

WEST OSO

INDEPENDENT SCHOOL DISTRICT



INSTRUCTIONAL MATERIALS

ELAR

**ENGLISH, LANGUAGE ARTS
& READING**

ADOPTION MANUAL

2018-2019

CONRADO GARCIA – SUPERINTENDENT OF SCHOOLS

PREFACE

The Instructional Materials Adoption Procedures described in this document are set forth for the following purposes:

- To outline the steps in the process;
- To delineate the roles of the members;
- To provide a timeline for implementation.

It is understood and expected that everyone involved will accept and practice the highest standards of ethics that govern the vendor-buyer relationship. It is understood and expected that those who are named as material distributors, trainers, and committee voters will accept their roles as service providers to classroom teachers. It is understood and expected that the classroom teachers who will use the adopted instructional materials will be part of the process and will be active participants in the review and adoption process.

When all members perform their roles to the best of their abilities, stakeholders (parents, students, teachers, and administrators) are assured the best possible instructional materials have been selected for use in the classroom.

Proclamations are the announcements of state adoption of instructional materials as identified by the State Board of Education. The Proclamation 2019 specifically addresses:

1. English Language Arts and Reading, grades K-8 (English)
2. English Language Arts and Reading, grades K-6 (Spanish)
3. English Learners Language Arts, grades 7-8
4. Handwriting, grades K-5 (English and Spanish)

The purpose is to ensure school districts are utilizing instructional materials aligned with the current Texas Essential Knowledge and Skills (TEKS). This manual includes forms, timeline, guidelines, policy, and procedures. The goal is to define and inform the Instructional Materials Committee Members about the expectations of serving on the Instructional Materials Committee.

Committee members will select the instructional materials aligned with current TEKS, infrastructure, and IMS Global Standards. West Oso ISD will procure instructional materials within the budget of the Technology and Instructional Materials Allotment (TIMA) and with the best interest of the teachers and students.

The Proclamation Coordinating Committee role is to review policy, procedures, timelines, forms, and rubrics to ensure West Oso ISD is following state and local policy in regards to state adopted instructional materials.

Districts are required to annually certify to the State Board of Education (SBOE) and the commissioner, for each subject in the required curriculum other than physical education, students have access to instructional materials that address all of the Texas Essential Knowledge and Skills (TEKS). Districts will be unable to order instructional materials through Texas Education Agency (TEA) Educational Materials and Textbooks (EMAT) database until the TIMA and TEKS Certification form has been received by the Texas Education Agency.

The TIMA and TEKS Certification form must be submitted to the Texas Education Agency that the district superintendent, board of trustees, president, and secretary certify the following:

- 1) District TIMA is used only for expenses allowed by the Texas Education Code (TEC), §31.0211.
- 2) District currently has instructional materials that collectively cover all elements of the TEKS of the required curriculum identified in TEC, §28.002, other than physical education, for each subject and grade level (TEC §31.004).
- 3) District will provide to the SBOE the title and publication information for any instructional materials requisitioned or purchased by the district with the district's IMA (TEC §31.101).

Districts are awarded biennial funding only during legislative years. Therefore, no additional TIMA funding will be available until the Texas Legislature funds the next proclamation.

TABLE OF CONTENTS

Preface	2
WOISD Administration	5
Mission, Vision, and Goals Statement of the West Oso Independent School District	5
Board Policy Concerning Instructional Materials Adoption.....	6
Instructional Materials Adoption Definitions	10
Memorandum of Understanding.....	11
Instructional Materials Adoption Process.....	12
Instructional Materials Official Committee	14
Timeline of Events	15
Regulations for Publishing Company Representatives	16
Sample Individual Ballot Sheet	17
Sample Official Ballot Sheet.....	18
Sample Rubric.....	19

WEST OSO INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Juan Canales, President

Lucas Jasso, Secretary

Cella Boyd, Trustee

Liz Gutierrez, Trustee

Shirley Jordan, Trustee

Velma Rodriguez, Trustee

Rose Soto, Trustee

ADMINISTRATION

Mr. Conrado Garcia
Superintendent of Schools

Dr. Cissy Reynolds-Perez
Assistant Superintendent

MISSION STATEMENT

Empowering our community with college/career readiness for global opportunities.

VISION STATEMENT

Embracing innovative education to ensure leadership and success.

