



2017 Curriculum Adoption and Purchasing Guidelines

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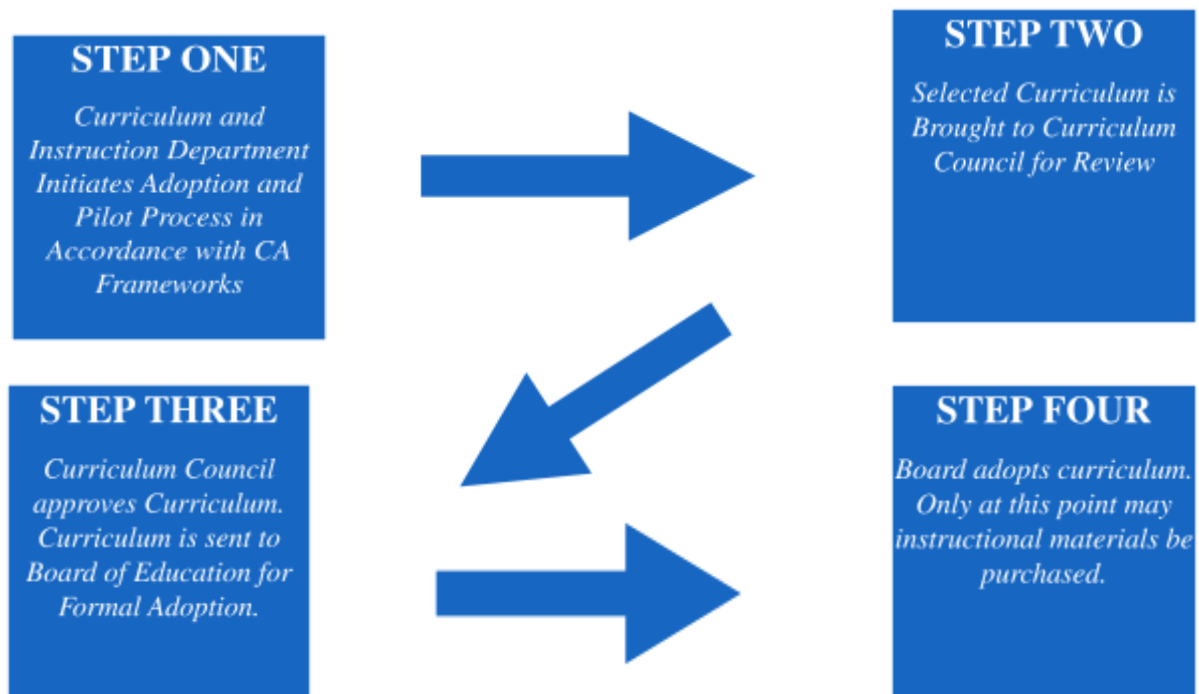
Las Virgenes Unified School District

Curriculum and Instruction – Instructional Materials

Overview

The Board recognizes its responsibility for the improvement and growth of all educational programs within Las Virgenes Unified School District. Instructional materials, as a whole, should represent a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. Textbooks, technology-based materials, and other educational materials should be aligned with academic content standards to ensure that they effectively support the curriculum. The priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas.

As outlined in the diagram below, the Education Services Department begins the formal adoption cycle and classroom pilot process. Once the decision is made to formally adopt materials, teachers present the selection to the District Curriculum Committee. The Curriculum Committee is composed of principals, district office administrators, teachers, community members and representative School Board members. The Curriculum Committee makes the determination whether materials will be submitted to the Board for final approval. During this time, materials are on display for parent and community member viewing at the LVUSD District office. Once formally adopted, these specific materials become the primary instructional resource used in the classroom.



Williams Compliance

Williams v. State of California is a statewide class action suit regarding sufficiency of instructional materials, adequacy of facilities, and the qualification of teachers. In September 2004, the Williams Settlement Legislation was enacted into law requiring all districts in the State of California to provide sufficient instructional materials in core subject areas, maintain clean, safe facilities in good repair, and take measures to guarantee all pupils have qualified teachers.

Every school in the District is required to provide sufficient textbooks or other required Board adopted instructional materials for all pupils in core subject areas. Core subject areas include language arts (including any English Language Development component of an adopted program), mathematics, social studies, and science. Additionally, pupils enrolled in a foreign language or health course must be provided sufficient instructional materials, and pupils enrolled in science courses in grades 9-12 must have adequate science laboratory equipment available.

