instructional Materials	1.3 School/district provides SBE-adopted core textbooks or instructional materials in history-social science (1999-2005 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The elementary school has distributed to students the district's selection of SBE-adopted history-social science textbook or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved History-Social Science Programs include: -Decision Development, <i>Social Science 2000</i>, Gr. K-3, 5 -Harcourt Brace School Publishers, <i>Harcourt Brace Social Studies</i>, Gr. K-6 -Houghton Mifflin, <i>Houghton Mifflin Social Studies; Estudios Sociales de Houghton Mifflin*</i>, Gr. 3-8 -McGraw-Hill, <i>Adventures in Time & Place; Aventuras a Traves del Tiempo*</i>, Gr. K-6 -Oxford University Press, <i>A History of Us</i>, Gr. 5, 8</p> <p>[*Note: In Spanish as alternate format]</p>	K			K	
			1			1	
			2			2	
			3			3	
			4			4	
			5			5	
			6			6	
Comments:							
Science Textbooks or Instructional Materials	1.4 School/district provides SBE-adopted core textbooks or instructional materials in science (2000-2006 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The elementary school has distributed to students the district's selection of SBE-adopted science textbook or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved Science Programs include: -Harcourt Brace School Publishers, <i>Harcourt Science; Harcourt Ciencias</i>, Gr. K-5 -Houghton-Mifflin, <i>Science Discovery Works; Discovery Works (Spanish)*</i>, Gr. K-5 -McGraw-Hill, <i>McGraw-Hill Science; McGraw-Hill Ciencias*</i>, Gr. K-6</p> <p>[*Note: In Spanish as alternate format]</p>	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
			K			K	
			1			1	
			2			2	
			3			3	
			4			4	
5			5				
6			6				
Comments:							

This CDE template lists for schools/districts all the SBE approved materials that are required for the William's review process

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
ELEMENTARY SCHOOL LEVEL
RLA/ELD WORKSHEET**

(C.2.1)

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each grade level at the school site.

SBE- APPROVED RLA/ELD PROGRAMS	<input type="checkbox"/> <i>Houghton Mifflin Reading: A Legacy of Literacy, 2003 (K-6)</i> ----- <input type="checkbox"/> <i>SRA/Open Court Reading, 2000 & 2002 (K-6)</i> Components of the program purchased for all students	Number of students enrolled	Number of purchased materials
<i>K</i>			
1			
2			
3			
4			
5			
6			

AND/OR

SBE- Approved Intensive Intervention Programs	<input type="checkbox"/> Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i> , 2002, Gr. 4-8 <input type="checkbox"/> Hampton Brown, <i>High Point</i> , 2001, Gr. 4-8 <input type="checkbox"/> Hampton Brown, <i>High Point (for English learners)</i> , 2001, Gr. 4-8 <input type="checkbox"/> Scholastic, <i>Read 180</i> , 2002, Gr. 4-8 <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Reach Program</i> , 2002, Gr. 4-8 <input type="checkbox"/> Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i> , 2002, Gr. 4-8 Components of the SBE approved intervention materials purchased for all students	Number of students enrolled	Number of purchased materials
4			
5			
6			

This information is needed from schools/districts.
What components of the instructional program did they purchase for all students?

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
ELEMENTARY SCHOOL LEVEL
RLA/ELD WORKSHEET**

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
		Number of students enrolled	Number of purchased materials
K			
1			
2			
3			
4			
5			
6			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
ELEMENTARY SCHOOL LEVEL
MATHEMATICS WORKSHEET**

DISTRICT: _____
SCHOOL: _____

DATE: _____

Complete for each grade level at the school site.

SBE- APPROVED MATH PROGRAMS	<input type="checkbox"/> CSL Assoc., <i>Success with MathCoach</i> , 2001, (K-5) <input type="checkbox"/> Harcourt School Publishers, <i>Harcourt Math 2002</i> , 2002*, (K-6) <input type="checkbox"/> Houghton Mifflin, <i>Mathematics by Houghton Mifflin</i> , 2002, (K-5) <input type="checkbox"/> McGraw-Hill, <i>McGraw-Hill Mathematics</i> , 2001* (K-6) <input type="checkbox"/> Sadlier-Oxford, Div. of W.H. Sadlier, Inc., <i>Progress in Mathematics CA Ed.</i> , 2001, (K-6) <input type="checkbox"/> Saxon Publishers, <i>Saxon Math K-3</i> , 2001* <input type="checkbox"/> Saxon Publishers, <i>Math 54, 65, and 87</i> , 2001* (3-6) <input type="checkbox"/> Scott Foresman, <i>Scott Foresman-CA Mathematics</i> , 2001 (K-6) [*Note: In Spanish as alternate format]	Number of students enrolled	Number of purchase materials
K	COMPONENTS PURCHASED FOR ALL STUDENTS		
1			
2			
3			
4			
5			
6			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____	Number of students enrolled	Number of purchased materials
K			
1			
2			
3			
4			
5			
6			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
ELEMENTARY SCHOOL LEVEL
HISTORY/SOCIAL SCIENCE WORKSHEET**

DISTRICT: _____
SCHOOL: _____

DATE: _____

Complete for each grade level at the school site.

