



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Selection of Textbooks for Middle School Health

NUMBER: MEM-116102

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

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

ROUTING

Local District Superintendents
Administrators of Instruction
Community of Schools
Administrators
Principals
School Administrative
Assistants

DATE: November 22, 2021

DUE DATE: February 1, 2022

PURPOSE: This memorandum is intended to provide guidance regarding the newly-adopted Middle School Health textbooks for the following courses:

- 36-01-01 Health (Grade 6)
- 26-01-01 Health (Grade 7)

BACKGROUND: *California Education Code* §60210 gives local educational agencies the opportunity to adopt instructional materials that have not been adopted by the state. Integrated Library & Textbook Support Services (ILTSS) requested appropriate submissions from a broad range of publishers. For Middle School Health, the purpose of the Textbook Adoption Committee 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 Los Angeles Unified students. The Board adopted the attached list of textbooks at its October 12, 2021, meeting (see Attachment A).

The committee used a rigorous evaluation tool based upon the Centers for Disease Control's *Health Education Curriculum Analysis Tool* (HECAT), The California Healthy Youth Act 2016, and the newly State Board of Education adopted Health Framework (California Department of Education). These tools guided committee members in their review of the textbooks' instructional design, explanations, and demonstrations of California State Standards.



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INSTRUCTIONS: The following procedures are recommended to assist the schools in their selection of textbooks:

- Each school with students enrolled in the courses listed in Attachment A, should form a committee consisting, at a minimum, of a school administrator, the Health department chairperson, an ELD teacher, and a Special Education teacher. Schools should be encouraged to engage their parents and a diverse representation of students in the middle school textbook selection committee, including students/parents that represent the LGBTQ+ community.
- 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 Local District. The Local District should keep the Conflict Management form on file.
- Each Local District should display materials at its offices and, as a best practice, at each schoolsite. Parents should have the opportunity to review the materials at Local District following COVID-19 safety policy and procedures.
- The Local District may arrange for the textbook publisher representatives to attend a Local District-wide virtual textbook selection meeting to answer questions or make a 30-minute presentation. Publishers have been advised not to contact schools individually unless the Local District 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, and coverage of the California Standards.
- The District will fully support the purchase of the new textbooks for these schools in the first year of the adoption cycle. In subsequent years within this adoption period, a school wishing to change to a different health textbook will bear the cost.
- School's must submit Attachment D to their Local District by **February 1, 2022**. Local District personnel are responsible for ensuring that all schools that plan to offer Middle School Health submit Attachment D to ILTSS. ILTSS staff will meet with Local District to develop and submit the orders for processing. The Purchase Orders will be generated on behalf of the schoolsite.

ASSISTANCE: For assistance, contact Integrated Library and Textbook Support Services, textbooks@lausd.net. For Ethics questions, contact askethics@lausd.net. For content specific questions, contact Tim Kordic, Project Advisor, Health Education Programs, timothy.kordic@lausd.net.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT A

Textbooks to Be Adopted

Health (360101/260101)				
Title	Author	ISBN	Copyright Date	Publisher
<i>Comprehensive Health Skills for Middle School, 3e</i>	Sanderson, et al.	TBD	2023	Goodheart-Wilcox
<i>ETR HealthSmart Middle School, 3e</i>	Telljohann, et al.	Multiple	2020	ETR



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ATTACHMENT B



STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
Los Angeles Unified School District
Division, Board, Department, District, if applicable (Committee- School Site) Your Position (Committee Member-LAUSD Position Title)
Textbook Selection Committee Committee Member

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State
Multi-County
City of
Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
County of
Other Portion of LA County (LAUSD)

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2020, through December 31, 2020.
Leaving Office: Date Left
Assuming Office: Date assumed
Candidate: Date of Election