“Sufficient” textbooks or instructional materials means each pupil, including English learners, has a Board-adopted textbook to use in class and to take home. **NOTE:** This does not mean that each pupil is issued two sets of instructional materials; only one set is to be used for both purposes.

Special Education

The educational needs of special education students are met in a variety of ways, including:

- **Special Day Classes (SDC):** Students of varying grades are taught in a specialized classroom. SDC students may use a variety of educational materials, including Board-adopted general education textbooks (assigned by their SDC teacher according to their learning level) and specialized special education textbooks.
- **Mainstreaming:** Students with special needs are educated in general education classrooms for specific time periods based on their level and skills. Depending on the classroom or course, mainstreamed students may or may not use the same Board-adopted general education textbook as the rest of the class.

For purposes of Williams compliance, special education students (with the exception of students in Moderate to Severe Special Education classes such as ILS and Severe ASD,

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who are excluded from Williams compliance) must have assigned to them for each subject area the Board Approved Textbook appropriate to their learning level as designated in the student's Individualized Education Plan (IEP) or by the student's teacher.

Textbook Point of Contact

The LVUSD District Librarian/Media Specialist will be the Textbook Point of Contact (TPC) for all general education instructional materials needs, and will work closely with the Director of Curriculum, Instruction and Categorical Programs to ensure compliance with adoption and textbook policies. Responsibilities of the TPC include:

- Serving as intermediary between library sites (media clerks, teachers and principals) and the Director of Curriculum, Instruction, and Categorical Programs.
- Ensuring an accurate inventory of District-purchased textbooks and supplements at school sites.
- Verifying the accuracy of the site textbook to course associations.
- Assisting in ensuring Williams compliance.

Piloted Textbooks

The TPC will be informed by the Curriculum and Education Department when LVUSD has decided to pilot a textbook, including all specific information about the materials and the teachers involved in the process. All materials will be shipped directly to the sites. If that is not possible, the TPC will provide information to the warehouse to sort, inventory and distribute the materials.

Board-Adopted Textbooks

For a textbook to qualify towards Williams compliance, it must first be formally adopted by both the State and District Boards of Education. Textbooks which have fallen out of adoption do not qualify towards Williams compliance, and should be removed from our sites.

Board-adopted textbooks come in two forms: **textbooks** and **consumable textbooks**. The only difference between textbooks and consumable textbooks is that consumable textbooks are intended for a one-time use by a student (including worksheets to be written on, torn out, etc.) and are not barcoded. Consumable textbooks are replenished yearly based on projected enrollment.

The majority of Board-adopted textbooks are purchased and owned by the District. As such, these District-owned textbooks may be reallocated amongst school sites as

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necessary for Williams compliance. Textbooks and other materials (such as class sets of novels) purchased directly by the site, however, are owned by the site. The District will not require sites to transfer site-owned material.

All extra Board-adopted textbooks and Board-adopted consumable textbooks beyond the maximum class size are to be kept in a central location at the school site.

Supplemental Materials

Supplemental materials are, as their name suggests, supplements to the main textbook and may include books, workbooks, resource kits, teacher's editions, novels or forms of media. **Supplemental materials are not required for Williams compliance.** This said, **all supplemental materials** used at the site must be catalogued with the Director of Curriculum, Instruction, and Categorical Programs through the TPC.

