

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

**SELECTION OF
INSTRUCTIONAL
MATERIALS**

All instructional materials in the Spring Branch Independent School District shall be selected in alignment with the objectives in EFA (LOCAL).

The Academics department shall facilitate the process of identifying core and supplemental resources for district courses in alignment with board policies. The process should be guided by the actions listed below.

Action	Responsible Staff Member	Description
Identify a Need	Content Director	This could be due to a new TEKS adoption or a new need that has been identified to support a course.
Gather Sample Materials	Content Director and Procurement Manager	Multiple sample materials must be requested for the review process with a priority given to state-approved resources.
Update/Develop Instructional Materials Review Rubric	Content Director	The content director considers past rubrics and updates based on need and guidance from the TEA.
Screen Sample Materials, Identify Top 3-4 Resources	Content Director	The rubric should be utilized to do a first round of resource screening.
Form a Review Committee	Content Director	At least 1 staff member from each campus (where the course is taught) should be invited to join the committee. Participants should be nominated or approved by the principal. Participants should not be removed from campus more than 3 times during a school year in order to serve on a review committee. At least one committee member should also be from the technology, Special Education, and Multilingual departments.
Review and Provide Feedback on Resources	Review Committee Members	Committee members may meet in person or review resources independently in order to provide feedback that is calibrated around the common rubric.
Public Review and Feedback	Procurement Manager	Resources are placed in a public location and/or online for public review and feedback.
Recommendation of a New Resource	Content Director	The content director should recommend the resource to his/her supervisor.
Senior Staff Approval	Executive Director/ Associate Superintendent	For new resources over \$50,000, Senior Staff should give approval prior to Board approval.

Board Approval	Executive Director/ Associate Superintendent	If the new resource is over \$50,000, the Board must approve. Names of the committee members must also be submitted with the Board approval item.
Staff Training	Content Director	As soon as reasonably possible after Board approval and resource procurement, staff training should begin to ensure correct implementation of the new material.
Integration into District Technology Systems	Content Director + Technology Support	Upon the approval of a new resource, the Technology team should be alerted of the need to integrate the resource into district systems to promote safe access for end users.

RUBRICS

Per TEA’s definition of high-quality instructional materials (HQIM), all rubrics for instructional resource reviews must, at a minimum, include the following qualities in addition to alignment with the selection criteria outlined in EFA (Local):

1. Ensure full coverage of Texas Essential Knowledge and Skills (TEKS)
2. Align to evidence-based practices in the relevant content areas
3. Support all learners, including students with disabilities, Emergent Bilingual students, served through Section 504, and students identified as gifted and talented
4. Enable frequent progress monitoring through embedded and aligned assessments
5. Include implementation supports for teachers
6. Provide teacher and student-facing lesson materials.

EXPECTATION TO USE DISTRICT-APPROVED INSTRUCTIONAL MATERIALS

All staff are expected to utilize district-provided instructional materials that have been approved and vetted according to district policies. In the event that additional supplemental resources are needed, administrator approval is required, and planning must occur in collaborative teams through the PLC model.

BOOK CLUBS

Teachers must read all books on book club choice lists in their entirety to ensure adherence to the board policy selection criteria outlined in EFA (Local).

Prior to the start of classroom book clubs, parents/guardians shall be provided with a list of book choices from the teacher and will be asked to make a selection with their child.

CLASSROOM LIBRARIES

Classroom library books can enhance classroom instruction and may be district-provided and/or teacher curated. All books must meet the selection criteria outlined in EFA (LOCAL) in addition to being age appropriate as defined below. Books that do not meet the criteria should not be available for student use. See below for guidance regarding age appropriateness levels for classroom library books.

- a. Elementary school appropriateness is for grades PK-5. Books for which the majority of reviews show a grade range interest level beginning higher than grade 5 (for example, grades 6-8) shall not be included.
- b. Middle school appropriateness is for grades 6-8. Books for which the majority of reviews show a grade range interest level beginning higher than grade 8 (for example, grades 9-12) shall not be included.
- c. High school appropriateness is for grades 9-12. Books for which the majority of reviews show a grade range interest level of adult (or no specific grade range) shall not be included.

SUMMER READING

While summer reading should always be encouraged to further promote literacy at all ages, teachers shall not provide summer reading book lists to students without following the following process:

1. Teachers must plan in a collaborative team when curating a suggested book list.
2. All members of the collaborative team must read each book in its entirety to confirm alignment with EFA (Local) selection criteria.
3. The campus principal and district Humanities department must approve the list.

*Teachers are not required to provide students with summer reading book lists.

**SECONDARY
REQUIRED
READING**

Any required reading that is assigned in a secondary class must be communicated to parents at least one week in advance as well as be included on the course syllabus, if applicable.

**APPROVAL FOR
OTHER
SUPPLEMENTAL
RESOURCES**

Teachers are expected to utilize district-provided resources, as referenced in the district curriculum, as part of their instructional planning. When it is believed that another supplemental resource may better meet an instructional need, the decision to incorporate into a lesson must follow all applicable policies and regulations, must be approved by a campus administrator, and must have been the decision of a collaborative team as part of the PLC process. Additionally, any resources that include technology components must be approved through district processes and be in alignment with policy CQ.

STAFF TRAINING

Principals shall ensure that all staff regularly review all policies and regulations in the EF series. Prior to the first day of school each year, teachers must sign off that they have received training and to confirm that their classroom materials comply with all aspects of Board policy (see EFA Exhibit C).

Failure to comply with this policy is a violation of Board Policy DH (Local).