



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: PROCEDURES FOR REPORTING TEXTBOOK CONCERNS

NUMBER: REF-1376

ISSUER: James Morris, Assistant Superintendent
Instructional Support Services

DATE: October 25, 2004

PURPOSE: To address concerns regarding the provision of standards-aligned textbooks or basic instructional materials.

BACKGROUND: The Los Angeles Unified School District recognizes that there may be circumstances at local school sites when teachers have concerns regarding the provision of standards-aligned textbooks or basic instructional materials. Therefore, the District has established the following District policy and procedures, in agreement with UTLA, to address such concerns.

PROCEDURE: The procedures regarding the provision of instructional materials and textbooks are as follows:

1. Whenever a teacher reasonably believes that there are not adequate standards-aligned textbooks or basic instructional materials necessary, he/she should report the shortage in writing to the site administrator. The site administrator shall provide a copy of the report to the Department or grade level Chairperson and UTLA Chapter Chair.
2. Within five days after the receipt of the teacher's report, the site administrator shall:
 - Review the teacher report. If a shortage is determined, the site administrator may utilize any appropriate means or existing unrestricted or appropriate school account in order to resolve the shortage.
 - When the site administrator's decision is in conflict with Article XXVII, the site administrator will provide to the appropriate local leadership council in writing the reasons for utilization of funds.
 - If the site administrator determines that a shortage does not exist or that sufficient funds do exist to address this issue, the teacher, UTLA Chapter Chair, and Local District Director of School Services shall be notified in writing.

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3. Within ten days of the written notice referred to above, the Local District Director of School Services shall:
 - Determine if a shortage exists.
 - Review the school budget with the site administrator and utilize any appropriate means or existing unrestricted or appropriate school account in order to resolve the shortage.
 - Utilize available Local District resources to address the school shortage.
 - If the Local District Director of School Services determines that the shortage exists and that there are no local schools or Local District resources available to resolve the shortage, a report shall be submitted to the Local District Superintendent for resolution.
 - Provide written notice to the school site administrator and Chapter Chair that contains a description of the actions taken to address the issues raised by the report of alleged shortage or a description of the findings that support the decision that a shortage does not exist.
4. If, after this process, the Chapter Chair believes that the shortage has not been appropriately resolved, UTLA may request a review of the matter by the general Superintendent. Within ten working days of receipt of the request, the Superintendent or designee shall provide written notice to the school site administrator, Chapter Chair, UTLA President, and Local District Superintendent of what steps, if any, have been taken to resolve the issues raised by the initial report of alleged shortage. If the general Superintendent or designee determines that a shortage does not exist or that sufficient funds do not exist to address the issue, he/she shall so notify the parties named above.

5. Resolution

The issue shall be considered resolved if standards-aligned textbooks or basic instructional materials are provided or if appropriate standards-aligned textbooks or basic instructional materials have been ordered (i.e., order has been sent to the vendor) or have been determined to exist. The Local District Director of School Services will make every effort to provide "interim" textbooks pending the delivery of textbook orders.



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RELATED RESOURCES: For information on the implementation of the UTLA Agreement, please contact the Office of Staff Relations at (213) 241-6056.

ASSISTANCE: For assistance or further information, please contact:

- Beverly Edwards, Coordinator, Instructional Media Services, at (213) 207-2271 or beverly.edwards@lausd.net
- Esther Sinofsky, Specialist, Textbook Services, at (213) 207-2280 or esther.sinofsky@lausd.net