

BEST PRACTICES FOR LOCAL INSTRUCTIONAL MATERIALS (IM) ADOPTION

Developed by the Instructional Materials Coordinators' Association of Texas

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Believing that the community sets standards for its schools, [Name of School District/Charter School], in an attempt to ensure transparency, accountability, and open parent participation in the instructional materials selection process, establishes these instructional materials guidelines:

1. The jurisdiction for each independent school district rests with the Board of Trustees and the Superintendent. As required by law, each local Board of Trustees shall adopt a policy for selecting instructional materials. Final selection must be recorded in the Board minutes [19 TAC 66.104(a)]
2. By November 1 of each year, appropriate Instructional Materials Selection Committees at the campus or district level shall be established to assist in the evaluation and selection process. IM Selection Committees shall be composed of representatives of the following district constituencies:
 1. The Superintendent;
 2. The principal;
 3. The curriculum director;
 4. The instructional materials coordinator;
 5. The bilingual/ESL coordinator;
 6. Members of the site-based/district-level decision-making committee, which includes parents, district staff, community members, and business representatives;
 7. A classroom teacher from each affected campus with expertise in the subject under consideration;
 8. The technology director; and
 9. The CFO/business manager.

The number of patrons may exceed the number of professional staff by one member.

3. The district will provide public transparency and access to the local instructional materials throughout the adoption process.
4. The professional employees of the district on the IM Selection Committees shall represent the subject areas on the adoption list as well as campuses where the subjects are taught.
5. The district shall advertise to invite patrons of the district to participate in textbook selection by being members of the IM Selection Committees. Citizens serving on the IM Selection Committees shall, to the greatest extent possible,

reflect the diversity in the community. Advertisements to request participation may include:

- local media release
- handouts to students through schools
- letters to PTO/PTA/PTSO presidents
- announcements on websites and social media

Nominations for the IM Selection Committees shall be submitted to the Director of Curriculum and Instruction.

6. The Board of Trustees may nominate citizens to serve on the IM Selection Committees.
7. The IM Selection Committees and a list of alternates shall be recommended by the Superintendent or the Superintendent's designee to the Board of Trustees for appointment in a regularly scheduled open meeting.
8. The district shall make available through the Instructional Materials Office, Office of Public Information, and the District website the names of those serving on the IM Selection Committees.
9. Within two weeks after appointment, the IM Selection Committees shall have an organizational meeting to designate a chairperson and a secretary. At that meeting, committee members shall execute a Memorandum of Understanding (Exhibit "A"). Meeting dates, times, and locations shall also be established. Meeting dates and times shall be posted on the District's website.
10. The meetings of the IM Selection Committees shall be held after school hours. A list of meetings held will be maintained by the chairperson, and summary minutes of each meeting will be retained and made available for public inspection.
11. Any member of the IM Selection Committees not in attendance at two meetings is automatically removed from the committee. The chairperson shall notify the member of removal in writing. The chairperson of the IM Selection Committee has the option of replacing the member with an alternate from the approved alternate list. The chairperson has the option of replacing any member who resigns with an alternate from the approved alternate list. The chairperson will notify appropriate District personnel to update the District's website as changes are made in the IM Selection Committees.
12. The IM Selection Committees shall establish the criteria and method of evaluation of instructional materials.

13. The IM Selection Committees shall examine all materials on the adoption list and evaluate them according to the established criteria. This criteria and method of evaluation will be available to community members wishing to provide written comments on instructional materials.
14. Materials on the state-adopted list must be considered in the following order with the identified requirements:

A. First priority review

All materials meet 100% of the TEKS and are on the approved State Board of Education adopted list.

If there are no acceptable materials after a full review of all materials that are eligible for a first priority review, proceed with the second priority.

B. Second priority review

Materials do not meet 100% of TEKS but are still on the State Board of Educations adopted list. If materials are selected, documentation of TEKS not included and rationale for selection must be included and a description of where the gaps will be made up must be provided. Must have approval of the Subject Area Administrator, Assistant Superintendent for Curriculum and Instruction, and the Superintendent.

If there are no acceptable materials after a full review of all materials that are eligible for a first and second priority review, proceed with the third priority.

C. Third priority review

Materials not on the state-adopted multiple list. Must have a written rationale, Superintendent approval, and funding source identified.

15. Digital sample copies of the instructional materials on the adoption list will be provided to the members of the IM Selection Committee as soon as available. Availability of multiple sets of samples is at the discretion of the publisher; however, the district will provide additional copies if necessary.
16. The district shall advise the community that sample copies of the instructional materials on the adoption list are available for review at the disclosed location during normal hours of operation. This will occur as soon as textbooks are available from the publishers. The notice shall explain the method of providing

- written concerns to the IM Selection Committee. Anyone who views the materials will be asked to sign that he/she has taken the opportunity to review the materials. The community shall be made aware through the following:
- ✚ handouts to students through the schools
 - ✚ campus newsletters
 - ✚ District website and social media
 - ✚ media releases
17. Written comments from community members will also be reviewed by the IM Selection Committees before decisions are made.
 18. The committees shall recommend by a majority vote their selection to the Board of Trustees. A majority (50% +1) of the members of the IM Selection Committees must be present for any meeting at which selections and recommendations are made.
 19. Any recommendations for a split adoption must be approved by the Subject Area Director, the Director of Curriculum and Instruction, and the Executive Director of Elementary or Secondary Instruction.
 20. The selection and use of ancillary materials provided by publishers are at the discretion of the Board of Trustees [19 TAC 66.104(n)]. The IM Selection Committees shall examine and recommend for use all ancillary materials deemed appropriate.
 21. Any member of the IM Selection Committees in disagreement with the recommendation may file a “Minority Report” form. This is to be submitted along with the “Instructional Materials Recommendation” form.
 22. Any course materials relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be presented to the Board with the advice of the local Health Education Advisory Council. [EMH(Legal), EFAA(Legal), TEC 28.004(a)].
 23. The following documentation shall be submitted to the Director of Curriculum and Instruction before the second week in February:
 - “Textbook Recommendation” form
 - “All Minority Report” forms
 - “Committee Evaluation” forms
 - Recommendation for use of ancillary materials
 - A list of all meeting dates and summary minutes
 - Textbook of selection by name of each member of the committee
 - Any report from the Health Advisory Council