GOALS

- GOAL 1:** The district will implement a guaranteed and viable curriculum through effective, research-based teaching practices.
- GOAL 2:** The district will consistently assess for learning through the use of challenging goals, progress monitoring, and effective feedback.
- GOAL 3:** The district will broaden and strengthen connections with families and our community.
- GOAL 4:** The district will provide a safe, healthy, and nurturing learning environment.

Note: For provisions regarding inventory and requisition of instructional materials, see CMD.

Definitions

“Instructional material” is defined as content that conveys the essential knowledge and skills of a subject in the public school curriculum through a medium or a combination of media for conveying information to a student. The term includes a book, supplementary materials, a combination of a book, workbook, and supplementary materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resource instructional material. *Education Code 31.002(1)*

“Open education resource instructional material” is teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that allows for free use, reuse, modification, and sharing with others, including full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge. *Education Code 31.002(1-a)*

“Technological equipment” is hardware, a device, or equipment necessary for instructional use in the classroom, including to gain access to or enhance the use of electronic instructional materials; or professional use by a classroom teacher. *Education Code 31.002(4)*

**SBOE Instructional
Materials List**

For each subject and grade level, the State Board of Education (SBOE) shall adopt a list of instructional materials.

The list includes each instructional material that meets applicable physical specifications and contains material covering at least half of the elements of the essential knowledge and skills of the subject and grade level.

Education Code 31.023(a)

A district may requisition instructional materials on the SBOE’s list for grades above the grade level in which the student is enrolled. *19 TAC 66.104(b)*

Open Education
Resource
Instructional
Material

The SBOE shall place open education resource instructional material for a secondary-level course submitted for adoption by an eligible institution on the list if it satisfies the requirements described in Education Code 31.0241. *Education Code 31.0241(b)*

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LEGAL)

**Commissioner
Instructional
Materials List**

The commissioner of education, with input from the SBOE, shall adopt a list of:

1. Electronic instructional material; and
2. Material that conveys information to the student or otherwise contributes to the learning process, including tools, models, and investigative materials designed for use as part of the foundation curriculum for science in kindergarten through grade 5 and personal financial literacy in kindergarten through grade 8.

Education Code 31.0231(a)

**Supplemental
Instructional
Materials List**

The SBOE may adopt supplemental instructional materials that are not on the SBOE instructional materials list. Supplemental instructional material adopted by the SBOE:

1. Must contain material covering one or more primary focal points or primary topics of a subject in the required curriculum;
2. Is not designed to serve as the sole instructional material for a full course;
3. Meets applicable physical specifications adopted by the State Board of Education;
4. Is free from factual errors;
5. Is suitable for the subject and grade level; and
6. Is reviewed by academic experts in the subject and grade level.

Education Code 31.035(a)

Local Selection

A board shall select instructional materials in an open meeting as required by the Texas Open Meetings Act, including public notice. *19 TAC 66.104(a)*

Notice to SBOE

Each year, during a period established by the SBOE, a board shall notify the SBOE of instructional materials selected in accordance with Education Code 31.101. *Education Code 31.101(a)*

*Foundation
Curriculum*

For subjects in the foundation curriculum, a board shall notify the SBOE of the instructional materials it selects from the instructional materials list, including the commissioner's instructional materials list. *Education Code 31.101(a)(1)*

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LEGAL)

<i>Enrichment Curriculum</i>	For a subject in the enrichment curriculum, a board shall notify the SBOE of instructional material it selects from the instructional materials list, including the commissioner's instructional materials list, or that it selected instructional materials that do not appear on the list. <i>Education Code 31.101(a)(2)</i>
<i>Open Education Resource Instructional Materials</i>	<p>In selecting instructional material each year, a district may consider the use of open education resource instructional materials. <i>Education Code 31.101(b)</i></p> <p>A district may adopt state-developed open education resource instructional material at any time, regardless of the instructional material review and adoption cycle. <i>Education Code 31.073(c)</i></p>
Supplemental Materials	A board may requisition supplemental instructional materials adopted by the SBOE, as set forth at Education Code 31.035 [see CMD]. If a board requisitions supplemental instructional materials, the district shall certify to TEA that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by the district, cover the essential knowledge and skills for the course. <i>Education Code 31.035(d), (f)</i>
Special Education	Adopted instructional materials shall be supplied to a student in special education classes as appropriate to the level of the student's ability and without regard to the grade for which the instructional material is adopted or the grade in which the student is enrolled. <i>19 TAC 66.104(c)</i>
Duration of Selection <i>Listed Materials</i>	<p>A district that selects subscription-based instructional material on the SBOE instructional materials list or electronic instructional material on the commissioner's instructional materials list may cancel the subscription and subscribe to new instructional material on the SBOE list or electronic instructional material on the commissioner's list before the end of the state contract period if:</p> <ol style="list-style-type: none">1. The district has used the instructional material for at least one school year; and2. TEA approves the change based on a written request to TEA by the district that specifies the reasons for changing the instructional material used by the district. <p><i>Education Code 31.101(e)</i></p>
<i>Other Materials</i>	For instructional material that is not on the instructional materials list, a district must use the instructional material for the period of the review and adoption cycle the SBOE has established for the subject and grade level for which the instruction material is used. <i>Education Code 31.101(d)</i>

