Frequently Asked Questions

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I. General

What does this word mean?

For definitions of frequently used terminology, please see Definitions.

What is the maximum class size for each grade?

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Maximum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>K – 3</td>
<td>27</td>
</tr>
<tr>
<td>4 – 6</td>
<td>34</td>
</tr>
<tr>
<td>7 – 12</td>
<td>36</td>
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</tbody>
</table>

I would like to use a wireless scanner at my site. Does the District lend these out?

Unfortunately, scanners are prohibitively expensive and the District is unable to loan them out at this time. If you are interested in purchasing one with site funds, you can visit Destiny Express for more information. Possible models include:

- **Follett 5100 Corded Scanner: $249.00**
  
  A USB Scanner which attaches to a desktop or laptop computer. In this scenario a person could use a laptop, attach the scanner, and then move from classroom to classroom. (This assumes a school site has wireless access campus-wide.) The ICT would login to Destiny as normal and process checkouts and check-ins.

- **Follett 6100 Cordless Scanner Kit: $499.00**
  
  A Bluetooth Scanner which requires a Bluetooth base station attached to the computer. The Bluetooth station requires power. Not the best solution. Everything else follows the 5100 scanner scenario, meaning a person could use a laptop, attach the base station then move from classroom to classroom. (This assumes a school site has wireless access campus-wide.) The ICT would login to Destiny as normal and process checkouts and check-in.

- **Follett 7100 Wireless Scanner: $1199.00**
  
  A wireless scanner designed to work with inventory processes. Offline transactions (check-ins, check-outs, inventory of barcoded copies, etc.) can be stored and later uploaded to Follett Destiny.

**NOTE:** Using a scanner with Follett Destiny – wireless or not – requires a computer with a network connection. For mobile scanning solutions, a laptop connected to a wireless network is necessary.
II. Textbooks / Williams Compliance

What is “Williams”?  

Williams v. State of California was a statewide class action suit regarding sufficiency of instructional materials, adequacy of facilities, and the qualification of teachers. In September 2004, the Williams Settlement Legislation was enacted into law requiring all districts in the State of California to provide sufficient instructional materials in core subject areas, maintain clean, safe facilities in good repair, and take measures to guarantee all pupils have qualified teachers.

Every school in the District is required to provide sufficient textbooks or other required Board-adopted instructional materials for all pupils in core subject areas. Core subject areas include language arts (including any English Language Development component of an adopted program), mathematics, social studies, and science. Additionally, pupils enrolled in a foreign language or health course must be provided sufficient instructional materials, and pupils enrolled in science courses in grades 9-12 must have adequate science laboratory equipment available.

“Sufficient” textbooks or instructional materials means each pupil, including English learners, has a Board-adopted textbook to use in class and to take home. NOTE: This does not mean that each pupil is issued two sets of instructional materials; only one set is to be used for both purposes.

For more information on Williams compliance, please see Williams Reviews.

How do I know if my site is Williams compliant?  

Please follow the directions on our Williams Reviews page to determine your site’s textbook sufficiency.

How do I know if a book is Board-adopted?  

Please consult our list of Williams-Required Board-Adopted Textbooks and Supplements for a full list of textbooks required for Williams compliance. NOTE: Only textbooks – not supplemental materials – are required for Williams compliance.

How do I know if my site is Williams compliant for science in grades K-5?  

Elementary sites utilize FOSS Science Kits at the K-5 levels. Each grade level has three units, and each unit has a varying amount of boxes (e.g. 1 of 2, 3 of 4, etc.). A single full set of kits at a grade level will service that entire grade.

For information on ordering refill supplies for FOSS Science Kits, please see Science Ordering Information.
Do digital versions of textbooks count for Williams compliance?

For Williams compliance, if a digital edition is the only copy of a textbook a student has, evidence must be provided in the form of parental and site authorization that the student has access to utilize this text both at home and at school. Per the California Department of Education’s Instructional Materials FAQ:

**Do Web-based or electronic textbooks count as instructional materials?**

Yes, but in order to meet the definition of sufficient instructional materials students need to have access to the materials both at school and at home. This presumes that students with Web-based materials have access to computers and the Internet in school and at home and students with electronic textbooks have access to computers in school and at home.

I have a student who requires two copies of a textbook. What is the District’s policy on this?

If a student is physically unable to carry books between home and school, additional copies of textbooks will be provided. This physical need must be documented in the student’s IEP or with a doctor’s note.

Does Mondo Bookshop count towards Williams compliance?

Mondo Bookshop is a supplemental reading program utilized by many Title I sites. This program is not Board-adopted and does not count towards Williams compliance. Sites utilizing Mondo Bookshop must still maintain an inventory of the Board-adopted language arts textbook equal or greater to student enrollment to remain compliant with Williams legislation.

For questions regarding Mondo Bookshop, please contact Rosemary Reboin.

What should I do with partially-used consumable textbooks and supplemental workbooks?

When possible, save these partially-used consumables for incoming students to avoid wasted material.

