The campus-level Instructional Materials Allotment (IMA) Team will be made up of all classroom teachers on that campus who are currently teaching the class/course for which the instructional materials will be selected.

The principal or designee will coordinate the schools' review and evaluation activities including scheduling publisher delivery of samples for review, with principal approval. The principal or designee will also ensure that all affected teachers of the instructional materials being selected receive all communications about the selection and adoption process, including rubrics for reviewing 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. Principal approval signifies that each publisher will have equal opportunity to provide samples. All campus IMA Team members of the subjects or courses being selected and adopted will be given access to examine and evaluate the textbooks and instructional materials available for adoption.

All teachers who currently teach the class/course will have the opportunity to discuss their preference at the campus level using the rubric developed by the District level IMA Team (DIMAT). Teachers are encouraged to keep their rubrics and notes for later use during the justification section of the voting process.

In addition to the campus-based review of sample materials and public viewings, the DIMAT will develop, in conjunction with vendors and publishers, electronic viewing opportunities for teachers to review materials, participate in discussion forums with other teachers and/or District content staff, and submit questions directly to the vendors or publishers.

Members of each campus-level IMA Team will include:

1. The principal;
2. The campus instructional materials coordinator;
3. A dual language/ESL and special education teacher;
4. Selected members of the site-based decision-making committee, which includes parents, District staff, community members, and business representatives;
5. One or more classroom teachers with expertise teaching the subject under consideration; and
6. The campus technology coordinator or librarian.
Each campus-level IMA Team will:

1. Prioritize campus instructional needs;
2. Review requests for instructional materials and technological equipment from teachers and campus professional staff in accordance with District educational goals, strategic plans, and technology plans;
3. Apply screening criteria/rubrics and select best fits;
4. Allow an opportunity for a parent or guardian to review the instructional materials under consideration and to provide comments to the campus-level IMA Team prior to the recommendations to the DIMAT; and
5. Recommend materials for campus use to the DIMAT.

A District-level Instructional Materials Allotment Team (DIMAT) will be formed for each of the content areas to be adopted as specified in the Proclamation. The DIMAT will not have a separate vote during the selection process. Teacher members of the DIMAT will vote in the same manner as other teachers will District-wide.

Members of the DIMAT will include:

1. The Superintendent of Schools or designee;
2. A principal;
3. The chief academic officer or designee;
4. The instructional materials coordinator or designee;
5. The dual language/ESL and special education director;
6. Selected 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 academic technology director and/or designee; and
9. A member from the finance division.

The DIMAT will:

1. Review requests for instructional materials and technological equipment from District-level administrators and professionals and campus-level IMA Teams in accordance with District educational goals, strategic plans, and technology plans;
2. Apply screening criteria/rubrics and select best fits;
3. Prioritize purchases per available IMA or local funds;
4. Approve or deny requests;
5. Prepare recommendations for Board approval;
6. Prepare the IMA and Texas Essential Knowledge and Skills (TEKS) certification for Superintendent and Board signature;
7. Allow an opportunity for a parent or guardian to review the certification and instructional materials under consideration and to provide comments to the District-level DIMAT prior to the DIMAT making recommendations to the Board; and
8. After Board approval, send all necessary information to the purchasing coordinator for requisition or disbursement request and purchase.

Instructional materials selected must:

1. Align to the TEKS;
2. Meet the diversity needs of the District’s student population;
3. Provide print or electronic access for teachers and students in all core subjects where applicable;
4. Be accompanied by professional development;
5. Be inclusive of free ancillary materials for the life of the adoption; and
6. Align with the District technology plan and governance process.

When instructional materials are being selected for District-wide adoption, vendors and publishers will be required to submit instructional material packages that consist, at a minimum, of the following:

1. Print or electronic versions of student instructional materials and teacher editions;
2. Web-based component for teachers and students;
3. Resources for interventions and extensions; and
4. Professional development component.

Multiple packages at various pricing levels will be presented to the DIMAT for consideration.
The process for selecting instructional materials will consist of the following and will be monitored by the chief academic officer or his or her designee:

1. During the open viewing period, campus IMA Teams will review the instructional materials on the approved IMA District list.

2. Multiple opportunities for public input from teachers, parents, community stakeholders, and students will be established during the open viewing period. These opportunities must be made available on multiple dates and times in all geographic areas of the District.

3. A designated closed period will be established. During the closed period, contact with publishers or vendors is absolutely prohibited.

4. During the closed viewing period, only teachers of the content area and courses being selected will vote for their preference during the designated voting dates. The window for voting will be no less than five school days. All votes will include a curricular-based justification for the selection. The expectation is that voting will occur electronically. Should technical issues prevent electronic voting, the DIMAT will develop an alternative and secure method of paper voting, such as using paper ballots. The principal or designee would assist with coordination of the alternative process at the campus level.

5. The DIMAT will compile a report of the top three selections as voted by teachers. The report will include the teacher vote and the justifications submitted by the teachers.

Publishers will be allowed to deliver samples of student and teacher materials listed on the state bid at each campus with principal approval. At no time will classroom instruction be interrupted by a publisher representative’s visit to the school. Publishers are to be advised that the District does not endorse the piloting of state-adopted instructional materials.

At no time will publishers host campus-based presentations. Campus staff will have opportunities to attend District-based presentations and to view publisher presentations online.

Publishers that do not fully comply with District policies, regulations, and procedures will be subject to removal from the instructional materials selection and adoption process.
At no time will District staff discuss textbook voting-related decisions with publishers. Failure to comply with this provision may lead to disciplinary action up to and including termination.

The chief academic officer or designee will schedule zoned publisher exhibits for all participating publishers to present to the public, including parents, community members, business stakeholders, campus staff, and students.

Public Review and Comment
The DIMAT will provide four District calendar days for parents to review instructional materials under consideration by the IMAT.

Adoption or Last Amended Date
This regulation was last amended on October 23, 2018.