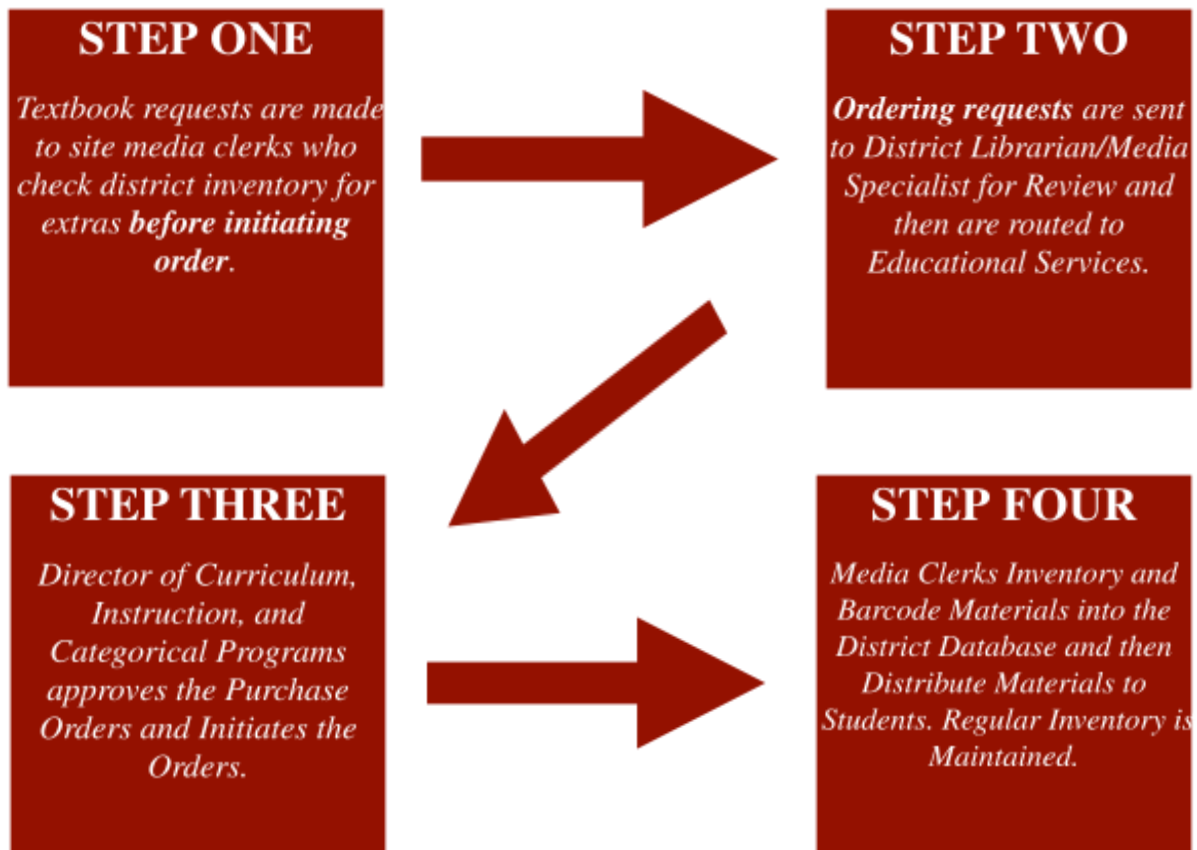
As with Board-adopted textbooks, it is recommended extra supplemental workbooks be kept in a central location at the school site.

Ordering Adopted Materials

As outlined in the diagram below, all textbook requests are fulfilled through a centralized process, providing efficiency and quick distribution to sites. All textbook purchase requests ***must*** be from the LVUSD Board-approved list. Textbook requests shall be initiated through the Media Center. The Media Clerk will assist with completing the *Textbook Request Form*. This form should be signed by the Department Head or Principal, and forwarded to the TPC for review. The TPC will ensure the book is adopted and check our inventory for availability before submitting the order for final approval by the Director of Curriculum, Instruction, and Categorical Programs. All orders will be shipped directly to the school media center and to the attention of the media clerk. Once the order is submitted, the TPC will be notified and given a time frame for delivery. The TPC will communicate this information to the media clerks so they can expect delivery. All materials will be inventoried and processed as soon as possible after delivery. The blue purchase order will be signed off after the materials have been inventoried, so Accounting can pay the invoice.

If a site is interested in purchasing a text not on the approved list, they must contact the Director of Curriculum, Instruction, and Categorical Programs for consideration.

Instructional Materials Ordering Process *for Board-Adopted Materials*



Distributing Textbooks

All district purchased curriculum must be added to our central system and barcoded before circulation. To facilitate transferring curriculum between sites, these items must be barcoded with LVUSD instead of the specific school name. All barcoded Board-adopted textbooks are required to be checked out so a proper inventory can be maintained. Elementary schools may choose to check out student books to teachers or classrooms, instead of directly to a student. Teachers shall assume full responsibility for all textbooks issued to them and shall keep an accurate record of all textbooks issued to students in a system of his or her choice. Textbooks and instructional materials are to be checked out as soon as possible within the first two weeks of school.

Ebook Management

Ebooks codes will be maintained at the classroom level. Each publisher provides different methods to access electronic materials, so ebook management will be handled on a case by case basis.

