

ADMINISTRATIVE CIRCULAR NO. 100
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: April 14, 2005

To: Division and Department Heads and Principals of Senior High and Atypical Schools, Grades 9-12

Subject: TEXTBOOK ORDERS, GRADES 9-12, FOR 2005-2006 SCHOOL YEAR

Department and/or Persons Concerned: Principal, Librarian, Head Counselor, and Department Chairpersons

Due Date: May 13, 2005

Reference: District Procedure No. 4520

Action Requested: Complete order forms and forward to Anne Mealiffe, Instructional Materials Department, Instructional Media Center (IMC), Room 102.

Brief Explanation:

Two textbook ordering workshops for Library Media Teachers, Library Media Technicians and/or other staff responsible for textbook ordering for Grades 6-12 will be held on the following dates below. Please choose the date that best fits your schedule.

April:

Friday, April 29, 2005	1:30 p.m. – 3:00 p.m.	IMC, Main Building Evaluation Room 1
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May:

Monday, May 2, 2005	2:00 p.m. – 3:30 p.m.	IMC, Main Building Evaluation Room 1
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At the workshops, sites will receive information about new textbook adoptions and site funding. In addition, the Instructional Materials Department staff will review the textbook ordering process. Site-specific packets will be distributed with pertinent adoption information, including order forms for courses requiring instructional material selections.

I. **New Adoptions**

A. Senior high school courses, Grades 9-12 receiving newly adopted instructional materials for 2004-2005 are listed below:

Subject Area	Grade(s)	Course	Course Number(s)
<u>Biliteracy</u>	8-12	Japanese 3-4	2163-2164
<u>Mathematics</u>	10	Advanced Intermediate Algebra 1-2	4065-4066
	8; 10-12	Algebra 1-2 (Block)	4041-4042 4021-4022
		(Special Education)	7746-7747
	10-12	Intermediate Algebra 1-2 (Special Education)	4151-4152 7221-7222
<u>School to Career</u>	10-12	Drafting Technology 1,2; 3,4	3601N-04N
	9-12	Food Preparation & Nutrition 1,2	1165-1166
	9-12	Keyboarding 1-2; 3-4	0601-0604
	9-12	Manufacturing Technology 1,2; 3,4	3681N-84N
<u>Science</u>	11-12	Advanced Biology 1,2	6121-6122
	12	AP Biology 1,2	6191-6192
	12	AP Environmental Science 1,2	6455-6456
	12	AP Physics B 1,2	6391-6392
<u>Social Studies</u>	10	Advanced World History 1,2	6645-6646
<u>Visual and Performing Arts</u>			
	9-12	Design in Mixed Media 1,2; 3,4	0244-0247
	12	Senior Art Studio 1,2	0371-0372
<i>Music</i>	9-12	Advanced Band, Senior High, 1,2	5325
	9-12	Beginning Band, Senior High, 1,2	5020-5021
	9-12	Intermediate Band, Senior High, 1,2	5320-5321
	9-12	Orchestra 1,2, Senior High	5335-5336

Instructional materials for the above courses will be issued by the Instructional Materials Department in accordance with the higher course enrollment of fall or spring semesters, 2004-05, as shown in the student information system. In addition, each site will receive, at no charge, an additional ten per cent allocation of materials based upon the number of students enrolled in each course. Principals will review the order and may request additions or deletions based upon enrollment projections by submitting a "Projected Enrollment Adjustment Request." These additional materials will be held in the warehouse for delivery upon verification from the student information system. Allocations to atypical sites may vary depending on class size. For unanticipated growth or reconfiguration after the opening of school, sites should fax an "Instructional Materials Adjustment Request" to the Instructional Materials Department. The information will be verified and additional materials sent as quickly as possible. Schools that implement new courses and/or have an increase in enrollment in subsequent years must purchase textbooks from their site budget accounts.

All forms will be supplied in your site packet and will be available on the Instructional Materials Department's website.

- B. Reconciliation will take place on materials issued to sites only when there has been a significant change in enrollment from the original projection. If a school orders excess materials, site personnel responsible for instructional materials orders must call the Instructional Materials Department to arrange for pick up of **unused, unprocessed materials** or provide a budget number for payment by November 15. The Instructional Materials staff will verify course enrollments and teacher counts for each site based on their enrollment on the District's official active enrollment date. If excess materials have not been returned, the budget number provided on the original "Projected Enrollment Adjustment Request" will be charged. **Please note that videos, software, calculators, other technology-based instructional materials, and processed textbooks may not be returned. Excess materials will be charged to the site. Please use caution when ordering these materials.**

For district schools on a 4X4 schedule, the Instructional Materials Department will check enrollments in September, November and February. Excess materials for the second semester must be returned or paid for by March 15.

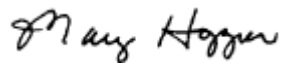
II. Contact Persons

Questions regarding information included in this circular may be directed as follows:

- SIM funding and SIM budget accounts: Wendy Gilmore, budget analyst, Instructional Materials Department, (619) 725-7639.
- Preparation of textbook orders: Anne Mealiffe, instructional materials services clerk, 6-12, Instructional Materials Department, IMC, (858) 496-8465.

Denise Hankins
Manager, Instructional Materials

APPROVED:



Mary Hopper
Chief Administrative Officer

DH:am

Distribution: Lists A, B, and F