

C. Instructional Materials Documentation:

1. Board Adoption

Document	Comments	Document Received (✓)
C.1.1 Board resolution of sufficiency of approved <u>standards-aligned</u> 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.		
C.1.2 (K-8) Board minutes which confirm the action described in C.1.1 above.		
C.1.3 (9-12) Board minutes which identify the standards- based <u>aligned</u> 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.		

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

Document	Tools/Worksheets Available	Notes Received (✓)
C.2.1 A school list of the specific components of the approved <u>standards-aligned</u> textbooks and/or instructional materials that were purchased for all students.	CDE Templates Worksheets available for district/school to complete.	
C.2.2. <u>A current inventory by grade level (elementary) and by course (secondary) signed off by the Principal and the Superintendent. If, after reviewing the initial inventory, potential insufficiencies are identified, it's recommended that COE teams request further documentation that may include purchase orders. Purchasing and receiving documentation which demonstrates that a sufficient amount of the stated instructional</u>	<u>A signed Instructional Materials Survey Form (Form C.2.1) could be used as a basis for this inventory.</u>	

<p>materials has been purchased. If this documentation is not fully available, a combination of such things can be used to allow the county superintendent to draw a reasonable conclusion that the school does in fact have “sufficient” materials (as listed above) for each pupil as per SB550 definition such as:</p> <ul style="list-style-type: none"> ◆ purchase orders over a 3 year period which show continual replacement purchases; ◆ end of the year inventories and resultant purchases; and ◆ a current school inventory list signed off by the principal and superintendent 		
<p>C.2.3 Documentation or summary statement certified by the Principal and Superintendent to show how district/school replaced texts/materials that were lost, etc.</p>		
<p>C.2.4 Enrollment figures</p> <ul style="list-style-type: none"> ▪ By total school ▪ By grade level, and ▪ For secondary schools, by each course in the four core areas, foreign language and health courses. 	<p>Worksheets available for schools to complete.</p>	

3. Documentation needed from school/district to determine availability of sufficient 9-12 science laboratory equipment in locally identified 9-12 science lab courses as appropriate. There are sufficient quantities of science lab equipment for identified courses so that each enrolled pupil has sufficient lab equipment available to use in class. This statement assumes that working in lab groups is acceptable.

Document	Tools/ Worksheet Available	Notes Received (✓)
<p>C.3.1 A list of science courses in which lab equipment is locally required.</p>		
<p>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.</p>	<p>Worksheet available for district/school to list the science courses where lab equipment is required and lab equipment purchased.</p>	

C.3.3 Documentation to show how district/school replaced the laboratory equipment which is used, damaged, etc.		
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.		