4. Schedule Summary (must complete) Total number of pages including this cover page:
Schedules attached
Schedule A-1 - Investments - schedule attached
Schedule A-2 - Investments - schedule attached
Schedule B - Real Property - schedule attached
Schedule C - Income, Loans, & Business Positions - schedule attached
Schedule D - Income - Gifts - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached
None - No reportable interests on any schedule

5. Verification (Use School Site Address)

MAILING ADDRESS STREET CITY STATE ZIP CODE
DAYTIME TELEPHONE NUMBER EMAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature



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ATTACHMENT C



LAUSD Ethics Office

Ask Ethics: (213) 241-3330 <https://achieve.lausd.net/ethics>

CONFLICT MANAGEMENT

*Building Trust
Inside and Out*

LOCAL TEXTBOOK SELECTION COMMITTEES

PRELIMINARY CONFLICT ANALYSIS: Before you begin participating on a selection committee, please answer the questions below to determine whether you have any potentially conflicting interests. Thank you!

FIRST NAME:		LAST NAME:		EMPLOYEE ID#:
SCHOOL OR OFFICE:		ADDRESS:		
PHONE:	EMAIL:		LOCAL DISTRICT:	

Potentially Conflicting Interests	Yes	No
1. Are you or any member of your family (including co-habitants) a current or former employee, consultant, contractor or board member of an entity that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your spouse works for a textbook publishing company.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you or any member of your family (including co-habitants) own – directly or indirectly – a financial interest (including stock, stock options, or other securities) in any business entity that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your child owns stock in a company that produces instructional materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. During the past 12 months, have you or any member of your family (including co-habitants) received or been promised any salary, royalties, consulting fees, honoraria, gifts or loans from any person or entity (including any subsidiary, parent organization or other affiliate) that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities and dates. Include additional pages, if necessary. Example: You have served as a contributor, editor, author or other consultant for an instructional materials company.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you identify any other personal or professional affiliation you have that could create an actual or apparent conflict with your responsibilities for LAUSD's selection committee? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your co-habitant is the board president for a non-profit that lobbies LAUSD officials on curriculum and instruction.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you understand that leading up to and <i>throughout</i> your service on LAUSD's committee that you or any member of your family (including co-habitants) may not have any economic interest in any entity that is under consideration by LAUSD in the instructional arena? As a general rule, an economic interest is any interest that is distinguishable from an effect on the general public.	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the information I have provided in this form is accurate to the best of my knowledge for the date I have signed, and I commit to providing an updated form whenever there is a material change to this information.

Signature _____ LAUSD Title _____ Date _____

Form 700 Alert: Please remember that under California law if you participate on the selection committee you must complete a Statement of Economic Interests (Form 700) within 30 days of beginning participation on the committee. **Do not submit Form 700s to the Ethics Office – keep at school-site.**

DV REV0421

Administrator to Keep at Site
with Adoption Materials
DO NOT SEND TO ETHICS OFFICE

Los Angeles Unified School District • Ethics Office
333 S. Beaudry Avenue, 20th Floor • Los Angeles • California 90017
Tel: (213) 241-3330 • Fax: (213) 241-3319 • Email: AsksEthics@lausd.net



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT D
DUE DATE: FEBRUARY 1, 2022



**LOS ANGELES UNIFIED SCHOOL DISTRICT
Integrated Library & Textbook Support Services
MIDDLE SCHOOL HEALTH ADOPTION
SELECTION AND REQUEST FORM**

Location Code: _____ School: _____ Local District: _____

HEALTH (360101/260101)

<i>Check Choice</i>	<i>Title</i>	<i>Publisher</i>	<i>INCLUDE QUANTITIES</i>	
			<i>Student Editions</i>	<i>Teacher Editions</i>
	<i>Comprehensive Health Skills for Middle School, 3e</i>	Goodheart-Wilcox		
	<i>ETR HealthSmart Middle School, 3e</i>	ETR		

Health Department Chair/Lead Teacher Name:

Name Signature Date

Principal:

Name Signature Date

Local District Administrator of Instruction or Designee:

Name Signature Date