SBE- APPROVED HISTORY- SOCIAL SCIENCE PROGRAMS	- Decision Development, <i>Social Science 2000</i> , (K-3 5) - Harcourt Brace School Publishers, <i>Harcourt Brace Social Studies</i> , (K-6) - Houghton Mifflin, <i>Houghton Mifflin Social Studies; Estudios Sociales de Houghton Mifflin*</i> (3-8) - McGraw-Hill, <i>Adventures in Time & Place; Aventuras a Traves del Tiempo*</i> (K-6) - Oxford University Press, <i>A History of Us</i> , (5,8) [*Note: In Spanish alternate format]		Number of students enrolled	Number of purchased materials
	COMPONENTS PURCHASED FOR ALL STDUENTS			
<i>K</i>				
1				
2				
3				
4				
5				
6				
WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS		<input type="checkbox"/> _____ <input type="checkbox"/> _____		
			Number of students enrolled	Number of purchased materials
<i>K</i>				
1				
2				
3				
4				
5				
6				

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
ELEMENTARY SCHOOL LEVEL
SCIENCE WORKSHEET**

DISTRICT: _____
SCHOOL: _____

DATE: _____

Complete for each grade level at the school site.

SBE- APPROVED SCIENCE PROGRAMS	<input type="checkbox"/> Harcourt Brace School Publishers, <i>Harcourt Science; Harcourt Ciencias</i> (k-5) <input type="checkbox"/> Houghton-Mifflin, <i>Science Discovery Works; Discovery Works</i> (Spanish)* (K-5) <input type="checkbox"/> McGraw-Hill, <i>McGraw-Hill Science; McGraw-Hill Ciencias*</i> (K-6) [*Note: In Spanish as alternate format] COMPONENTS PURCHASED FOR ALL STUDENTS	Number of students enrolled	Number of purchased materials
K			
1			
2			
3			
4			
5			
6			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____	Number of students enrolled	Number of purchased materials
K			
1			
2			
3			
4			
5			
6			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

Elementary Enrollment and Classroom Information (C.2.4)
(to be completed by the school/district)

School _____

District _____

Name and Title of Person Completing Form _____

Principal Signature and Date _____

Self-contained Classrooms K-8	List Room Numbers for Each Grade Level	Student Enrollment in Each Classroom	Designate Special Services Classrooms
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Sixth			
Seventh			
Eighth			

BI = Bilingual; LH= Learning Handicapped; SE=Special Education; GATE = Gifted and Talented

Pilot Elementary Visitation Worksheet

(For county offices to document classroom visitations.)

School: _____ District _____

Date(s) of visitation: _____

Self-contained Classrooms K-8 # of Classrooms	Room # visited	Enrollment	*Type of Class	Sufficient Materials in the Classroom To Use and for Homework			
				Yes/No	Yes/No	Yes/No	Yes/No
				RLA/ELD	Mathematics	Social Science	Science
K							
K							
1							
1							
2							
2							
3							
3							
4							
4							
5							
5							
6							
6							
7							
7							
8							
8							

*R=regular; BI = bilingual, LH= Learning Handicapped; SE+ special Ed; GATE= gifted and Talented

Note: Using the documentation received in C.2.4 the COE can cut and paste in the first four columns of this visitation template.

Documentation and Visitation Validation Process

Middle School *Templates and Worksheets*

<i>Local Board of Trustees Documentation (C.1)</i>	<i>Page 15</i>
<i>List of Purchasing and Distribution Documentation (C-2)</i>	<i>Page 16</i>
<i>CDE Templates: Required SBE Approved Instructional Materials</i>	<i>Pages 17-20</i>
<i>Instructional Materials Survey (C.2.1)</i>	<i>Pages 21-27</i>
<i>Middle School Enrollment and Classroom Information (C.2.4)</i>	<i>Page 28-30</i>
<i>County Office Middle School Visitation Form (C-3)</i>	<i>Page 31-32</i>

C. FOR THE INSTRUCTIONAL MATERIALS REVIEW, THE FOLLOWING DOCUMENTATION IS NEEDED.

1. BOARD ADOPTION

Documentation	Comments	Documentation Received (✓)
<p>C.1.1 Board resolution of sufficiency of approved instructional materials in the required four core areas : English Language Arts, Mathematics, History/Social Science, and Science; 9-12 science laboratory equipment; and the elective courses of foreign language and health for middle and high schools</p>		
<p>C.1.2 K-8 ...Board minutes which identify the State Board Approved K-8 textbooks and/or instructional materials approved by the governing local board</p>		
<p>C.1.3 9-12 ... Board minutes which identify the standards-based instructional materials for each course in the four core areas, foreign language and health consistent with the content and cycles of the curriculum frameworks adopted by the state board. Schools will need to include edition information.</p>		

2. PURCHASING AND DISTRIBUTION DOCUMENTATION

Documentation needed from school/district to determine if sufficient quantities of SBE (of high school local board) approved materials have been purchased (and re-supplied) in each of the four core areas, and at the middle and high school levels for foreign language and health courses.

