

District Instructional Materials
Guidelines for Selection Procedures

School District of Palm Beach County, Florida

I. Instructional Materials Selection Procedures

The purpose of district instructional materials committees is to evaluate and recommend instructional materials that are to be considered for district adoption, subject to administrative review.

A. District Committee Composition

District committees must have a minimum of three members, but they may have as many additional members as the Superintendent or designee appoints. Ideally, committees consist of 6-24 school district employees. A member of the state adoption committee may not serve on a district committee.

1. At least 2/3 of each district committee must be composed of teachers who are currently teaching and are certified to teach in the area(s) or subject(s) being reviewed.
2. Lay Citizens and Community representation on district committees is encouraged. Lay citizens are any persons who are not employed by our School District. Community members may be nominated by the community, outside organizations or from a school Advisory Council.
3. District Curricular staff members may serve as facilitative leaders on subject area instructional material reviews and provide direction with instructional objectives.
4. Committees are chosen from nominations made by principals and district staff and community members and organizations.

B. District Committee Procedures

District committees review each set of submitted materials and complete evaluation rubrics which are returned to the Superintendent or designee (Adoption Review Facilitator).

Adoption Review Process:

1. If a state adoption has already occurred, the district review will focus on selecting the most suitable materials for Palm Beach County, using the state adoption list, if such exists, as the basis for review or from which selection may be made. The review may also include other materials available at the time from appropriate publishing companies.

2. Elementary and Secondary School Adoption Committees:

Ideally, for K-5 Instructional Materials Adoptions, a demographically represented committee of up to 24 voting members should be selected. For secondary level adoptions, committees should consist of 3 to 12 members. The committee profiles will be structured so that members represent students of diverse learning styles, ability levels and socioeconomic backgrounds. Representation is rotated among all schools with each successive adoption review. If there are submissions for a new course not previously taught in the district, the teachers shall be those who are designated to teach the new course or who are familiar with the content matter. All committee recommendations must be reviewed by appropriate district administrative staff and meet district curricular objectives.

An evaluation rubric will be developed and used by the committee in its evaluation and selection process. The evaluation techniques used will include topic comparisons, horizontal traces, and vertical traces where applicable. Subject Area Program Planners will assist the committee in the identification of the curricular criteria to be used during the evaluation process, as well as selection of critical topics, skills or concepts to be examined. The evaluation process will include scrutiny for multicultural integrity, a correlation to the current Florida course standards and assessments that are based on current state specifications and requirements.

In addition, evaluation input will be considered based on research about materials under consideration and other school districts' experience with materials if available.

Committee final recommendations for adoption, along with all community members input, are forwarded to our Superintendent for review and approval. The Superintendent submits recommendations to the School Board for final approval.

3. For district wide adoptions in core subject areas, teachers and community members not on the district committee will be given opportunities to review the chosen programs from each committee. All feedback and input is shared with and considered by committee members prior to making any recommendations for board approval.

4. Each member of the district instructional materials committee must sign an affidavit (PBSD 2290), declaring no conflict of interest, pursuant to Section 1006.30, Florida Statutes, before transacting the business of the committee.
5. Each district committee member will receive instruction in the evaluation techniques to be used, and characteristics of effective instructional materials prior to the beginning of the review and selection process.
6. District committee meetings must be open to the public and shall be conducted in compliance with School Board Policy 8.122.
7. Pursuant to Section 1006.32, Florida Statutes, members of the district instructional materials committees are prohibited from accepting gifts, money, emoluments, or other valuables which shall directly or indirectly influence the adoption or purchase of any instructional materials. Committee members shall conduct themselves in the best interest of students, in accordance with the highest traditions of public education and in the support of the District's Mission Statement.
8. The district prohibits the publisher, manufacturer, or representative from communicating directly with voting committee members during the process of the review and during the time teachers are reviewing materials. Contact and any questions should be directed to the Adoption Review Facilitator and/or Subject Area Curriculum Program Planners. Members of the committee shall not discuss materials with publishers except during committee meetings where presentations are made.

(see Notification to Publishers document - www.palmbeachschools.org/imlms/adoptioninformation/)

All publishing companies submitting materials for review will receive equal opportunities to provide materials and presentations along with equal consideration. Publishers will be required to provide readability levels of content and correlations to the state curricular frameworks, as determined by our District's K-12 Curriculum Department.

9. Each district instructional materials committee evaluates all materials submitted for consideration in the subject/courses. Subsequently, the list of district recommendations is forwarded to Adoption Review Facilitator for further reviews by appropriate District Administrative staff.

C. Procedures will be established in appropriate departments to provide for the review

and analysis of instructional materials. All materials being submitted for review will be organized and displayed. Adoption samples may be returned to the state depository or publishing company if requested.

D. Interim reviews are conducted as necessary and are arranged by the District Adoption Review Facilitator in cooperation with Subject Area Curriculum Planners.

1. Materials are requested by Subject Area Program Planners or School Principals and delivered directly to curriculum teams or school for review.
2. Program Planners will facilitate organizing a committee consisting of qualified teachers and lay citizens in cooperation with the District Adoption Review Facilitator. District Evaluation procedures will be used for all District funded interim reviews. Recommendations of these committees, approved by the Assistant Superintendent of Teaching and Learning, will be submitted to the Superintendent for Board approval.

E. Committee Reviews conducted outside of teacher contract hours will give participants the opportunity to receive Professional Development points upon completing any follow up activity to the training provided. For reviews conducted during teacher contract hours, the school district will provide substitute funding, upon approval of the Principal.

F. Links to District and State Instructional Materials Adoption Documents

Palm Beach County Schools adopted textbooks and schedules may be found on the K-12 Instructional Materials Department page on our District website - www.palmbeachschools.org/imlms/adoptioninformation.

<http://www.fldoe.org/academics/standards/instructional-materials>