



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Transfer of Obsolete Elementary and Secondary Science and Secondary History/Social Science Electives Instructional Materials

NUMBER: REF-093301

ISSUER: Alison Yoshimoto-Towery, Chief Academic Officer
Division of Instruction

ROUTING

Local District Superintendents
Administrators of Instruction
Instructional Directors
Principals
School Administrative Assistants

Esther Sinofsky, Ph.D., Administrative Coordinator
Integrated Library and Textbook Support Services

DATE: October 26, 2020

PURPOSE: To provide guidelines and instructions for the smooth and efficient transfer of obsolete Elementary and Secondary Science and Secondary History/Social Science Elective textbooks as newly-adopted instructional materials are implemented.

BACKGROUND: During the 2019-20 school year, the District evaluated, adopted, and purchased Elementary and Secondary Science and Secondary History/Social Science instructional materials as follows:

- Elementary Science (TK/K-5/6)
- Integrated Science (Grades 6-8)
- Biology of the Living Earth
- Chemistry in the Earth System
- Physics of the Universe
- Advanced Placement Biology
- Advanced Placement Chemistry
- Advanced Placement Physics 1 & 2
- Advanced Placement Physics C
- Advanced Placement Environmental Science
- Physiology
- Marine Science
- Marine Biology
- Zoology
- Physical Geology
- Law Youth
- Introduction to Sociology
- Introduction to Psychology
- Geography



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

To ensure Williams sufficiency, schools must retain the former Science and History/Social Science instructional materials until receipt and distribution of the newly adopted instructional materials is completed. Once the newly-adopted textbooks and instructional materials have been implemented, all previous obsolete materials must be sent to the District Warehouse or the Granada Hills Science Materials Center per the instructions below.

Inventory received from school sites will be removed from the school's Destiny Textbook Manager inventory by Integrated Library & Textbook Support Services (ILTSS) staff. Procurement will negotiate the sale of obsolete instructional materials, not the individual sites.

INSTRUCTIONS: The principal or designee should:

- Wait until after declaring *Williams* sufficiency before removing previously adopted materials.
- For obsolete textbooks and workbooks, please adhere to the following directions:
 - Pack only the books and workbooks in boxes. Boxes and tape may be ordered through the LAUSD General Stores Distribution Catalog (material number for boxes is 6402500060 and 8323212110 for tape).
 - Boxes must not exceed 18x18x16.
 - Boxes must be in a location easily accessible for Truck Operations upon pickup.
 - Mark the boxes as obsolete History/Social Science or Science (see Attachment A for a label template to photocopy and tape to each box).
 - Request pick-up of the obsolete materials via an Online Service Request (<http://tinyurl.com/iltss-remedyticket>). Pick-ups will be completed on a first come; first served basis.
 - Refrain from storing pallets outdoors during the inclement weather season. If pallets are water damaged or have signs of insects and/or pests, the Truck Operations Unit will not remove the pallets from the site.
 - Send **only** the specified books to the textbook warehouse. Please refrain from sending non-instructional materials to the warehouse for disposal, e.g. old cum files, clothing, and electronics. Boxes containing non-textbook items may be returned to the school.
 - Arrange one pick up per physical school address (e.g. co-located schools and small schools should coordinate one pick-up location).
 - For obsolete kits, the Granada Hills Science Materials Center will be coordinating the removal. Please adhere to the following directions:
 - Email Tim Brown (timothy.p.brown@lausd.net) and copy Lillian Valadez-Rodela (lillian.rodela@lausd.net) to request pickup of the FOSS Kits. Please include how many kits will be picked up.
 - A representative from the Granada Hills Materials Science Center will contact you regarding:
 - A pickup date for the kit(s)
 - An accurate count of boxes as the number determines the equipment/trucks needed to dispatch for pickup



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- All kits to be picked-up need to be properly placed on pallets that are on the ground floor location (no stairs, no elevators) with clear access from the gated areas. The driver will not collect kits in classrooms, bins, storage areas, etc... Preparation of the kits is the responsibility of the school.

ASSISTANCE:

For assistance or further information for books, please email instruction@lausd.net
For assistance or further information for kits please contact the Granada Hills Science Materials Center at (818) 831-8330.



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ATTACHMENT A

FROM: _____

Obsolete History/Social Science Textbooks

Grade Level or Course Name: _____

TO:
INTEGRATED LIBRARY & TEXTBOOK
SUPPORT SERVICES (ILTSS)
c/o District Warehouse
Pico Rivera