Documentation	Tools/Worksheets Available	
<p>C.2.1 A school list of the specific components of the approved textbooks and/or instructional materials that were purchased for all students.</p>	<p>C.2. CDE Instructional Materials Templates (informational document)</p> <p>C.2.1 School/district worksheets to list their instructional <u>purchases for all students</u> in the required areas.</p>	
<p>C.2.2 Receipts, packing slips, or other purchasing/receiving information that shows that the school does in fact have “sufficient” materials (as listed above) for each pupil as per SB550 definition.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.3 Documentation to show how district/school replaced texts/materials that were lost , etc.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.4 Most current enrollment figures</p> <ul style="list-style-type: none"> - by total school - by grade level ; and also - for secondary schools by each course in the four core areas, foreign language and health courses and the number of sections offered in each course. 	<p>C.2.4 Worksheet to be completed by school to assist in the visitation to the school site.</p>	

DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
Middle School Level

To be completed by COE

ESSENTIAL COMPONENT	OBJECTIVE	COMPLIANCE WITH EDUCATION CODE 60119	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
RLA/ELD Textbooks or Instructional Materials	1.1 School/district provides SBE-adopted core textbooks or instructional materials, including accelerated interventions, in RLA/ELD (2002-2008 adoption, including interventions), for each pupil to use in class and to take home to complete required homework assignments.	<p>The middle school has distributed to students the district's selection of SBE-adopted RLA/ELD textbooks or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved basic programs for RLA/ELD include:</p> <ul style="list-style-type: none"> -Houghton Mifflin, <i>Houghton Mifflin Reading: A Legacy of Literacy</i>, 2003*, Gr. K-6 -SRA/McGraw-Hill, <i>SRA/Open Court Reading</i>, 2000 & 2002*, Gr. K-6 -Glencoe/McGraw-Hill, <i>The Reader's Choice</i>, 2002, Gr. 6-8 -Holt, Rinehart and Winston, <i>Literature and Language Arts</i>, 2003, Gr. 6-8 -McDougal Littell, <i>McDougal Littell Reading and Language Arts Program</i>, 2002, Gr. 6-8 -Prentice Hall, <i>Prentice Hall Literature: Timeless Voices, Timeless Themes</i>, 2002, Gr. 6-8 <p align="center">[*Note: In Spanish as alternate format]</p> <p>SBE-approved intervention programs for RLA/ELD include:</p> <ul style="list-style-type: none"> -Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i>, 2002, Gr. 4-8 -Hampton Brown, <i>High Point</i>, 2001, Gr. 4-8 -Hampton Brown, <i>High Point</i> (for English Learners), 2001, Gr. 4-8 -Scholastic, <i>Read 180</i>, 2002, Gr. 4-8 -SRA/McGraw-Hill, <i>SRA/Reach Program</i>, 2002, Gr. 4-8 -Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i>, 2002, Gr. 4-8 	6				
			7				
			8				
			Comments:				
Mathematics Textbooks or Instructional Materials	1.2 School/district provides SBE-adopted core textbooks or instructional materials in mathematics (2001-2007 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The middle school has distributed to students the district's selection of SBE-adopted mathematics textbooks or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved Mathematics Programs include:</p> <ul style="list-style-type: none"> -McDougal Littell, <i>Concepts and Skills; Structure and Method</i>, 2001, Gr. 6-8 -Prentice Hall, <i>Prentice Hall Pre-Algebra, CA Edition</i>, Gr. 7, 2002; <i>Prentice Hall Algebra I, CA Edition</i>, Gr. 8, 2002 	6				
			7				
			8				
			Comments:				

This CDE template lists for schools/districts all the SBE approved materials that are required for the William's review process.

DRAFT Instructional Materials Survey for compliance with eEDUCATION cODE SECTION 60119
Middle School Level

			To Be Completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	COMPLIANCE WITH EDUCATION CODE SECTION 60119	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
History-Social Science Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in history-social science (1999-2005 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The middle school has distributed to students the district's selection of SBE-adopted history-social science textbooks or instructional materials (as listed on the CDE web site).</p> <p>SBE-approved History-Social Science Programs include:</p> <ul style="list-style-type: none"> -Addison-Wesley Longman, <i>Vital Links, Why We Remember</i>, Gr. 8 -Decision Development, <i>Ancient World 2000+</i>, Gr. 6 -Glencoe/McGraw-Hill, <i>The American Journey: Building a Nation</i>, Gr. 8 -Harcourt School Publishers: <i>Harcourt Brace Social Studies</i>, Gr. K-6 -Holt, Rinehart and Winston, <i>Call to Freedom; Exploring America's Past, A Multimedia Curriculum</i>, Gr. 8 -Houghton Mifflin, <i>Houghton Mifflin Social Studies; Estudios Sociales de Houghton Mifflin*</i>, Gr. 3-8 -McGraw-Hill, <i>Adventures in Time & Place; Aventuras a Traves del Tiempo*</i>, Gr. K-6 -Oxford University Press, <i>A History of Us</i>, Gr. 5,8 -Prentice-Hall, <i>The American Nation: California Edition</i>, Gr. 8 <p>[*Note: In Spanish as alternate format]</p>	6				
			7				
			8				
			Comments:				
Science Textbooks or Instructional Materials	School/district provides SBE-adopted core textbooks or instructional materials in science (2000-2006 adoption), for each pupil to use in class and to take home to complete required homework assignments.	<p>The middle school has distributed to students the district's selection of SBE-adopted science textbooks or instructional materials (as listed on the CDE web site).</p> <p>SBE-adopted Science Programs include:</p> <ul style="list-style-type: none"> -Glencoe/McGraw-Hill, <i>Glencoe Science Voyages</i>, Gr. 6-8 -Holt, Rinehart and Winston, <i>Holt Science and Technology, Earth, Life, and Physical Science</i>, Gr. 6-8 -McGraw-Hill, <i>McGraw-Hill Science; McGraw-Hill Ciencias*</i>, Gr. K-6 -Prentice-Hall, <i>Prentice Hall Science Explorer</i>, Gr. 6-8 <p>[Note: *In Spanish as alternate format]</p>	6				
			7				
			8				
			Comments:				

**DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE SECTION 60119
Middle School Level**

			To Be Completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	CRITERIA, CLARIFICATION & CITATIONS	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Foreign Language Textbooks or Instructional Materials	School/district provides state-adopted foreign language texts or instructional materials (2003-2011 adoption cycle) in all classrooms for all students enrolled in foreign language courses.	<p>The middle school has distributed to students state-adopted foreign language texts or instructional in all classrooms for all students enrolled in foreign language course(s).*</p> <p>SBE-adopted Foreign Language Programs include:</p> <p>Spanish Glencoe/McGraw-Hill, <i>Glencoe Spanish 1Buen viaje!</i> Glencoe/McGraw-Hill, <i>Glencoe Middle School Spanish Como te va?</i> Holt, Rinehart and Winston, <i>Ven conmigo! Holt Spanish</i> McDougal, Littell & Company, <i>Tu mundo/Nuestro mundo</i> McDougal, Littell & Company, <i>En espanol!</i> Prentice Hall, Inc., <i>Realidades</i></p> <p>French Glencoe/McGraw-Hill, <i>Glencoe French 1 Bon voyage!</i> Holt, Rinehart and Winston, <i>Allez, viens! Holt French</i> McDougal, Littell & Company, <i>Discovering French, Nouveau!</i></p> <p>German McDougal, Littell & Company, <i>Auf Deutsch!</i></p> <p>Japanese Cheng and Tsui, <i>Mirai</i></p> <p>Latin Cambridge University Press, <i>Cambridge Latin Course</i> Glencoe/McGraw-Hill, <i>Glencoe Latin 1: Latin for Americans</i> Prentice-Hall, Inc., <i>Ecce Romani</i></p> <p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p>	Spanish				
			French				
			German				
			Japanese				
			Latin				
			Other:				
			Comments:				

**DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE SECTION 60119
Middle School Level**

			To Be Completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	CRITERIA, CLARIFICATION & CITATIONS	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Health Textbooks or Instructional Materials	School/district provides state-adopted health texts or instructional materials (2004-2012 adoption cycle) in all classrooms for all students enrolled in health courses.	<p>The middle school has distributed to students state -adopted health texts or instructional materials in all classrooms for all students enrolled in health course(s).*</p> <p>SBE-adopted Health Programs include: Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill Health & Wellness</i> Glencoe/McGraw-Hill, <i>Glencoe Teen Health</i> Holt, Rinehart and Winston, <i>Holt Decisions for Health</i></p> <p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p>	Health				
			Other				
			Other:				
			Comments:				

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
RLA/ELD WORKSHEET**

C.2.1

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each grade level at the school site.

SBE- APPROVED RLA/ELD PROGRAMS	<input type="checkbox"/> Houghton Mifflin Reading: <i>A Legacy of Literacy, 2003(K-6)</i> <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Open Court Reading, 2000 & 2002 (K-6)</i> <input type="checkbox"/> Glencoe/McGraw-Hill, <i>The Reader's Choice, 2002 (6-8)</i> <input type="checkbox"/> Holt, Rinehart & Winston, <i>Literature and Language Arts, 2003 (6-8)</i> <input type="checkbox"/> McDougal Littell, <i>McDougal Littell Reading and Language Arts Program, 2002 (6-8)</i> <input type="checkbox"/> Prentice Hall, <i>Prentice Hall Literature: Timeless Voices, Timeless Themes, 2002, (6-8)</i>	Number of students enrolled	Number of purchased materials
Components purchased for all students			
6			
7			
8			

AND/OR

SBE- Approved Intensive Intervention Programs	<input type="checkbox"/> Glencoe/McGraw-Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum, 2002, Gr. 4-8</i> <input type="checkbox"/> Hampton Brown, <i>High Point, 2001, Gr. 4-8</i> <input type="checkbox"/> Hampton Brown, <i>High Point (for English learners), 2001, Gr. 4-8</i> <input type="checkbox"/> Scholastic, <i>Read 180, 2002, Gr. 4-8</i> <input type="checkbox"/> SRA/McGraw-Hill, <i>SRA/Reach Program, 2002, Gr. 4-8</i> <input type="checkbox"/> Wright Group/McGraw-Hill, <i>Fast Track Reading Program, 2002, Gr. 4-8</i>	Number of students enrolled	Number of purchased materials
Components purchased for all students			
6			
7			
8			

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
RLA/ELD WORKSHEET**

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
MATHEMATICS WORKSHEET**

DISTRICT: _____
SCHOOL: _____

DATE: _____

Complete for each grade level at the school site.

SBE- APPROVED MATH PROGRAMS	<input type="checkbox"/> McDougal Littell, <i>Concepts and Skills; Structure and Method</i> , 2001 (6-8) <input type="checkbox"/> Prentice Hall, <i>Prentice Hall Pre-Algebra, CA Edition Gr. 7</i> , 2002 <i>Prentice Hall Algebra I, CA Edition (8)</i> , 2002 Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
HISTORY/SOCIAL SCIENCE WORKSHEET**

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each grade level at the school site.