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LEGAL)

Criminal Offense

A board member, administrator, or teacher commits an offense if the person receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the person is associated.

A board member, administrator, or teacher commits an offense if the person accepts a gift, favor, or service that:

1. Is given to the person or the person's school;
2. Might reasonably tend to influence the person in the selection of instructional material or technological equipment; and
3. Could not be lawfully purchased with state instructional materials funds.

"Gift, favor, or service" does not include:

1. Staff development, in-service, or teacher training; or
2. Ancillary materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process.

Education Code 31.152

**Human Sexuality
Materials**

Course materials relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) shall be selected by a board with the advice of the local school health advisory council. *Education Code 28.004(e)* [See EHAA]

INSTRUCTIONAL MATERIALS DEFINITIONS

Instructional Materials Selection and Adoption. The processes used by the District to select state adopted and supplemental instructional materials provided by the state for use in public schools shall conform to statutory provisions and regulations.

Instructional Materials Official Committee. The Instructional Materials Official Committee is chaired by the Instructional Materials Coordinator and made up of 10-20 members. Members consist of administrative professionals and teachers of specific content areas that are being evaluated and adopted. Principals and specialists will recommend teachers to serve. The Superintendent or designee will approve appointment of the Instructional Materials Official Committee Members.

Instruments. Instruments for use in the instructional materials selection and adoption process are as follows:

- Evaluation forms to serve as a guide in the instructional material study and appraisal (rubric).
- Vote tabulation reports (Individual Ballot Sheet/Official Ballot Sheet) for recording the vote of each member of the Official Instructional Materials Committee.

Committee Meetings. Members of the appointed subcommittees will meet face-to-face, discussion forums, and/or online meetings to study, review, and discuss instructional materials considered for adoption as appropriate. The committee members will be required to sign a *Memorandum of Understanding* (see page 11). Comments, concerns, and questions regarding instructional materials under consideration for adoption should be discussed with the representative members who will share the comments during the study meetings. Members of the appointed committee meet to evaluate the instructional materials under adoption, to vote on the instructional materials, and to make recommendations for local use.

Instructional materials mean content that conveys the essential knowledge and skills of a subject in the public school curriculum through a medium or a combination of media for conveying information to a student. The term includes a book, supplementary materials, and combination of a book, workbook, and supplementary materials, software, magnetic media, DVD, CD-ROM, computer courseware, on-line services, or an electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open-source instructional material.

INSTRUCTIONAL MATERIALS COMMITTEE

MEMORANDUM OF UNDERSTANDING

As an advisory member of the Instructional Materials Committee, I adhere to and abide by the following guidelines:

I will not accept any meals, entertainment, gifts, gratuities, materials, or the promise of any such items as stated in board policy, Instructional Materials Selection and Adoption EFAA (LEGAL), subcategory criminal offense on page 11.

- I will have no contact either personally or in written form directly or indirectly with instructional materials publishers, their agents, or members of their organizations during the closed period.
- I will engage in extensive review and analysis of materials being considered for adoption.
- I will attend all 3-4 scheduled committee meetings (face-to-face or virtual). I understand removal from the committee shall be immediately following more than two absences.
- I will report any infractions of the above-stated guidelines to Kim Moore, Instructional Materials Coordinator.
- I will abide by District Board Policy as it pertains to the adoption process (see Pages 8-12). The above terms are in effect until such time as the Board approves final adoption.

I agree and will abide by the *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 Instructional Materials Official Committee.