Inventory

Completing an inventory allows the District to properly allocate needed textbooks, avoiding disruption at the beginning of the new school year and the unnecessary spending of District resources. Inventory should be completed on an annual basis. Curriculum inventory should begin in the Fall and complete by the end of the calendar year according to the general schedule. Department Chairpersons will assist in the end-of-the-year inventory in order to provide recommendations to the TPC for purchases of textbooks for the Fall semester of the following school year.

Textbook or Curriculum Fines

Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed textbooks and laptops in good condition, with no more wear and tear than usually results from normal use. If a student has lost or damaged school materials, they are responsible for the cost of replacing the item. Once all outstanding fines have been paid, another item may be issued.

At the beginning of the school year, students should check their textbooks and/or laptops for damage. After all materials have been distributed, students have two weeks to report damages so they will not be charged at the end of the year.

All textbooks and laptops are due to the LVUSD Library at the end of the class (semester/year). When students return their items, they will be reviewed and assessed for any damages sustained. Damage fines are used to pay for the repair or replacement of books. Fine amounts are updated regularly and outlined in the *Textbook/Laptop Replacement Agreement* provided to parents during registration.

Timeline for Distribution and Collection of Curriculum Materials

Media Center Opens (approximately 1 Week before School Starts) - Media Clerks arrive and begin getting ready for the new school year. Tasks include distributing

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materials, updating the system with new calendar/due dates and processing new orders that have arrived over the summer.

Textbook Distribution Commences

Please note: Class schedule information must be imported before textbook distribution for due dates to be correct in new system.

Media Center Opens for General use

Classroom visits and general circulation of instructional materials begin as soon as possible following curriculum distribution.

Fall Inventory Begins (October thru November) After all curriculum related materials have been distributed at the beginning of the school year, media clerks will begin collecting inventory data on all available textbooks.

All books checked out for the school year, are included in the current inventory, along with any additional books located in the book room.

All books that have not been returned from the prior year must be marked LOST in the system, and be removed from textbook counts. Clerks work with the registrar to collect any replacement costs associated with these items that are being removed from inventory.

End of Calendar Year - All clerks must provide a report of inventory to the TPC that includes an accurate count for all textbooks and workbooks that are located at that site. Damaged books are sent to the bindery for repair.

Spring Planning (mid March) - Principals review student enrollment projections to determine future requirements, new sections, etc. Principals provide estimated enrollments and resource requirements to Department Chairpersons. Department Chairpersons work in concert with Media Clerks to review inventory reports and complete the Textbook Request Form for textbook transfers/purchases for the following year. This information is submitted to the TPC for review. The TPC will arrange for the transfer of materials or will forward the request to Curriculum so an order can be placed.

Textbook Orders (early April) Textbook orders for the next school year will be placed by April 15 and received in May so media clerks have enough time to process materials and ensure that they are ready for students at the start of the school year.

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End of Library Circulation (Last week of May) - Clerks schedule textbook returns, collect fines on overdues and run final reports. The Media Center remains open until the end of the school year and students can keep their items as long as school is in session.

Textbook Returns (early June) - Classes will start to return textbooks. If a student has not returned a book by the end of the year, it cannot be considered current inventory and should remain open on the student record. As books come in, media clerk should examine them for damage and assess fines according to the LVUSD Textbook/Laptop Replacement Agreement. If books are not able to be used, they should be removed from the system. If books are able to be repaired, they should be sent to the bindery. All fines, regardless of site affiliation, will remain on a student records during their tenure at LVUSD and can be collected through any LVUSD Media Center.

Final Textbook Count (One week before school ends) - Clerks send email to Department Chairpersons to remind them to verify book numbers for next year. Department Chairpersons contact Media Clerks to confirm the number of books on hand at the end of the year, and to make sure enrollment and textbook projections are accurate. Department Chairpersons provide any special instructions for books that may be on order so Media Clerks can have them ready to go at the start of the new year.

All books should be scanned back into the system before the Media Clerk leaves for the summer. After returns are complete, clerks should provide a final inventory to principal at site along with copies of books that have been ordered.

Simplified Ordering Process for Piloted Materials

1. Education Services initiates adoption and pilot
2. Selected curriculum is brought to Curriculum Council for review
3. Curriculum Council approves curriculum. Curriculum is sent to Board of Ed for formal adoption.
4. Board approves curriculum. Only at this point may instructional materials be purchased. The Department Chairperson fills out the Textbook Request Form and sends it the TPC for review.
5. Clerks and warehouse staff are alerted on arrival timeline and exact amounts of materials.