SBE- APPROVED HISTORY- SOCIAL SCIENCE PROGRAMS	<input type="checkbox"/> Addison-Wesley Longman, <i>Vital Links, Why We Remember</i> , (8) <input type="checkbox"/> Decision Development, <i>Ancient World 2000+</i> , (6) <input type="checkbox"/> Glencoe/McGraw-Hill, <i>The American Journey: Building a Nation</i> (8) <input type="checkbox"/> Harcourt School Publishers: <i>Harcourt Brace Social Studies</i> (K-6) <input type="checkbox"/> Holt, Rinehart & Winston, <i>Call to Freedom; Exploring America's Past, A Multimedia Curriculum</i> , (8) <input type="checkbox"/> Houghton Mifflin, <i>Houghton Mifflin Social Studies; Estudios Sociales de Houghton Mifflin*</i> , (3-8) <input type="checkbox"/> McGraw-Hill, <i>Adventures in Time & Place; Aventuras a Traves del Tiempo*</i> , (K-6) <input type="checkbox"/> Oxford University Press, <i>A History of Us</i> , (5,8) <input type="checkbox"/> Prentice Hall, <i>The American Nation: California Edition</i> , (8) [*Note: In Spanish as alternate format] Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
SCIENCE WORKSHEET**

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each grade level at the school site.

SBE-APPROVED SCIENCE PROGRAMS	<input type="checkbox"/> Glencoe/McGraw-Hill, <i>Glencoe Science Voyages</i> , (6-8) <input type="checkbox"/> Holt, Rinehart & Winston, <i>Holt Science and Technology, Earth, Life, and Physical Science</i> , (6-8) <input type="checkbox"/> McGraw-Hill, <i>McGraw-Hill Science; McGraw-Hill Ciencias*</i> , (K-6) <input type="checkbox"/> Prentice-Hall, <i>Prentice Hall Science Explorer</i> , (6-8) [Note: In Spanish as alternate format]	Number of students enrolled	Number of purchased materials
6	Components purchased for all students		
7			
8			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS			
	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	Components purchased for all students	Number of students enrolled	Number of ordered materials
6			
7			
8			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
HEALTH COURSE WORKSHEET**

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each HEALTH course at the school site

SBE-APPROVED HEALTH PROGRAMS	SBE-adopted Health Programs include: Macmillan/McGraw-Hill, <i>Macmillan/McGraw-Hill Health & Wellness</i> Glencoe/McGraw-Hill, <i>Glencoe Teen Health</i> Holt, Rinehart and Winston, <i>Holt Decisions for Health</i> *Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision." Components purchased for all students	Number of students enrolled	Number of purchased materials
6			
7			
8			

WAIVERED PROGRAM MATERIALS FOR ENGLISH LEARNERS			
	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
	Components purchased for all students	Number of students enrolled	Number of ordered materials
6			
7			
8			

*A waiver from the State Board is required to use non State Board adopted instructional materials in lieu of a State Board Adopted program for Grades K-8.

**DRAFT INSTRUCTIONAL MATERIALS SURVEY
MIDDLE SCHOOL LEVEL
FOREIGN LANGUAGE WORKSHEET**

DISTRICT: _____

DATE: _____

SCHOOL: _____

Complete for each Foreign Language course at the school site

SBE- APPROVED FOREIGN LANGUAGE PROGRAMS	<p>SBE-adopted Foreign Language Programs include:</p> <p><u>Spanish</u> Glencoe/McGraw-Hill, <i>Glencoe Spanish 1 Buen viaje!</i> Glencoe/McGraw-Hill, <i>Glencoe Middle School Spanish Como te va?</i> Holt, Rinehart and Winston, <i>Ven conmigo! Holt Spanish</i> McDougal, Littell & Company, <i>Tu mundo/Nuestro mundo</i> McDougal, Littell & Company, <i>En espanol!</i> Prentice Hall, Inc., <i>Realidades</i></p> <p><u>French</u> Glencoe/McGraw-Hill, <i>Glencoe French 1 Bon voyage!</i> Holt, Rinehart and Winston, <i>Allez, viens! Holt French</i> McDougal, Littell & Company, <i>Discovering French, Nouveau!</i></p> <p><u>German</u> McDougal, Littell & Company, <i>Auf Deutsch!</i></p> <p><u>Japanese</u> Cheng and Tsui, <i>Mirai</i></p> <p><u>Latin</u> Cambridge University Press, <i>Cambridge Latin Course</i> Glencoe/McGraw-Hill, <i>Glencoe Latin 1: Latin for Americans</i> Prentice-Hall, Inc., <i>Ecce Romani</i></p> <p>*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."</p> <p style="text-align: center;">Components purchased for all students</p>	Number of students enrolled	Number of purchased materials
6			
7			
8			

Middle School Enrollment Form
(to be completed by the school/district)

C.2.4

School: _____ Date: _____
 District: _____
 Name and Title of Person Completing Form _____
 Principal _____

	Current Enrollment
Total School	
Sixth	
Seventh	
Eighth	

Middle School Course Section and Enrollment Information **C.2.4**
(to be completed by the school/district)

To be completed for each required content area.