24. If a selection was not made from a list in a prior adoption, the current IM Selection Committees may select instruction materials using the current district procedures if the subjects are to be taught in the school during the ensuing term.
25. The Director of Curriculum and Instruction shall furnish the Board of Trustees with the following:
- The recommendations of the Instructional Materials to be adopted and used by the district
 - The names of the members of the IM Selection Committee, including community members
 - Advice of the Health Education Advisory Council for human sexuality materials
 - Recommendations of ancillary materials for use in the district

If requested, the following information will be made available to the Board of Trustees:

- List of community members by name who reviewed textbooks and/or related materials
 - Compiled written comments of citizens who reviewed the materials
 - A listing of meetings and examples of efforts to request the community to participate
 - Summary minutes of committee meetings
 - Textbook of selection by name of each member of the Textbook Selection Committees
26. Prior to consideration of the recommendations of the IM Selection Committees, the Board of Trustees shall conduct a public hearing to receive input from citizens about the instructional materials under consideration.
27. The Board of Trustees shall conduct a record vote on the recommendations of the IM Selection Committees. If the Board of Trustees, by a majority vote, fails to ratify any of the recommended selections, the reasons for failure to ratify shall be placed in its official minutes. The Board shall then direct the IM Selection Committee to recommend other selections and report the recommendations for ratification. The procedure shall continue until the Board has ratified all selections of the IM Selection Committees. Final selections shall be recorded in the Board's minutes [19 TAC 66.104(b)].
28. After ratification by the Board and not later than April 1, a report on instructional materials selected for use shall be transmitted to the Texas Education Agency [19 TAC 66.104(g), EFAA(Legal)].

29. Only instructional materials ratified by the Board shall be furnished by the state for use in any school district. Selections certified to TEA shall be final and shall not be subject to reconsideration during the contract period or periods covering the books selected [19 TAC 66.104(h)].
30. Any trustee, administrator, or teacher who receives any commission, rebate, or improper incentive on any books used in the schools with which the person is concerned as trustee, administrator, or teacher shall be subject to a fine, upon conviction, in accordance with state law [EFAA(Legal), TEC 4.14]. Accordingly, any trustee, administrator, teacher, or other person who receives any commission or rebate on any books used in the schools may not participate in the instructional materials selection and adoption process.
31. The district is a closed district in regard to publisher contact during the adoption proceedings. Publisher contact is limited to the Director of Curriculum and Instruction, the Instructional Materials Office, and the Subject Area Administrator.

EXHIBIT "A"

INSTRUCTIONAL MATERIALS ADOPTION COMMITTEE

Memorandum of Understanding

As an advisory textbook committee member, I adhere to and abide by the following guidelines:

- To not accept any meals, entertainment, gifts, gratuities, materials, or the promise of any such items after the adoption except those materials on the state-approved list from textbook sales representatives or their organizations during the adoption process.
- To have no contact either personally or in written form directly or indirectly with textbook publishers, their agents, or members of their organizations until such time as official adoption of texts and materials is final.
- To engage in extensive review and analysis of materials being considered for adoption.
- To attend all scheduled committee meetings. I understand that I will be removed from the committee immediately following more than two absences of any nature.
- To report any infractions of the above-stated guidelines **immediately** to _____.
- Abide by district Board Policy as it pertains to the adoption process.

I agree that I will submit a complete disclosure to the curriculum staff member facilitator, and I agree to abide by this *Memorandum of Understanding* as outlined herein. I further understand that if I violate any of the above, I will be removed as a member of the committee.

Committee Member Signature

Date

Committee Member Printed Name

Subject Area

SAMPLE CRITERIA TO EVALUATE NEW INSTRUCTIONAL MATERIALS

The following criteria may be useful in evaluating instructional materials.

I. AUTHORSHIP AND COPYRIGHT

- A. Authors recognized as authorities in field
- B. Research reliable

II. PHYSICAL MAKEUP

- A. Binding and cover durable
- B. Paper of standard quality
- C. Type clear and legible
- D. Spacing of print adequate
- E. Page arrangement pleasing
- F. Weight
- G. Illustrations timely and meaningful

III. CONTENT AND ARRANGEMENT

- A. Scope and sequence of material adequate
- B. Reading level suitable for grade level
- C. Level of concepts realistic
- D. Vocabulary suitable for content
- E. Overview and summary adequate
- F. Opportunities for varied activities provided
- G. TAKS correlations included
- H. Resource units included
- I. TEKS correlations included
- J. Free from racial/ethnic/gender bias

IV. AIDS TO INSTRUCTION

- A. Instructional resources (Internet resources, video, maps, charts, , recordings, etc.)
- B. Table of Contents
- C. Index
- D. Bibliography
- E. Glossary
- F. Assessment(s)
- G. Software
- H. Workbook available
- I. Consultant service available
- J. Scope-and-sequence charts available
- K. Resources for Languages Other Than English (LOTE)