TITLE: Selection of Textbooks for High School Science Courses and High School History/Social Science Elective Courses

NUMBER: MEM-079108

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DATE: November 6, 2019
(Due: January 17, 2020)

PURPOSE: This Memorandum is intended to provide schools and Local Districts (LD) with assistance and procedures regarding the newly adopted high school Science courses textbooks and History/Social Science textbooks for the following courses:

- **Science Courses**: High School 3-Course Model (Biology of the Living Earth, Chemistry in the Earth System, Physics of the Universe), Marine Science, Marine Biology, Physiology, AP Biology, AP Chemistry, AP Physics 1, AP Physics 2, AP Physics C, AP Environmental Science, Zoology, Physical Geology, IB Bio SL AB, IB Chem SL AB, and IB Physics SL AB.

- **History/Social Science Courses**: Law Youth, Introduction to Sociology, Introduction to Psychology, Geography, IB Psych HL 2AB, and IB Theory AB.

BACKGROUND: California Education Code §60400 requires that textbooks for Grades 9-12 be adopted by the Board of Education. Integrated Library & Textbook Support Services (ILTSS) requested appropriate submissions from a broad range of publishers. For Grades 9-12, the purpose of the Textbook Adoption Committees was to review the publisher-submitted textbooks, in both print and electronic formats, and recommend which ones should be adopted by the Board of Education because they meet the learning needs of LAUSD students. The Board adopted the attached list of textbooks at its November 5, 2019, meeting (see Attachment A).

The committees used a rigorous evaluation tool based upon the California County Superintendents Educational Services Association’s Curriculum & Instruction Steering Committee’s Adoption Toolkit: A Data-Driven Review of Instructional Materials, the CDE California Next Generation Science Standards Toolkit for Instructional Materials Evaluation, the AP College Board requirements, and the appropriate subject area frameworks (California Department of Education). These tools guided committee members in their review of the textbooks’ instructional design, explanations, and demonstrations of Common Core State Standards and/or Advanced Placement criteria.
INSTRUCTIONS: The following procedures are recommended to assist the schools in their selection of textbooks:

- Each high school, span school, options school, and school with students enrolled in grades 9-12, should form a committee consisting at a minimum of a school administrator, science and history department chairperson, and lead teachers. Schools should be encouraged to engage their parent and student groups in the selection of the new textbooks. Each school committee will work with its school’s English Language Development (ELD) departments (ELD teachers should be included to review the ELD support in the core textbook) to build consensus on the selection of a textbook program for core and elective classes.

- Each committee member must complete the Form 700 (Attachment B) and Conflict Management form (Attachment C). Individuals with a conflict may not serve on the committee. The original of the completed Form 700 should be submitted to the Ethics Office by the LD. The LD should keep the Conflict Management form on file.

- Each LD should display materials at its offices and, as a best practice, at each school site. Parents should have the opportunity to review the materials at Local Districts.

- Each school committee must select a core High School Science 3-Course Model textbook program for implementation at that school. In addition, each committee must select Advanced Placement courses and electives, as applicable (see Attachment D).

- The LD may arrange for the textbook publisher representatives to attend an LD-wide textbook selection meeting to answer questions or make a 30-minute presentation. Publishers have been advised not to visit schools individually unless the LD approves such visits.

- As part of the selection process, school committees must consider student population, subgroups, data, experience of the instructors, academic rigor of the textbooks, available computer devices for students and teachers, and coverage of the California Standards and/or Advanced Placement requirements.

- School committees must notify their LD of their selection by January 17, 2020, via the Interoffice Correspondence form provided in Attachment D. LD personnel are responsible for ensuring that all schools with Grades 9-12 submit this confirmation form to ILTSS. ILTSS staff will meet with LD Content Coordinators to develop the orders and submit the orders for processing. The Purchase Orders will be generated on behalf of the school site.
ASSISTANCE: For assistance, contact Integrated Library and Textbook Support Services at (213) 241-2733. For content specific questions contact Ayham Dahi, Coordinator, Secondary Science, at (213) 241-6876 or Kieley Jackson, Coordinator, Ethnic Studies and History/Social Science at (213) 241-6444.