Committee Member's Printed Name

Committee Member's Signature

Date

Content Area

Office/Campus

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION PROCESS

INSTRUCTIONAL MATERIALS COMMITTEE

A school trustee, administrator, or teacher commits an offense if that person receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the person is associated as a trustee, administrator, or teacher. A school trustee, administrator, or teacher commits an offense if the person accepts a gift, favor, or service that:

1. Is given to the person or the person's school;
2. Might reasonably tend to influence a trustee, administrator, or teacher in the selection of instructional material or technological equipment; and
3. Could not be lawfully purchased with state instructional materials funds

In this section, "gift, favor, or service" does not include:

1. Staff development, in-service, or teacher training; or
2. Ancillary materials, such as maps or worksheets, which convey information to the student or otherwise contribute to the learning process.

Any offense under this section is a Class B misdemeanor. (*Texas Education Code. Title 2. Subtitle F. Chapter 31. Subchapter D. Sec. 31.152.*)

DUTIES OF INSTRUCTIONAL MATERIALS COMMITTEE MEMBERS

It is the responsibility of the Instructional Materials committee members to perform the following functions:

1. Attend an orientation meeting, study meeting(s), publisher's hearing, and final voting meeting.
2. Conduct a study of the instructional materials using a rubric developed by the District.
3. Rank the instructional materials according to order of preference based on established criteria.
4. Collect input from faculty members throughout the District.
5. Vote on the instructional materials and make recommendations for local use.
6. Give reasons why certain instructional materials are being recommended.

The Instructional Materials Official Committee shall make its selections at a meeting of the committee held prior to the March meeting of the Board of Trustees. In the event that selections recommended by the committee are not ratified by the Board of Trustees, the Instructional Materials Official Committee shall make other selections at a meeting held as soon as possible following the meeting of the Board of Trustees at which any of the previous selections were not ratified.

If the Board of Trustees, by majority vote, fails to ratify any of the selections made by the Official Instructional Materials Committee, the reasons for failure to ratify shall be placed in the official minutes. The Board of Trustees shall then direct the Instructional Materials Official Committee to recommend other selections from multiple lists and report selections to the Board of Trustees for ratification.

That procedure shall continue until the Board of Trustees has ratified all selections of the Instructional Materials Official Committee. Final selections shall be recorded in the minutes of the Board of Trustees.

Coordination of Instructional Materials Adoption Process

The Instructional Materials Coordinator shall facilitate the instructional materials selection and adoption process for the District. The process shall include the following steps:

1. Prepare the calendar timeline of activities.
2. Coordinate meetings.
3. Prepare and distribute handbooks to Instructional Materials Subcommittee Members.
4. Prepare, distribute, and communicate materials related to the adoption process, including notices to principals, rubrics, and scheduled meetings.
5. Prepare necessary documents for submission to the Texas Education Agency (TEA) prior to established timelines.

**ENGLISH LANGUAGE ARTS AND READING
COMMITTEE MEMBERS**

LAST		FIRST	TITLE
1	Moore	Kimberly	STEM/Advanced Academics/Instructional Materials Coordinator
2	Richardson	Kandee	Instructional Coordinator for Secondary EOC, CTE, CCMR, ELL, and Title 1
3	Rivera	Roana	Instructional Coordinator for SPED/504/RTI
2	Davis	Marcy	Principal, JFK Elementary
4	Izaguirre	Esther	Kindergarten Teacher, JFK Elementary
5	Perkins	Linda	1 st Grade Teacher, JFK Elementary
6	Vela	Maranda	2 nd Grade Teacher, JFK Elementary
7	Gonzalez	Fernando	Principal, West Oso Elementary
8	Salinas	Diana	Elementary Instructional Coach
9	Davis	Carlina	3 rd Grade Teacher, West Oso Elementary
10	Brosig	Rosita	4 th Grade Teacher, West Oso Elementary
11	Olvera	Lupita	4 th Grade Teacher, West Oso Elementary
12	Zuniga	Maria	5 th Grade Teacher, West Oso Elementary
13	Evans	Margaret	Principal, West Oso Junior High
14	Clayton	Diane	Secondary Instructional Coach
15	Colin	Maria	6 th Grade Teacher, West Oso Junior High
16	Marley	Elizabeth	7 th Grade Teacher, West Oso Junior High
17	Rives	Tai	8 th Grade Teacher, West Oso Junior High
18	Hagdorn	Lindie	Instructional Technology Specialist/Webmaster

