

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

Note: For provisions regarding instructional materials care, accounting, and disposal, see CMD. Resources regarding the required instructional materials certification, access to the Educational Materials System (EMAT), and disbursement requests¹ can be found on the Texas Education Agency website.

INSTRUCTIONAL
MATERIALS
ALLOTMENT TEAMS

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. The district will provide public transparency and access to the local instructional materials throughout the adoption process.

LOCAL ADOPTION
PROCEDURE

At an appropriate time following adoption of the instructional materials by the State Board, the Superintendent shall make recommendations to the Board for appointment of a local instructional materials adoption committee. Members of the committee shall be professional staff and the majority shall be classroom teachers.

Should the Board reject any recommendation, the Superintendent shall present another recommendation. The official minutes of the Board meeting at which the appointment is made shall include names of the persons appointed to serve.

The Districts instructional materials selection coordinator annually shall determine the committee members based on the nature of the subject area and/or grade level adoptions. The teachers will be recommended by campus principals based on their expertise relevant to the adaptations. Teachers of students from special populations will be selected as appropriate. The Superintendent or designee shall be a member and serve as chair of the committee. A quorum, consisting of a majority of the committee members, must be present when selections are made. The local adoption process shall be conducted in accordance with TEA rules and regulations.

The local committee, after examining all instructional materials adopted by the State Board and reflected on the conforming list, shall select materials for use in the District, and recommend the selections to the Board for ratification. In the event the Board does not ratify any of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.

The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to assure compliance with the April 1 reporting date.

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DISTRICT
INSTRUCTIONAL
MATERIALS
SELECTION
COORDINATOR

The School Improvement Officer shall serve as the District Instructional Materials Selection Coordinator. The District Instructional Materials Selection Coordinator shall determine the number of committee members annually based on the nature of the subject area adoptions. The instructional materials committee shall examine all instructional materials on the conforming list adopted by the State Board of Education. The committee shall then select the instructional materials these lists for use in the District and recommend lists selections to the Board for ratification. For courses currently not offered, the instructional materials committee shall recommend for adoption all materials on the state list. A quorum, consisting of a simple majority of the committee, shall be present for any meeting at which selections are made. Each District member shall coordinate the instructional materials selection process at his or her campus.

CLOSED DISTRICT

Socorro Independent School District will close its campuses to publishers during the district's instructional materials adoption proceedings. Campus administrators and/or the instructional materials campus committee members may contact publishers if needed. Publishers presentations shall not interfere with the instructional day, and the publishers may not contact any employee after the local instructional materials hearings have been held at the District level. The School Improvement Officer or designee will be the District level contact.

DUTIES OF THE
DISTRICT
INSTRUCTIONAL
MATERIALS
SELECTION
COORDINATOR

The duties of the District Instructional Materials Selection Coordinator are to:

1. Ensure delivery of sample instructional materials to campuses.
2. Schedule instructional materials hearings.
3. Prepare instructional materials evaluation criteria.
4. Distribute instructional materials evaluation forms and ballots to committee members.
5. Schedule and coordinate district instructional materials committee meetings.
6. Determine District committee membership based on the nature of the adoption offerings for the year.

DUTIES OF DISTRICT
LEVEL INSTRUCTIONAL
MATERIALS
SELECTION
COMMITTEE
MEMBERS

The duties of the District-level instructional materials selection committee members are to:

1. Ensure that sample instructional materials are available to teachers on campuses.
2. Submit the campus summary ballot at District instructional materials committee meetings for the instructional materials chosen by teachers at the campus level.
3. Distribute instructional materials evaluation forms to campus administrators and teachers.
4. Attend instructional materials hearings and share information with administrators and teachers.
5. Invite parent representatives to the District instructional materials hearings. For the campus-level selection of instructional materials, a teacher shall be eligible to vote if the following conditions are met. The teacher:
 - a. Must be a professional employee of the District;
 - b. Must be teaching the subject area for which the textbook under consideration for adoption is intended; and
 - c. Must complete and submit a instructional materials evaluation form to the campus-level instructional materials committee member.

DISTRIBUTION OF
INSTRUCTIONAL
MATERIALS

The building principal shall be responsible for maintaining accurate records of instructional materials on his or her campus. The following instructional materials record-keeping procedures shall be observed:

1. The District instructional materials staff shall label all instructional materials placing the number on the inside cover each book.
2. By August 1 of each year, instructional materials in excess of projected enrollment shall be shipped to the District instructional materials depository.
3. All instructional materials in excess of campus allotment shall be sent to the District instructional materials depository by freeze date which is to be determined annually by the District instructional materials custodian.

4. All instructional materials requests and instructional materials returns are to be conducted through the instructional materials depository using the automated instructional materials web-based program.
5. Teachers shall be issued instructional materials and instructional materials by the first week of school.
6. Campus textbook designees may request and/or return additional instructional materials using the automated instructional materials web-based program.
7. Each Campus administrator shall be responsible for maintaining an accurate record of all instructional materials to be issued to students. Any instructional materials lost due to inaccurate records shall be the responsibility of the campus instructional materials administrator.
8. Each student or his or her parent or guardian shall be responsible for all instructional materials issued to him or her. Pupils failing to return all instructional materials shall forfeit their right to free materials until the materials previously issued but not returned are paid for by the parent or guardian. [see CMD]
9. Campus administration shall assess fines for all lost instructional materials after consulting with the District textbook custodian to determine the amount.
10. Monies collected from assessed fines or payment for lost instructional materials shall be deposited into the textbook fund for each campus.
11. All hard copy instructional materials must be covered by the pupils under the direction of the teacher.

Approved:

Jose Espinoza, Ed. D., Superintendent

November 2, 2017

Board Committee Review:

November 6, 2017