I have surplus Board adopted textbook and/or supplemental material. Should I return them to the District?

To avoid unnecessary transfers and to accommodate fluctuations in enrollment, we would prefer each site keep a small surplus of each title on hand when possible*. To calculate the maximum number of copies you should have at your site, multiply the number of classes for that grade by that grade’s maximum class size and add an extra five. (For example, if you have two 1st grade classes, you could keep up to 67 copies for each 1st grade title – 31 for each class, and an extra 5.)

* If your site currently meets Williams sufficiency requirements and your surplus materials are required at another site, the District may still request these materials for reallocation.
I am over my allotment for surplus Board-adopted textbook and/or supplemental material. How do I return these materials to the District?

To return materials to the District, you must first transfer them to the Textbook Warehouse in Follett Destiny. Instructions for transferring materials can be found on the District’s Instructional Materials website.

For more information on returning current materials, please see Surplus Property.

NOTES:

- **DO NOT MIX** current material with obsolete or damaged material.
- **Clearly label** all boxes containing current Board-adopted material to aid in processing.
- Transfers of multiple titles are shown as “Assorted Titles” in the Track Textbooks list. Because of this lack of title detail, transfers sent this way are very difficult to find when multiple transfers must be sorted through; this is further exacerbated when there are multiple “Assorted Titles” transfers. For this reason, it is strongly recommended that sites limit transfers to a single title.

I have textbook and/or supplemental material that I believe are obsolete. What should I do with these materials?

Confirm with the list of Board-adopted textbooks that the material is not current. If you still believe the material to be obsolete, materials should be sent to the Textbook Warehouse for donation or recycling.

For more information on returning obsolete materials, please see Surplus Property.

NOTES:

- **DO NOT MIX** obsolete material with current material.
- **Clearly label** all boxes containing obsolete material before shipment to aid in processing.

I have damaged Board adopted textbook and/or supplemental material. What should I do with these materials?

If possible, minor to moderate wear and tear (ripped pages, loose binding) should be repaired at the site. If it is not possible to repair the damage, materials should be sent to the Textbook Warehouse for recycling.

Before shipment, fines for damage should be assessed if necessary, and the barcoded materials should be removed from Follett Destiny.

For more information on returning damaged materials, please see Surplus Property.

NOTES:

- **DO NOT MIX** damaged material with current material.
- **Clearly label** all boxes containing damaged material before shipment to aid in processing.
III. Follett Destiny

How do I...?

For help using Follett Destiny, please see our Follett Destiny Instructions page or Follett Destiny’s existing help documentation.

I searched for a specific copy’s barcode, but it showed up at multiple sites. Why is this?

Before a standard, District-wide barcode structure was implemented, individual sites were responsible for barcoding their own materials. This resulted in multiple sites potentially using the same barcode for different titles (e.g. one school barcoded an “Algebra 1” textbook with the barcode “X 12345”, while another school may have barcoded a copy of “The Great Gatsby” with the same barcode). Because of the time necessary to replace all of these barcodes, these duplicates were allowed to remain when each site’s individual inventory was merged to create a District-wide database.

I tried searching for materials in Follett Destiny, but couldn’t find what I was looking for. What should I do?

When searching for materials, the ISBN is the most accurate way to bring up the correct title. The ISBN (International Standard Book Number) is a 10 or 13-digit number that uniquely identifies books and book-like products published internationally. Each number identifies a unique edition of a publication, in a specific publisher’s binding, from one specific publisher.

If you do not know the ISBN, try searching by keyword. If your keyword searches are not finding the desired title, check your spelling or try a more/less specific search (e.g. “math” instead of “mathematics”).

If you are searching using Textbook Search, make sure that “Include Teachers’ Editions” and “Include Resource Kits” are checked.
If you are trying to request materials and are unable to bring up the correct title, make sure that “Only my textbooks” is **not** checked.

I’ve scanned a barcode and there are no matches found. What do I do?

When searching by barcode, make sure that you are searching in “San Juan Unified School District” and that “Include Teachers’ Editions” and “Include Resource Kits” are checked. This will ensure that your search will return barcodes which may be assigned to another site or to the incorrect title. (**NOTE**: This applies to current, standard District barcodes.)

After confirming it does not exist anywhere else, you may add the barcode to Follett Destiny.

I have a site purchased set of novels. How should I catalogue these in Follett Destiny?

Site purchased sets of novels – that is, novels that are purchased by a site and checked out to students as a class to supplement the main curriculum – should be catalogued similarly to "Site Purchased Copy" of textbooks.

How can I access the record of a former student to view overdue checkouts and assess fines?

The location of each patron in Follett Destiny is updated nightly with information from Q Front Office, the District’s enrollment software. When a patron transfers to another site or leaves the District, their association with a site is automatically changed. Only sites associated with a patron can access that patron’s record, so in order for former sites to access their record, a multiple site association (MSA) must be added. To request an MSA, please contact the Instructional Materials Technician with the student’s name and District ID or patron barcode.