

Criteria	<p>Selection criteria for textbooks and supplementary materials recommended for adoption will be the same as for other instructional resources as set out in EF(LOCAL). Careful attention will be given to the continuity of the textbooks and supplementary materials selected and their correlation with the goals and objectives of the district.</p>
Instructional Materials Allotment Team	<p>Campus-level and District level instructional materials allotment teams (IMAT) will be established, as needed, to evaluate, select and recommend instructional materials and technological equipment to be purchased with the District's instructional materials allotment.</p>
Campus Instructional Materials Allotment Team (CIMAT)	<p>The principal or designee will coordinate the schools' review and evaluation activities including ensuring that all affected teachers of the instructional materials being selected receive all communications about the selections and adoption process, including rubrics for evaluating materials and a timeline of events, and complete any required professional development on the instructional materials selection process and/or any content matter updates prior to voting. Each publisher will have equal opportunity to provide samples.</p> <p>Only faculty who are currently teaching or have taught the subject or course in the last two years will have the opportunity to discuss their preference at the campus level using the rubric developed by the District instructional materials allotment team. Teachers are encouraged to keep their rubrics and notes for later use during the justification of the voting process.</p> <p>Members of each campus instructional materials allotment team may include:</p> <ol style="list-style-type: none">1. The principal or designee;2. CAMPUS INSTRUCTIONAL STAFF; Active learning leader;3. Dual language/ESL teacher;4. Special education teacher;5. Selected member of CIT, which include parents, and community members;6. Classroom teachers with expertise teaching the subject under consideration; and7. Librarian8. CAMPUS INSTRUCTIONAL TECHNOLOGY STAFF

**Duties of the
Campus
Instructional
Materials Allotment
Team**

Each campus instructional materials team will:

1. ~~Evaluate instructional materials using the District's rubric;~~
RANK ORDER OF ALL STATE ADOPTED INSTRUCTIONAL MATERIALS.
2. **SUBMIT RANKING OF ALL STATE ADOPTED INSTRUCTIONAL MATERIALS.**
3. ~~Allow an opportunity for parents or guardians to review instructional materials under consideration and to provide comments to the campus instructional materials allotment team;~~
EVALUATE THE TOP 3 VENDORS INSTRUCTIONAL MATERIALS USING THE DISTRICT QUALITY RUBRIC.
4. ~~Rank order the top three instructional materials by simple majority of votes.~~
SUBMIT SCORES (ONE PER CAMPUS) OF THE TOP 3 VENDORS INSTRUCTIONAL MATERIALS BASED ON THE DISTRICT QUALITY RUBRIC FOR EACH VENDOR.
5. ~~Recommend the three top instructional material(s) for adoption to the District instructional materials allotment team~~
INFORM PARENTS OF THE OPPORTUNITY TO REVIEW THE TOP 3 VENDORS INSTRUCTIONAL MATERIALS TO PROVIDE COMMENTS.
6. ~~Forward parents' or guardians' comments to the District instructional materials allotment team.~~

**District Instructional
Materials Allotment
Team (DIMAT)**

A District instructional materials allotment team will be formed each proclamation year. The size of the District instructional allotment team is dependent upon the number of subject areas up for adoption in a given year and may vary as needed.

Members of the District instructional materials allotment team may include:

1. ~~Deputy superintendent of school leadership~~ **CHIEF Academics OFFICER** and school leadership or designee;
2. **CHIEF SCHOOLS OFFICER OR DESIGNEE;**
3. Campus administrators;
4. Instructional materials coordinator;
5. Warehouse coordinator or designee;
6. **EXECUTIVE DIRECTORS IN THE CURRICULUM & INSTRUCTION DEPARTMENT OR DESIGNEES;**

- ~~7. Chief **DIRECTOR** connecting language/dual language or designee;~~
- ~~8. Director C & I special education or designee;~~
9. Experts in the subject area and grade level such as classroom teachers and District Facilitators;
10. **ASSISTANT SUPERINTENDENT INFORMATION SECURITY AND TECHNOLOGY** ~~Chief Information Officer~~ or designee; and
11. ~~Deputy superintendent of finance and operation~~ **CHIEF FINANCIAL OFFICER** or designee.

