



# INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

## WILLIAMS COMPLIANCE: Frequently Asked Questions

### **WILLIAMS COMPLIANCE** **1**

---

1. **HOW DO I FILE A WILLIAMS COMPLAINT?** **1**
2. **WHAT ARE THE DEFINED SUBJECT AREAS IN RELATION TO WILLIAMS COMPLIANCE?** **1**
3. **HOW DOES A SCHOOL KNOW WHICH TEXTBOOKS IN THE DEFINED SUBJECTS ARE WILLIAMS COMPLIANT?** **1**
4. **ARE TEACHER EDITIONS REQUIRED FOR WILLIAMS COMPLIANCE AND SUFFICIENCY?** **1**
5. **DOES A SCHOOL HAVE TO IMMEDIATELY REISSUE A TEXTBOOK TO A STUDENT WHO HAS LOST A BOOK?** **2**
6. **DOES A MIDDLE SCHOOL STUDENT ENROLLED IN A HIGH SCHOOL LEVEL COURSE HAVE TO USE AN APPROVED HIGH SCHOOL TEXTBOOK?** **2**
7. **WHAT ABOUT SPECIAL EDUCATION STUDENTS?** **2**
8. **CAN A SCHOOL ISSUE A DIGITAL VERSION OF AN ADOPTED TEXTBOOK?** **2**

### **CERTIFICATION OF SUFFICIENCY** **3**

---

9. **WHAT IS THE GENERAL TIMELINE FOR CERTIFYING TEXTBOOK SUFFICIENCY?** **3**
10. **DOES A SCHOOL NEED TO DISTRIBUTE TEXTBOOKS ON THE FIRST DAY OF SCHOOL?** **3**
11. **HOW DOES A SCHOOL KNOW IF IT WILL BE VISITED BY THE LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) FOR A WILLIAMS SUFFICIENCY CHECK?** **3**

### **PURCHASING TEXTBOOKS** **4**

---

12. **CAN A SCHOOL CHARGE STUDENTS TO PURCHASE INSTRUCTIONAL MATERIALS?** **4**
13. **WHAT IS THE DIFFERENCE BETWEEN THE DISTRICT ADOPTED TEXTBOOKS AND DISTRICT APPROVED TEXTBOOKS?** **4**
14. **WHERE CAN I FIND THE DISTRICT ADOPTED TEXTBOOK LIST?** **5**
15. **CAN A SCHOOL BUY CLASSROOM SETS WITH STATE TEXTBOOK FUNDS?** **5**
16. **CAN A SCHOOL GET CLASSROOM SETS AS PART OF A GRATIS ITEM FROM THE PUBLISHER?** **5**
17. **CAN A SCHOOL USE TITLE I OF EIA-SCE FUNDS TO PURCHASE BASIC TEXTBOOKS IN THE DEFINED SUBJECT AREAS?** **5**
18. **WHAT HAPPENS IF THE PUBLISHER NO LONGER SELLS THE EXACT EDITION (COPYRIGHT DATE & ISBN) OF AN ADOPTED TEXTBOOK?** **5**
19. **CAN A SCHOOL PURCHASE NEWER EDITIONS OF AN ADOPTED TEXTBOOK?** **6**
20. **ARE PARENTS OR GUARDIANS RESPONSIBLE FOR LOST OR DAMAGED TEXTBOOKS?** **6**
21. **WHAT HAPPENS IF A PARENT SAYS HIS/HER CHILD NEVER HAD THE BOOK CHECKED OUT?** **6**
22. **WHAT HAPPENS IF THE STUDENT AND/OR PARENTS/GUARDIANS SAY THEY CANNOT AFFORD TO PAY THE FEE?** **6**
23. **CAN A SCHOOL WITHHOLD GRADES, DIPLOMA OR TRANSCRIPTS UNTIL A TEXTBOOK IS PAID FOR OR RETURNED?** **6**
24. **CAN A SCHOOL EXCLUDE STUDENTS FROM PARTICIPATING IN EXTRACURRICULAR ACTIVITIES, SUCH AS DANCES, SPORTS, GRADUATION CEREMONIES ET CETERA IF THEY DO NOT RETURN INSTRUCTIONAL MATERIALS ASSIGNED TO THEM?** **6**



# INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

## WILLIAMS COMPLIANCE: Frequently Asked Questions

<b>TEXTBOOK MANAGEMENT</b>	<b>8</b>
<b>25. ARE SCHOOLS REQUIRED TO BARCODE THEIR BOOKS?</b>	<b>8</b>
<b>26. ARE STUDENTS “REQUIRED” TO COVER THEIR TEXTBOOKS?</b>	<b>8</b>
<b>27. ARE TEACHERS ALLOWED IN THE TEXTBOOK ROOMS?</b>	<b>8</b>
<b>28. HOW SHOULD BOOKS BE ASSIGNED TO STUDENT?</b>	<b>8</b>
<b>29. ARE SCHOOLS REQUIRED TO COMPLETE AN ANNUAL INVENTORY?</b>	<b>8</b>
<b>30. CAN INDIVIDUAL SCHOOL SITES SELL OBSOLETE OR DAMAGED TEXTBOOKS OR INSTRUCTIONAL MATERIALS?</b>	<b>9</b>



# INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

## WILLIAMS COMPLIANCE: Frequently Asked Questions

### **Williams Compliance**

#### **1. How do I file a Williams Complaint?**

***Answer:***

A Williams complaint can be filed by filling out a Williams Uniform Complaint Form. Williams Uniform Complaint Forms can be found at all school sites. In addition, the form is accessible online under the Office of General Council's webpage. On the LAUSD home page, go to Offices-> General Council-> Publications -> Bulletins.

#### **2. What are the defined subject areas in relation to Williams compliance?**

***Answer:***

- English/Language Arts/ELD
- Mathematics
- Science
- History/Social Science
- Health
- Foreign Language

{See District Adopted/District Approved Instructional Materials Lists under the Quick Links on the Integrated Library and Textbook Support Services website}

#### **3. How does a school know which textbooks in the defined subjects are Williams Compliant?**

***Answer:***

The school can check the District Adopted/District Approved Instructional Materials List provided on the Integrated Library and Textbook Support Services website: [www.iltss.org](http://www.iltss.org).

(See Williams Sufficiency)

#### **4. Are Teacher Editions required for Williams compliance and sufficiency?**

***Answer:***

No. Only student editions are required for Williams compliance and sufficiency.



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

**5. Does a school have to immediately reissue a textbook to a student who has lost a book?**

***Answer:***

Yes. A school must immediately reissue a textbook to a student without waiting for reimbursement.

**6. Does a middle school student enrolled in a high school level course have to use an approved high school textbook?**

***Answer:***

Yes. Middle school students enrolled in high school courses MUST have the approved high school textbook for the course. For example, middle school students enrolled in a foreign language course such as Spanish must have the high school Spanish textbook assigned to them.

**7. What about Special Education students?**

***Answer:***

The District policy requires that each student, including students in special day classes, have a State-adopted, standards based textbook for the defined areas of English/reading language arts, history social science, mathematics, science and health. If the Special Education student is taking the CST or CMA exam, they must have the above mentioned textbook in their grade level assigned to them. Special Education students, who are on an alternate curriculum and take the CAPA exam, should have sufficient instructional materials for the alternate curriculum stated in the student's Individual Education Plan {IEP}.

**8. Can a school issue a digital version of an adopted textbook?**

***Answer:***

Yes. However, students and parents must opt-in to use the digital format of the adopted textbook in lieu of the printed one. In addition, the parent/guardian must confirm that the student has access to a device that is capable of displaying the digital content and/or online access if needed.



# INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

## WILLIAMS COMPLIANCE: Frequently Asked Questions

### **Certification of Sufficiency**

**9. What is the general timeline for certifying textbook sufficiency?**

***Answer:***

Teachers must certify sufficiency no later than the Monday of the third week of instruction.  
Principals certify sufficiency by Thursday of the third week of instruction.  
Educational Service Center Superintendents must certify sufficiency by Wednesday of the fourth week for each track.

**10. Does a school need to distribute textbooks on the first day of school?**

***Answer:***

Yes. Textbooks must be distributed to each student on the first day of instruction.

**11. How does a school know if it will be visited by the Los Angeles County Office of Education (LACOE) for a Williams Sufficiency check?**

***Answer:***

All Decile 1-3 schools will be visited by LACOE. Twenty-five percent (25%) of the LACOE visits will be unannounced.



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

#### Purchasing Textbooks

#### 12. Can a school charge students to purchase instructional materials?

**Answer:**

No. Federal law states students are to be provided a Free and Appropriate Public Education. Students and their parents/guardians can be held liable for replacement cost of damaged or lost instructional materials.

#### 13. What is the difference between the District Adopted Textbooks and District Approved Textbooks?

**Answer:**

District Adopted Textbooks are textbooks in the defined subject areas that have been State Adopted and selected by the District for grades K-8 or have been adopted by the District for grades 9-12. District Adopted Textbooks comply with Williams mandates and may be purchased with State textbook funds. (ED. Code section 60242).

District Approved Textbooks are additional textbooks or instructional materials in the defined subject areas that have been approved by the District's Instructional units for use in the District for grades K-12, but have not gone through the formal District adoption process. (See chart).

#### **District Adopted & District Approved Textbooks**

	Meet Williams Mandates	Textbooks in the Defined Subjects	Went through a formal adoption process	Can use State Textbook funds to purchase
District Adopted Textbooks	Yes	Yes	Yes	Yes
District Approved Textbooks	Yes	Yes	No	No



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

#### 14. Where can I find the District Adopted Textbook list?

**Answer:**

The District Adopted Textbook lists are now embedded in the District Adopted/District Approved Instructional Materials List available on the Integrated Library and Textbook Support Services website: [www.iltss.org](http://www.iltss.org). For high school and middle school, titles with the "\$" next to them indicate the material is District Adopted.