Detailed Instructional Materials Ordering Process

Phase One

1. Textbook requests are made to site Media Clerks who check district inventory for extras before initiating order.
2. Specific ISBNs, book number requests, and projected enrollment numbers are added to the [Textbook Request Form](#).
3. Request form is signed by Grade Level Lead, TIC, Department Chair and/or Principal
4. Textbook orders for the next year begin in April when SMS student numbers are available.

Phase Two

1. Department Chairs or Media Clerks send Textbook Request Forms to the TPC for review
2. Media Clerks review inventory for extra copies of needed textbooks at the site
3. The TPC checks with other schools for extra copies of the textbooks and initiates a transfer of materials if possible

Phase Three

1. The Director of Curriculum, Instruction, and Categorical Programs approves all purchase orders and initiates orders.
2. The Curriculum Department rechecks Aeries and materials numbers.
3. After the order is placed, the Curriculum Department provides specific order information to the TPC and Media Clerk including the timeline for delivery, number of items ordered.
4. Deliveries should go directly to site. If that is not possible, warehouse support personnel should be scheduled to assist with delivery.

Phase Four

1. Media Clerks inventory and barcode materials into the library circulation system and then check the materials out.
2. Clerks sign purchase order as “received,” and return the purchase order to Accounting.

Materials Receipt and Delivery (Warehouse)

1. Materials are inventoried at the warehouse.
2. Purchase orders are signed “ok to pay” and returned to Curriculum office.
3. Materials are divided into individual sets for each school according to order specifications.
4. Materials are shipped to the schools through the warehouse shipping process.

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Materials Maintenance and Inventory

1. Textbook inventory is maintained on a yearly basis by clerks
2. Teachers are to check in materials at beginning and end of each year.

Las Virgenes Unified School District Collection Development Policy

The mission of the Las Virgenes Unified School District (LVUSD) Media Centers are to support the curriculum of LVUSD, and to provide students, teachers, and staff with access to current and appropriate information resources, to ensure that students are effective users of information, and to create lifelong readers and learners comfortable in an information-rich world.

LVUSD libraries are referred to as Media Centers or Learning Common areas and are places for students and faculty to find information that augments course work, and also stimulates lifelong learning. The Media Center is a space conducive to reading, collaboration, research, and studying, where students can find a comprehensive collection of educational materials in various formats that support the school curriculum; and provides for the learning needs of the community. The Media Center collection strives to meet the needs of all its users by maintaining a diverse collection representing various points of view on current and historical issues and areas of interest to the school community.

The selection of all library/media materials is the responsibility of the Library Media Specialist. Selection is based on current curricular needs of the school along with various professional tools. Suggestions made by staff for materials related to the curriculum are also used. Consideration of materials for acquisition stresses authorship authority, content accuracy, literary merit, and curriculum relevance.

In keeping with the scope of technology available to students and faculty members, the Media Center provides access to several subscription databases for research purposes. To provide maximum accessibility to Media Center materials and to encourage effective use of information, students can access the online catalog and various informational databases from off site.

Donations

All donations are judged with the same criteria as purchased materials, and accepted or rejected accordingly. Donations must be in new condition with no highlighting or annotations. Unless arrangements are made with the library clerk, donated books that are

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not added to the collection will be resold by American Book Drive, and all proceeds will be placed in the Library Media Center account and reinvested in the Media Center.

Weeding and Withdrawals from Collection

All materials in the Media Center will be reevaluated periodically to maintain a collection that is current, appropriate and useful. Traditional guidelines of appearance, duplication, accuracy or currency of content, and circulation statistics are used in this decision. Items that are relevant to the curriculum will not be removed unless there is an appropriate replacement. The final decision concerning the removal or replacement of resources rests with the Library Media Specialist. All curriculum related material that is weeded, must be properly reported to ensure that it meets all guidelines for removal. Items that are weeded from our collection should be collected in the American Book Drive bins located at each site.

Requests for Reconsideration of Library Material Policy

Concerns regarding library materials must be made in writing and include author, title, publisher, and page number of each item to which objection is being made. The statement must be signed in order for a proper reply to be made. The Library Media Specialist will reevaluate the materials challenged and make appropriate recommendations. During the process, the item in question will remain in circulation.