TIMELINE OF EVENTS 2018-2019

START & END DATES	DESCRIPTION OF WORK
December 11th	1 st ELAR Committee Orientation meeting to discuss adoption procedure and rubric for evaluating materials.
January 7 th - 11th	Materials will be distributed to campuses. ELAR Committee members will meet with grade level/department PLCs to explain the teacher's role in the adoption process.
January 14 th - February 15 th	Teachers may check out sample materials to pilot and review. Teachers fill out rubrics for materials as they pilot/review them. Rubrics are submitted to grade level representative.
January 23	2 ND Committee meeting with Publisher Round Robin presentations @ Lozano Instructional Center 5 p.m. – 7 p.m.
February 5	ESC 2 Instructional Materials showcase
February 18-22	Grade levels meet in PLCs. Teachers bring their rubrics. Grade level representatives submit ballot sheet where they have ranked their top three choices. Grade level representatives submit their ballot sheet to Kim Moore by Friday, February 22 nd .
February 26	Official committee meeting to discuss grade level recommendations. Committee members vote on final decisions.
March 20	Submit consent board agenda item March 25 Board Meeting
March 25	Consent agenda review for board approval.
March 25	Board of Trustees ratifies instructional materials selection. Instructional Materials Allotment TEKS Certification is signed by Superintendent of Schools, Board President, and Board Secretary.

**REGULATIONS OF PUBLISHER CONTACT
WITH INSTRUCTIONAL MATERIALS COMMITTEE MEMBERS**

1. Bona fide publishing company representatives who have instructional materials on the state-adopted lists shall be furnished with the names of the Instructional Materials Coordinator representing West Oso ISD.
2. Instructional material company representatives may contact committee members two times during the instructional material adoption closed period. The Official Instructional Material Hearing on January 23, 2019 and the ESC 2 Textbook Showcase on February 5, 2019 shall be considered the two contacts. Committee members shall have no other formal contact with instructional material company representatives.

**CRITERIA FOR
SELECTION OF INSTRUCTIONAL MATERIALS**

Instructional materials selected shall meet the following criteria:

1. Align to the Texas Essential Knowledge and Skills (TEKS)
2. Meet the diverse needs of the District's student population
3. Provide both print and electronic access for teachers and students in all core subjects
4. Be accompanied by professional development
5. Be inclusive of free ancillary materials for the life of the adoption

**INSTRUCTIONS FOR COMPLETING
INDIVIDUAL AND SUBCOMMITTEE BALLOT SHEETS**

CLASSROOM ELAR TEACHERS	Record information in the appropriate columns on the Individual Ballot Sheet. Check for accuracy of information. Submit to committee member.
COMMITTEE MEMBERS	Record names in the appropriate place at the top of the Committee Ballot Sheet. Verify the order of signatures reflects the order of names on the top of the Committee Ballot Sheet. Submit to Instructional Materials Coordinator.
INSTRUCTIONAL MATERIALS COORDINATOR	Place Committee Ballot Sheets on the permanent file until the instructional materials are expired by the Texas Education Agency.

WEST OSO INDEPENDENT SCHOOL DISTRICT

INDIVIDUAL BALLOT SHEET

Subject Area: _____

Grade Level: _____

	Title	Publisher	Specific Components Requested
First			
Second			
Third			

Committee Member's Printed Name

Date

Committee Member's Signature

Office/Campus

SAMPLE DRAFT

THIS FORM WILL BE ELECTRONIC

WEST OSO INDEPENDENT SCHOOL DISTRICT

OFFICIAL BALLOT SHEET

Subject Area _____

Grade Level _____

WRITE IN TITLE AND PUBLISHER THEN RANK EACH PUBLISHER WITH 1,2, OR 3-LOWEST SCORE WINS

	NAME:	NAME:	NAME:	NAME:	
Title: Publisher: Components to include:	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	
Title: Publisher: Components to include:	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	
Title: Publisher: Components to include:	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	Rank Publisher 1, 2, or 3	

