

Instructional Resources

State Guidelines for Adopting New Textbooks and Instructional Materials

St. Martin Parish School System adopts new textbooks and instructional resources in accordance with the Louisiana Department of Education's (LDOE) guidance for adopting high quality instructional materials. For compliance with legislative statutory requirements relative to the review and adoption of textbooks and other instructional materials, Louisiana's instructional materials adoption process aligns to the guidance established in [La RS 17:351.1](#) and the Board of Elementary and Secondary Education's (BESE) adopted [Bulletin 741 §1703](#).

Adoption of State Reviewed Core Instructional Materials

Textbook and instructional resources are adopted in seven-year cycles and may sometimes extend beyond seven years. However, the LDOE conducts three-year reviews of core instructional textbooks, supplemental resources, assessments and intervention programs in an effort to keep up with the most current and effective scientifically research-based instructional practices. Through this state review process, instructional resources are tiered into three levels using specific, detailed [instructional materials review rubrics](#) for each core content area.

- **Tier 1 – Exemplifies Quality**
 - Meets all non-negotiable criteria and scored the best possible on all indicators of superior quality.
- **Tier 2 – Approaches Quality**
 - Meets all non-negotiable criteria and some indicators of superior quality.
- **Tier 3 – Not Representing Quality**
 - Does not meet non-negotiable criteria

St. Martin Parish adopts only approved Tier 1 core instructional materials rated through the LDOE's tiered instructional materials review process. All current Tier 1 instructional resources can be viewed in the first link below.

[LDOE Tiered Core Instructional Textbooks, Benchmark Assessments, Foundations of Reading Intensive Interventions](#)

[LDOE Online Instructional Materials Reviews](#)

[Louisiana Department of Education Academic Standards](#)

Steps in the Adoption Process:

St. Martin Parish is a closed district. Therefore, all vendors must contact the appointed district-level designee for permission to send their products to the schools.

1. Each school will select 2-4 teachers to serve on the **Textbook Adoption Committee** for the content area to be adopted. The names of committee members are sent to the district's Director of Curriculum and Instruction. Parent and community representatives and business partners should be included on the committee.
2. The Louisiana Department of Education conducts tiered reviews of core instructional materials in reading, math, science, and social studies using vetted [rubrics](#) to tier the resources.
3. During an adoption year for core instructional materials (e.g. reading, math, science and social studies), the Director of Curriculum and Instruction will contact all textbook companies with textbooks rated as Tier 1 by the LDOE, through the [state's tiered instructional materials review process](#), to provide the district and schools with samples of [Tier 1 textbooks and supplemental resources](#) for the subject/content area to be adopted. If the adoption is for textbooks and resources in a non-core content area, vendors will be contacted by the Director of Curriculum and Instruction to provide samples of their most updated and best-selling textbooks and supplemental resources in the subject/content area to be adopted.
4. All instructional materials to be reviewed shall be placed in the school's library (or a comparable location large enough for housing all materials and hosting the reviews) for review by teachers, parents or guardians, and members of the community.
5. School administrators and teachers of the content area to be adopted shall be provided a textbook evaluation rubric approved by the District Textbook Committee to rate and rank textbooks samples. Parents and community members will be asked to complete a survey on Google Forms or Survey Monkey to compare, rate and rank the instructional materials under review.
6. Prior to ranking the textbooks and supplemental resources, the Director of Curriculum and Instruction will schedule presentations to be conducted by each vendor/company on their featured textbook(s) and supplemental resources under review. For those who cannot attend the presentations in person, a video link will be provided prior to the presentations.
7. After reviewing materials at the school-level and attending all vendor presentations, the Director of Curriculum will survey schools for requests for callbacks or specific questions for vendors. Any callback presentations or question and answer sessions will be scheduled and the dates for each will be posted to the district website and opened to all school and community stakeholders. A video link will be provided prior to each session

for those who cannot attend the callback presentations or question and answer sessions in person.

8. Once all presentations and question and answer sessions have been conducted, final ranking forms from each school and surveys from parents, community members, and business partners will be due. The date for final submission will be posted to the district website and communicated with each school's Textbook Committee members at least two (2) weeks prior to the due date.
9. A public meeting, possibly a scheduled Education Committee Meeting, will be held to review the results of the surveys and announce the name of the textbook and supplemental resources adopted for the subject area.