Example for English Language Arts

List all ELA courses; including in lieu courses.	For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule	
English 7	C-3	Period 1 (30)
English 7	C-3	Period 2 (28)
English 7	C-3	Period 3 (30)
Corrective Reading	F-8	Period 2 (20)
REACH	C-2	Periods 1-3 (15)
English 8	D-1	Period 1 (30)
English 8	D-1	Period 2 (26)
English 8	D-2	Period 6 (25)
HighPoint	F-1	Period 5 (15)

English Language Arts

List all ELA courses; including in lieu courses.		For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule

Mathematics

List all Mathematics courses; including in lieu courses.		For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule

History/Social Sciences

List all History/social Science courses; including in lieu courses.		For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule

Science

List all Science courses; including in lieu courses.		For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule

Health and Foreign Language

List all Health and Foreign Language courses; including in lieu courses.		For each section of this course, list Period offered, Room Number and Period Enrollment. Information can be designated on a Master Schedule

Pilot Middle School Visitation Worksheet

(For county offices to document classroom visitations.)

From the information given in the Instructional Materials Survey, the Course Section and Enrollment Information and the Master Schedule, COE teams can build the visitation list with randomly selected courses. We are looking to visit 20-25% of the courses. Remember that the Facilities Inspection must look at 20% of the classrooms (Room Numbers).

EXAMPLE

For English Language Arts including Intensive Interventions

List randomly selected ELA courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	
English 7	C-3	Period 1 (30)					
Corrective Reading	F-8	Period 4 (20)					
English 7	D-1	Period 1 (30)					
English 8	F-2	Period 2 (32)					
English 8	D-4	Period 3 (28)					
HighPoint	F-1	Period 5 (15)					

English Language Arts

List randomly selected E/LA courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

Mathematics

List randomly selected Mathematics courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

History/Social Science

List randomly selected H/SS courses to be visited.	Room #	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	
World History							
US History							
Gov't/Economics							
Other							

Science

List randomly selected Science courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

Health courses and Foreign Language Courses

List randomly selected courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

Documentation and Visitation Validation Process

High School *Templates and Worksheets*

<i>Local Board of Trustees Documentation (C.1)</i>	<i>Page 34</i>
<i>List of Purchasing and Distribution Documentation (C-2)</i>	<i>Page 35</i>
<i>List of Science Equipment Documentation (C-3)</i>	<i>Page 36</i>
<i>CDE Templates: Required Areas of Instructional Materials</i>	<i>Pages 37-39</i>
<i>High School Enrollment (C.2.4)</i>	<i>Page 40</i>
<i>High School Instructional Materials Survey and Course Section Information (C.2.1. and C.2.4)</i>	<i>Pages 41-42</i>
<i>Listing of 9-12 Science Equipment and Course and Enrollment Information</i>	<i>Page 43</i>
<i>County Office High School Visitation Form (C-3)</i>	<i>Page 44-45</i>

C. FOR THE INSTRUCTIONAL MATERIALS REVIEW, THE FOLLOWING DOCUMENTATION IS NEEDED.

1. BOARD ADOPTION

Documentation	Comments	Documentation Received (✓)
<p>C.1.1 Board resolution of sufficiency of approved instructional materials in the required four core areas : English Language Arts, Mathematics, History/Social Science, and Science; 9-12 science laboratory equipment; and the elective courses of foreign language and health for middle and high schools</p>		
<p>C.1.2 K-8 ...Board minutes which identify the State Board Approved K-8 textbooks and/or instructional materials approved by the governing local board</p>		
<p>C.1.3 9-12 ... Board minutes which identify the standards-based instructional materials for each course in the four core areas, foreign language and health consistent with the content and cycles of the curriculum frameworks adopted by the state board.</p> <p>Schools will need to include edition information.</p>		

2. PURCHASING AND DISTRIBUTION DOCUMENTATION

Documentation needed from school/district to determine if sufficient quantities of SBE (of high school local board) approved materials have been purchased (and re-supplied) in each of the four core areas, and at the middle and high school levels for foreign language and health courses.

Documentation	Tools/Worksheets Available	
<p>C.2.1 A school list of the specific components of the approved textbooks and/or instructional materials that were purchased for all students.</p>	<p>C.2. CDE Instructional Materials Templates (informational document)</p> <p>C.2.1 School/district worksheets to list their instructional <u>purchases for all students</u> in the required areas.</p>	
<p>C.2.2 Receipts, packing slips, or other purchasing/receiving information that shows that the school does in fact have “sufficient” materials (as listed above) for each pupil as per SB550 definition.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.3 Documentation to show how district/school replaced texts/materials that were lost , etc.</p>		<p>Attach documentation to C.2.1. Worksheets</p>
<p>C.2.4 Most current enrollment figures</p> <ul style="list-style-type: none"> - by total school - by grade level ; and also - for secondary schools by each course in the four core areas, foreign language and health courses and the number of sections offered in each course. 	<p>C.2.4 Worksheet to be completed by school to assist in the visitation to the school site.</p>	

3. 9-12 SCIENCE LABORATORY EQUIPMENT

<p>C.3 This documentation will help County Superintendent teams to determine if the school has sufficient 9-12 science laboratory equipment available to students enrolled in locally identified 9-12 science lab courses as appropriate. This process assumes that working in lab groups is acceptable.</p>		
Documentation	Tools/ Worksheet Available	Notes Received (✓)
C.3.1 A list of science courses in which lab equipment is locally required.	C.3 Worksheet available for district/school to list the science courses where lab equipment is required and lab equipment purchased.	
C.3.2 A school list of the specific science equipment available by each designated 9-12 course for students to use in the science laboratory classroom; classroom where equipment is available; amount of the equipment purchased, number of sections offered in each course ; periods when offered and typical class size.		
C.3.3 Documentation to show how district/school replaced the laboratory equipment which is used, damaged, etc.		Attach to C.3 Worksheet
C.3.4 A copy of the science portion of the master schedule which ... <ul style="list-style-type: none"> • Has all science periods and room numbers; and • The courses which require the lab equipment marked 		

**DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
High School Level**

			To be completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	COMPLIANCE WITH EDUCATION CODE 60119	GRADE	PURCHASED		TO USE	
				YES	NO	YES	NO
English-Language Arts Textbooks or Instructional Materials	School/district provides state standards-aligned English/language arts textbooks or instructional materials in all classrooms for all students enrolled in grades 9-12 English courses, including all SBE-approved intervention program texts for appropriate students.	The high school has distributed to students state standards-aligned English/language arts textbooks or instructional materials in all classrooms for all students enrolled in grades 9-12 English courses, including all SBE-approved intervention program texts for appropriate students. SBE-approved intervention programs for Reading/Language Arts include: -Glencoe/McGraw Hill (Sopris West), <i>Language! A Literacy Intervention Curriculum</i> , 2002, Gr. 4-8 -Hampton Brown, <i>High Point</i> , 2001, Gr. 4-8-Hampton Brown, <i>High Point</i> (for English Learners), 2001, Gr. 4-8 -Scholastic, <i>Read 180</i> , 2002, Gr. 4-8 -SRA/McGraw-Hill, <i>SRA/Reach Program</i> , 2002, Gr. 4-8 -Wright Group/McGraw-Hill, <i>Fast Track Reading Program</i> , 2002, Gr. 4-8	9				
			10				
			11				
			12				
			Comments:				
Mathematics Textbooks or Instructional Materials	School/district provides state standards-aligned texts in Algebra I and mathematics texts in other subject areas, in all classrooms for all students enrolled in grades 9-12 mathematics courses.	The high school has distributed to students state standards-aligned mathematics texts or instructional materials in all classrooms for all students enrolled in grades 9-12 mathematics courses.	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
			Algebra I Readiness				
			Algebra I				
			Geometry				
			Algebra II				
			Trigonometry				
			Pre-Calculus				
			Calculus				
Other:							
Comments:							

**DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
High School Level**

			To be completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	CRITERIA, CLARIFICATION & CITATIONS	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
History-Social Science Textbooks or Instructional Materials	School/district provides state standards-aligned history-social science texts in all classrooms for all students enrolled in grades 10-12 history-social science courses.	The high school has distributed to students state standards-aligned history-social science texts in all classrooms for all students enrolled in grades 10-12 history-social science courses.	Geography (where appropriate)				
			World History				
			US History				
			Economics				
			Government				
			Comments:				
Science Textbooks or Instructional Materials	School/district provides state standards-aligned science texts in all classrooms for all students enrolled in grades 9-12 science courses.	The high school has distributed to students state standards-aligned science texts or instructional materials in all classrooms for all students enrolled in grades 9-12 science courses. For courses determined to be laboratory science courses by the school/district, science laboratory equipment is made available to all students enrolled in these 9-12 science courses.*	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
			Earth/Physical Science				
			Biology				
			Chemistry				
			Physics				
			Physiology				
			Environmental Science				
Other:							
Comments:							
		*Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."					

**DRAFT INSTRUCTIONAL MATERIALS SURVEY FOR COMPLIANCE WITH EDUCATION CODE 60119
High School Level**

			To be completed by COE				
ESSENTIAL COMPONENT	OBJECTIVE	CRITERIA, CLARIFICATION & CITATIONS	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
Foreign Language Textbooks or Instructional Materials	School/district provides curriculum framework-aligned foreign language texts or instructional in all classrooms for all students enrolled in foreign language courses.	The high school has distributed to students curriculum framework-aligned foreign language texts or instructional in all classrooms for all students enrolled in foreign language courses.* *Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."	Spanish				
			French				
			Latin				
			German				
			Japanese				
			Other				
			Comments:				
Health Textbooks or Instructional Materials	School/district provides curriculum framework-aligned health texts or instructional materials in all classrooms for all students enrolled in health courses.	The high school has distributed to students state curriculum frameworks-aligned health texts or instructional materials in all classrooms for all students enrolled in health courses.* *Under Education Code 60119 (a)(1)(C): "The provision of the textbooks, instructional materials or science equipment specified in this subparagraph is not a condition of receipt of funds provided by this subdivision."	PROGRAM	PURCHASED		TO USE	
				YES	NO	YES	NO
			Health				
			Other				
Comments:							

High School Enrollment Form
(to be completed by the school/district)

C.2.4

School: _____ Date: _____
District: _____
Name and Title of Person Completing Form _____
Principal _____

	Current Enrollment
Total School	
Ninth	
Tenth	
Eleventh	
Twelfth	

High School Instructional Materials Survey and Course Section Information

C.2.1 AND C.2.4

Course / Course #/	Listing of Instructional Materials / Publisher / Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods (with # of students enrolled - and special designations*)
English / Language Arts					
Mathematics					
History / Social Science and Science					
Foreign Language					
Health					

++ May utilize the Master schedule to give this information; if not provide room numbers when there is period duplication

*** BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP**

EXAMPLE FOR English Language Arts

High School Instructional Materials Survey and Course Section Information					
Course / Course #/	Listing of Instructional Materials / Publisher / Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods (with # of students enrolled - and special designations*)
English / Language Arts					
English I	McDougal Littell, Language of Literature, Grade 9, 2002	225	200	6	Period 1 (30)(RmD-8) ; 2(32) 3 (20 - RS); 5(33); 6(31); 1(30 – RmC-3)
	SRA REACH, 2002 Corrective Reading – Level C Comprehension (Student Book) Comprehension Workbook Decoding – Student Book Decoding Workbook Spelling Workbook	30 30 30 30 30	20 20 20 20 20	1	Period 4 (20)
English II	McDougal Littell, Language of Literature, Grade 10, 2002	225	200	7	
English III	McDougal Littell, Language of Literature, Grade 11, 2002 And Novels..... Catcher in the Rye, Salinger Crucible, Miller The Great Gatsby, Fitzgerald	225 90 – 3 class sets of each novel	200	7	
English IV					
Other English Language Arts Courses	AP English HighPoint				

++ May utilize the Master schedule to give this information; if not, provide room numbers when there is period duplication

* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP;

**PILOT INSTRUCTIONAL MATERIALS SURVEY
HIGH SCHOOL LEVEL
9-12 SCIENCE LAB EQUIPMENT WORKSHEET**

C.3

DISTRICT: _____
SCHOOL: _____

DATE: _____

Complete for each 9-12 science course which is locally designated as a laboratory science course.

List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is available for student use.)	Science 9-12 Laboratory Equipment		
	List equipment available for all enrolled students in each course and the amount of equipment available for student use.	List periods offered in each classroom	Typical class size
Comments			

Example

List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is used)	Science 9-12 Laboratory Equipment		
	List equipment available for all enrolled students in each course and the amount of equipment available for student use.	List periods offered in each classroom	Typical class size
Biology – 8 sections in rooms B3 and B4	Microscopes (12) Thermometers (12) Scales (12) Sink and running water? (8 stations)	B3 – Periods 1,2,3,4 B4 – Periods 1, 4,5,6	28
Chemistry IA - 4 sections in rooms B4 and B7	Graduated Cylinders (14) - - -	B4 – Periods 5,6 and B7 – Periods 1,2	26
Comments: Students work in lab groupings of 3-4			

Pilot Secondary Visitation Worksheet

(For county offices to document classroom visitations.)

From the information given in the Instructional Materials Survey, the Course Section Information and the Master Schedule (room numbers), COE teams can build the visitation list with randomly selected courses. We are looking to visit 20-25% of the courses. Remember that the Facilities Inspection must look at 20% of the classrooms (Room Numbers).

For English Language Arts including Intensive Interventions

List Randomly selected ELA courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	
English I	C-3	Period 1 (30)					
Corrective Reading	F-8	Period 4 (20)					
English II	D-1	Period 1 (30)					
English III	F-2	Period 2 (32)					
English IV	D-4	Period 3 (28)					
HighPoint	F-1	Period 5 (15)					

For Mathematics

List Randomly selected Mathematics courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	
Pre-Algebra							
PreAlgebra							
Algebra							
Algebra							
Geometry							
Algebra II							
Trig							

For History/Social Science

List Randomly selected H/SS courses to be visited.	Room #	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	
World History							
US History							
Gov't/Economics							
Other							

For Science

List Randomly selected Science courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

For Health courses, Foreign Language Courses and 9-12 Science Laboratory Equipment

List Randomly selected courses to be visited.	Room#	Periods with Number of Students in each period	Sufficient Materials To Use and For Homework				Comments
			YES	NO	YES	NO	

4. Reporting Requirements

Instructional Materials Deficiencies

If the county superintendent determines that a school does not have sufficient textbooks or instructional materials, the bill would require the county superintendent to prepare a report that identifies and documents the areas or instances of noncompliance, provide a copy of the report to the school district, forward the report to the SPI, and provide the school district with the opportunity to remedy the deficiency.

If the deficiency is not remedied, the bill would require the county superintendent to request the State Department of Education, with approval of the State Board of Education, to purchase textbooks or instructional materials for the school. This bill would require that the funds necessary for the purchase be considered a loan to the school district to be repaid based upon an agreed-upon schedule with the SPI, or by deducting an amount from the district's next principal apportionment or other apportionment of state funds. (5 million dollar fund established for such loans.)

County Superintendent Required Reporting Instructional Materials	Timeline
<p><u>Prepare a report of any deficiencies in instructional materials</u> discovered during site visits to the district governing board and the Superintendent of Public Instruction. [E.C. § 1240(i)(4)(A)]</p> <p>Submit report to school district and SPI. [E.C. § 1240(i)(4)(B)]</p>	5 days after the site visit
<p>Provide the school district with an opportunity to remedy the deficiency in instructional materials, but <u>ensure that the deficiency is corrected</u> no later than the second month of the school year. [E.C. 1240(i)(4)(C)]</p>	Second month of the school year (what about this first time?)
<p>If the deficiency is not corrected by the second month, request that the SPI, with the approval of the State Board of Education, purchase the necessary textbooks on behalf of the school district and deduct those costs from funds that would otherwise be allocated to the district. [E.C. § 1240(i)(4)(D)]</p>	Second month of the school year
<p><u>Report results of county office visits of Deciles 1-3 schools to district board.</u> [E.C. § 1240(c)(2)(C)]</p>	Quarterly

RESOURCES

Pictures of SBE Approved Texts