#### 15. Can a school buy classroom sets with State textbook funds?

**Answer:**

No. District policy does not allow the use of State textbook funds for the purchase of classroom sets nor is a classroom set required by the Education Code.

#### 16. Can a school get classroom sets as part of a gratis item from the publisher?

**Answer:**

Yes. Schools that receive free textbooks beyond the textbooks ordered for each student can use these books as classroom sets.

#### 17. Can a school use Title I of EIA-SCE funds to purchase basic textbooks in the defined subject areas?

**Answer:**

No. Title I and EIA-SCE funds may not be used to purchase basic textbooks because these funds may not be used to supplant the core instructional program.

#### 18. What happens if the publisher no longer sells the exact edition (copyright date & ISBN) of an adopted textbook?

**Answer:**

If a publisher does not have any copies of the edition listed on the District Adopted/ District Approved Instructional Materials List, a school should do the following:  
Obtain copies from another school in the District for small replacement amounts  
Order the textbook from a used book vendor {See *Used Book Vendor list on the Integrated Library and Textbook Support Services website: [www.iltss.org](http://www.iltss.org)*}

Notify Integrated Library and Textbook Support Services immediately to investigate a new printed edition of the material



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

#### 19. Can a school purchase newer editions of an adopted textbook?

**Answer:**

Only if the newer edition of the adopted textbook has been approved for use by Integrated Library and Textbook Support Services (ILTSS). Newer editions are reviewed by ILTSS to ensure they can be used alongside the adopted version.

Restitution

#### 20. Are parents or guardians responsible for lost or damaged textbooks?

**Answer :**

Yes. Parent or guardians are responsible for textbooks not returned or damaged. California Education Code Section 48904 states that the parent or guardian of a minor is liable to a school district for all property loaned or failed to be returned or willfully damaged by a minor. Hence, schools can collect for damaged or lost textbooks.

#### 21. What happens if a parent says his/her child never had the book checked out?

**Answer:**

There is Due Process. The administrator should have a meeting with the parents. At this time, the parents can review, discuss and respond to the imposition of any fees or charges. They may also present information as to the reason why a fee should not be imposed. After the meeting, the principal shall review the information presented and decide whether or not to impose the fee and/or impose consequences. The parent/guardian shall be notified in writing of the decision. The decision of the principal is final, and there is no appeal beyond the school level.

#### 22. What happens if the student and/or parents/guardians say they cannot afford to pay the fee?

**Answer:**

The school shall develop a process in which the students are able to return the property, pay for the property, or participate in a voluntary work program in lieu of the payment of the monetary amount owed. This policy must be reviewed by the Local Leadership Council, consistent with its role in deciding matters related to student discipline.

#### 23. Can a school withhold grades, diploma or transcripts until a textbook is paid for or returned?

**Answer:**

Yes. Schools can withhold grades, diploma or transcripts until the textbook is paid for or returned. However, when a student transfers to another K-12 school or a different district, a school or school district must send a copy of the student's permanent record.





## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

**24. Can a school exclude students from participating in extracurricular activities, such as dances, sports, graduation ceremonies et cetera if they do not return instructional materials assigned to them?**

***Answer:***

Yes, a school can choose to exclude students from participating in extracurricular activities if they do not return the instructional materials assigned to them.



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

#### **Textbook Management**

**25. Are schools required to barcode their books?**

***Answer:***

Yes, a secondary school upon being trained and having their materials in the new Destiny Textbook Management system, must barcode all materials and manage all instructional material assets in the Destiny system. If the school is not yet using Destiny, they must use SASI until Destiny is implemented.

**26. Are students “required” to cover their textbooks?**

***Answer:***

Yes. District policy states the schools are to promote the proper care of textbooks by requiring students to use protective covers.

**27. Are teachers allowed in the textbook rooms?**

***Answer:***

Schools must limit access to the textbook room to designated staff members. Schools should always have one of the designated staff members accompany any other person in the textbook room. The textbook room must remain locked when there is not a designated staff member in the room.

**28. How should books be assigned to student?**

***Answer:***

Books are to be assigned to students using the direct circulation method. Secondary Schools must assign books to students using the Destiny Textbook Management System *{or SASI until Destiny is implemented}*.

**29. Are schools required to complete an annual inventory?**

***Answer:***

Yes. Schools are required to complete an annual inventory of all instructional materials using the Destiny Textbook Management System. Schools not on the Destiny Textbook Management System must also complete an annual inventory using SASI.



## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES

### WILLIAMS COMPLIANCE: Frequently Asked Questions

**30. Can individual school sites sell obsolete or damaged textbooks or instructional materials?**

***Answer:***

No. All obsolete or damaged instructional materials are to be sent to the District Warehouse.