WEST OSO ISD INSTRUCTIONAL MATERIAL SCORING RUBRIC

Name of Reviewer:					
Subject/ Course					
Date					
Grading Criteria each publisher will receive a rating of 1-5 for each line item. 1 very poor 2 poor 3 adequate 4 good 5 excellent N/A Not applicable to grade level		Publisher	Publisher	Publisher	Publisher
I.ORGANIZATIONAL/GENERAL					
100% of the TEKS are addressed, labeled, and easily located in both Teacher's and Student Edition.					
1. The Student Edition is organized, engaging, and easy-to-use.					
2. The visual layout of the text appeals to learners and supports a scaffolding approach to learning a concept or skill.					
3. The program is easily adaptable to fit different teaching situations.					
4. The program contains reading selections in a variety of genres.					
Subtotal					
II.CONCEPT & SKILLS DEVELOPMENT					
1. Sufficient information is provided for students to be able to demonstrate competency in each concept.					
2. Illustrations, graphs, charts, and demonstrations are current, correlated, and accurate and presented in a variety of formats.					
3. Textbook provides objectives as well as review and reinforcement of concepts & skills.					
4. Essential questions are included in the chapter or lesson to guide students in recognizing "big ideas".					
5. The textbook materials provide guidance to the student regarding practicing, applying and rehearsing the skill using real life scenarios.					
6. The program provides spiraling of important concepts and skills.					
7. Strategies that address Figure 19 are embedded throughout the curriculum.					
8. The textbook materials provide opportunities for students to assess their own skill progress, such as personal check lists.					
9. The instructional strategies actively engage students in learning (cooperative learning group discussions, problem solving, and role playing).					
10. Sufficient fluency activities are included.					
11. High frequency words from a research-based list are included.					
12. Academic vocabulary and word analysis activities provide opportunities for reinforcing words to the point of mastery					
13. Phonics/spelling patterns are to be taught systematically and sequentially.					

14 .Leveled readers allow teachers to provide differentiated instruction through Guided Reading.					
Subtotal					
Grading Criteria each publisher will receive a rating of 1-5 for each line item. 1 very poor 2 poor 3 adequate 4 good 5 excellent	Publisher	Publisher	Publisher	Publisher	Publisher
III. WRITING CONCEPT & SKILL DEVELOPMENT					
1. Writing conventions instruction is included and provides opportunities for students to use these conventions in editing drafts.					
2. Revising instruction is included and provides opportunities for students to revise their writing selections.					
3. Elements of the writing process are evident and easily integrated as responses to reading.					
Subtotal					
IV.ACCESSIBILITY					
Instructional materials accessible to students address/consider:					
1. Developmentally appropriate information.					
2. Provides scaffolding to support students with disabilities.					
3. Addresses students with special needs (e.g. auditory, visual, physical,					
4. Provides materials for English language proficiency.					
5. Addresses different learning styles.					
6. Provides opportunities for enrichment and acceleration.					
Subtotal					
V.DIGITAL CURRICULUM FOR STUDENTS					
Review digital curricular textbook materials to generally determine if:					
1. There are robust digital resources for student learning practice and assessment.					
2. Digital materials provide differentiated access to content.					
3. Digital materials are engaging.					
4. Digital materials provide opportunities for interactive experiences.					
Subtotal					
COMMENTS:					
VI. ASSESSMENT					
Assessment System					
1. Descriptions of alignment with TEKS and research on assessment practices.					
2. Provide students with opportunities to demonstrate their understanding of key concepts and apply learned skills to real life or diverse situations.					
3. Provide multiple measures over time. Multiple Measures include. multiple choice, Performance Assessments, Project based tasks, portfolios.					
Subtotal					

VII. INSTRUCTIONAL MODEL					
1. Clear procedures are provided to assist in implementation of materials.					
2. Continuity exists between learning experiences that clearly reinforce adopting and maintaining specific performance skills.					
3. Provide opportunities for students to extend apply and evaluate what they have learned.					
4. Teacher's edition provides suggestions for evaluation, assessment, remediation, acceleration, feedback, and motivational techniques.					
Subtotal					
Grading Criteria each publisher will receive a rating of 1-5 for each line item. 1 very poor 2 poor 3 adequate 4 good 5 excellent	Publisher	Publisher	Publisher	Publisher	Publisher
VIII. ACCURACY ANALYSIS					
Determine if the information in the textbook s factual, accurate and current.					
1. Terminology is accurate and appropriate;					
2. Data and information is accurately shown in charts, graphs and written text.					
3. Data, information and sources are current.					
4. Sources are clearly noted, credible and reputable.					
Subtotal					
TOTALS					

Comments: