



Administrative Regulations

South San Antonio Independent School District

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Instructional Materials - 2024	

For each subject and grade level the State Board of Education and the Commissioner of Education adopts 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.

"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.

LOCAL SELECTION AND ADOPTION

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.

CAMPUS-LEVEL IMAT

Members of each campus-level IMAT may include:

1. The principal;
2. Members of the campus site-based decision-making committee, which includes parents, campus staff, community members, and business representatives;
3. One or more classroom teachers with expertise teaching the subject under consideration;

DUTIES OF THE CAMPUS-LEVEL IMAT

Each campus-level IMAT 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 district screening criteria/rubrics and select best fits;



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4. Allow an opportunity for a parent or guardian to review the instructional materials under consideration and to provide comments to the campus-level IMAT prior to the recommendations to the District-level IMAT; and
5. Recommend materials for campus use to the District-level IMAT.

DISTRICT-LEVEL IMAT

Members of the District-level IMAT may include:

1. Chair teaching and learning director;
2. The school improvement director;
3. The CTE director;
4. The bilingual/ESL director;
5. The technology director;
6. The athletic director;
7. The special education director;
8. The early childhood director

DUTIES OF THE DISTRICT LEVEL IMAT

The District IMAT will:

1. Review requests for instructional materials and technological equipment from District-level administrators and professionals and campus-level IMATs 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 IMAT prior to the IMAT making the top two recommendations to the Board; and
8. After Board approval, send all necessary information to the purchasing department for requisition or disbursement request and purchase.



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PUBLIC REVIEW AND COMMENT

The District-level IMAT will provide 5 District business days for parents to review instructional materials under consideration by the IMAT.

REQUESTING INSTRUCTIONAL MATERIALS

Teachers, principals, and other campus- and District-level professional staff may make requests for instructional materials and technological equipment for the following school year in accordance with the following:

Campus-based professional staff should submit requests for instructional materials and technological equipment for use in the next school year to the principal by February 29 of the current school year.

If approved by the campus-level IMAT, the request will be forwarded to the District-level IMAT for consideration during the appropriate selection and adoption cycle.

District-level professional staff should submit requests for instructional materials and technological equipment for use in the next school year directly to the District-level IMAT by February 29 of the current school year.