Duties of the District Instructional Materials Allotment Team

The District instructional materials allotment team will:

1. **DEVELOP AN ADOPTION TIMELINE.**
2. Design screening criteria/rubrics that fit the needs of the District.
3. **PRESENT DISTRICT QUALITY RUBRIC TO DISTRICT LEADERSHIP TEAM FOR APPROVAL.**
4. **DEVELOP AND PROVIDE PROFESSIONAL DEVELOPMENT TO CIMAT ON THE PROCESS AND DUTIES TO INCLUDE CONFLICTS OF INTEREST AND GIFTS FROM VENDORS (SEE DBD LEGAL), (SEE CHE, CB, DBD LOCAL).**
5. Review recommendations from the campuses for instructional materials.
6. **REVIEW PARENT COMMENTS.**
7. Prioritize purchases per available funds.
8. Approve or deny requests for instructional materials.
9. Determine package purchases for proclamations per available funds.
10. **PREPARE DOCUMENTATION FOR THE BOARD (TO INCLUDE: ADOPTION TIMELINE, APPROXIMATE COST OF MATERIAL, MEMBERS OF DIMAT, ETC.)**
11. Recommend the instructional materials that meet the standards-based curriculum alignment to the Board for ratification.
12. Prepare the IMA and Texas Essential Knowledge and Skills (TEKS) certification for the Board.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

Criteria for
Selection of
Instructional
Materials

Instructional materials selected must:

1. Align to the (TEKS);
2. Meet the diversity needs of the District's student population;
3. Be available in both English and Spanish (if applicable);
4. Be available in both print and electronic access for teachers and students (where applicable);
5. Align with the District technology plan;
6. Digital materials transferable from one student to another student during a selected year (where applicable);
7. Have resources for interventions and extensions; and
8. Professional development (where applicable).

When instructional materials are being selected for District-wide adoption, vendors and publishers will be required to submit multiple packages at various pricing levels.

Voting Process for
District-wide
Selections

The process for selecting materials will consist of the following:

1. During the open viewing period, campus instructional materials teams will evaluate the instructional materials that are on the approved list from the state-adopted list.
2. A designated "no-contact period" will be established. During the no-contact period, contact with publishers or vendors is absolutely prohibited.
3. During the "no-contact period," the campus instructional materials allotment team will vote for their preference of instructional materials during the District designated voting dates. All votes will include curricular-based justification for the selection.
4. The District instructional materials allotment team will look through all campus recommendations and justifications and determine the materials that will go forward to the Board for ratification.

Publisher
Involvement

Publishers **MUST ADHERE** ~~need to follow~~ the following rules:

1. Publishers may deliver samples of student and teacher materials listed on the state bid to each campus.
2. At no time will classroom instruction be interrupted by a publisher representative visit to the school.
3. At no time will publishers host campus-based presentations.

Campus staff will have an opportunity to ~~attend a District-based presentation and to~~ view publishers' presentations

At no time will District staff discuss instructional materials voting-related decisions with publishers. **[SEE CHE(LOCAL)]**

Parental Access

A parent is entitled to review all teaching materials, textbooks, and other teaching aids used in the classroom of his or her own child. The District will make teaching materials readily available for parental review and may specify reasonable hours for such review. [See EF(LEGAL)]

Board Adoption of Instructional Materials

The Board will select instructional materials in an open meeting as required by the Texas Open Meeting Act, including public notice. [See EFA(LEGAL)]

At the ratification Board meeting, the Board may remove from the list any book(s) recommended by the District instructional materials allotment team that, in its judgment, should not be adopted, and adopt the remaining instructional materials as recommended by the committee.

In the event selections recommended by the District instructional materials allotment team are not ratified by the Board, the rank order of the materials as established by the District voting will determine which instructional material(s) will be submitted to the Board as replacement for the selection(s) not ratified.

Supplementary Materials

The District instructional materials allotment team may also recommend for Board adoption any instructional program that has not been adopted by the State Board.

Open Education Resource Instructional Materials

In selecting instructional material each year, the District may consider the use of open education resource instructional materials.

[See EFA(LEGAL)]

The District may adopt state-developed open education resource instructional material at any time, regardless of the instructional material review and adoption cycle. [See EFA(LEGAL)]