

## Academic Content

# Guidance for Instructional Materials Reviews

## School System Textbook Policy Guidance

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Instructional materials are one of the most important tools that educators use in the classroom to enhance student learning. It is critical that they fully align to [state academic standards](#) — what students are expected to learn and be able to do at the end of each grade level or course — and are high quality if they are to provide meaningful instructional support. Those closest to students are best positioned to decide which instructional materials are appropriate for their school system and classrooms. The state can assist by providing guidance and information to support local school systems and teachers in making those decisions.

### To ensure that teachers and students have high-quality instructional materials:

- the Louisiana Legislature, through [La RS 17:351.1](#) provides regulations relative to the review and adoption of textbooks and other instructional materials;
- the State Board of Elementary and Secondary Education, through [Bulletin 741 §1703](#), has updated regulations regarding the same; and
- the Louisiana Department of Education (LDOE) has established a [review process](#) to assist local education agencies in identifying textbooks and other instructional materials that align to Louisiana state academic standards.

### Local school systems have three options when adopting textbooks and other instructional materials:

- select materials evaluated through the LDOE’s review process, which involves educators and parents;
- engage in a local review process of materials not reviewed by LDOE; or
- adopt a combination of state-reviewed materials and materials reviewed locally.<sup>1</sup>

Local school systems can use the information in this document to establish and/or update their local policies and regulations, establish a timeline for adoption, and adopt and purchase textbooks and other instructional materials to support the needs of all students in meeting state academic standards.

## OPTION 1: SELECT STATE-REVIEWED MATERIALS

The LDOE conducts the [review of instructional materials](#). This process supports local school systems and educators in making informed decisions regarding which materials to adopt and purchase locally. The state does not recommend or adopt textbooks or instructional materials.

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<sup>1</sup> To the maximum extent practical, electronic instructional resources (e.g., textbooks, media, or other instructional content and materials) should be purchased and utilized [[La. R.S. 17:351.1 \(C\)\(2\)](#)].

All reviewed materials are made available on the [Instructional Materials Review webpage](#). Local school systems can use the results of the reviews to determine which materials are best suited for their local needs.

### How are materials reviewed?

Materials are evaluated by teams of Louisiana [Teacher Leader Advisors](#).<sup>2</sup> These teams review for alignment to the state academic standards using the appropriate evaluation rubric. Reviews are tiered based on their quality or alignment to state academic standards:

- Tier 1 materials exemplify quality and meet all criteria on the rubric.
- Tier 2 materials are approaching quality. They meet the non-negotiable criteria on the rubric.
- Tier 3 materials do not represent quality. They do not meet the non-negotiable criteria on the rubric.

### What is reviewed and when?

The LDOE invites publishers to submit materials annually and posts its announcement on the [Instructional Materials Review webpage](#). The Department also publishes a [weekly report](#) showing the status of state reviews that are in progress. Local school systems can use this information to make decisions regarding local adoption timelines and what materials to review locally.

As part of the process, instructional material reviews are sent to the publisher for their comments. These comments are included as an appendix within the final published state review. In addition, materials are made available for [public comment](#) during the review process. Materials currently under review are readily available for public review and comment both online and [in person](#). These comments are also included within the final published review.

### How are materials purchased?

Materials rated Tier 1 (or Tier 2 during the first two years of the review cycle) may be purchased under the authority of a state contract through either the central depository or the publisher directly.<sup>3</sup> The LDOE publishes contract numbers and pricing in the [Curricular Resources Library](#) for materials that are under an approved state contract. Materials rated Tier 3 are not available under a state contract but may be purchased with Minimum Foundation Program (MFP)<sup>4</sup> state and local funding depending upon local policy and procedures established for procurement. Purchasing decisions are authorized locally and based on the needs within the school system. There are no requirements to use any of the textbooks and instructional materials that have been state reviewed.<sup>5</sup>

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<sup>2</sup> Each year reviewers are selected through an application process. Any current Louisiana public school educator can apply to be a reviewer as a Teacher Leader Advisor. Access the application information through the [Teacher Leader page](#).

<sup>3</sup> [La. R.S. 17:351.1 \(D\)\(2\)](#)

<sup>4</sup> While there are no restrictions on the use of state and local MFP funds to purchase or acquire textbooks or other instructional materials, restrictions may exist in the use of other federal, state or local funds. Local school systems should verify eligible uses of funds used to support such materials.

<sup>5</sup> [La. R.S. 17:351.1 \(A\)\(3\)](#) and [Bulletin 741, §1703](#)

## OPTION 2: ENGAGE IN A LOCAL REVIEW PROCESS

Local school systems are not required to purchase state-reviewed materials listed on the LDOE’s [Instructional Materials Review](#) webpage. However, to purchase instructional materials that have not been reviewed by the LDOE, a local review process must be conducted.<sup>6</sup>

### What are the requirements for a local review process?

Local school systems must follow local requirements when engaging in reviews of instructional materials. They must establish a local review committee, develop evaluation criteria, and provide opportunities for parental and public input prior to the final adoption of instructional materials.

Requirement	Description	Resources
<b>Local Review Committee(s)</b> <sup>7</sup>	The review committee should consist of: <ul style="list-style-type: none"> <li>• Employees of Louisiana public schools (i.e., classroom teachers, instructional coaches, school system staff)</li> <li>• Parents of students in Louisiana public schools</li> <li>• Other Louisiana stakeholders</li> </ul>	<a href="#">Sample Instructional Materials Review</a>
<b>Evaluation Criteria</b> <sup>8</sup>	The evaluation criteria must answer: <ul style="list-style-type: none"> <li>• To what extent do materials align with <a href="#">state academic standards</a>?</li> <li>• To what extent do the materials provide meaningful instructional support?</li> <li>• Do the materials address the latest <a href="#">state rubrics</a>?</li> </ul>	<a href="#">State Instructional Materials Review rubrics</a>
<b>Parental and Public Input</b> <sup>9</sup>	Encourage family and community involvement by: <ul style="list-style-type: none"> <li>• Providing access to parent guides</li> <li>• Providing a link on a school system webpage to the Louisiana Department of Education’s online review process</li> </ul>	<a href="#">Sample public comments guidelines</a>  <a href="#">Parent Guides</a>  <a href="#">Online Review Process</a>
<b>Optional</b> <sup>10</sup>		
<b>LDOE recognition of local review</b>	As outlined in <a href="#">R.S. 17:351.1(C)(3)(d)</a> , for the LDOE to recognize the review, the review must be conducted by a team of at least two teachers who hold the designation of an LDOE Teacher Leader Advisor (TLA) in the content area and grade band of the materials to be reviewed. <ul style="list-style-type: none"> <li>• No more than 50% of the Teacher Leader Advisors conducting the review can be employed by the school system that is conducting the review.</li> </ul>	Information about <a href="#">Teacher Leader Advisors</a> , including a list of <a href="#">current TLAs</a> .  To be put in contact with a Teacher Leader Advisor to conduct your

<sup>6</sup> [La. R.S. 17:351.1\(B\)\(4\)\(d\)](#), [La. R.S. 17:351.1\(C\)](#), and [Bulletin 741, §1703](#)

<sup>7</sup> [La. R.S. 17:351.1\(C\)\(3\)\(a\)](#)

<sup>8</sup> [La. R.S. 17:351.1\(B\)\(2\)\(c\)](#) and [La. R.S. 17:351.1\(C\)\(4\)](#)

<sup>9</sup> [La. R.S. 17:351.1\(C\)\(3\)\(b\)](#) and [La. R.S. 17:351.1\(C\)\(3\)\(c\)](#)

<sup>10</sup> If a public school governing authority is seeking the recognition of textbooks or other instructional materials that have not been reviewed by the LDOE as high quality, they must adhere to the indepth review requirements outlined in [R.S. 17:351.1\(C\)\(3\)\(d\)](#).

	Reviewers must utilize the appropriate <a href="#">LDOE approved rubric</a> to conduct the review.	review, please complete the request <a href="#">form</a> .
<b>Confirming and finalizing the review</b>	<p>Upon completion of the review, the reviewers must submit the completed <a href="#">LDOE approved rubric</a> indicating the results of the review to the LDOE via email at <a href="mailto:louisianacurriculumreview@la.gov">louisianacurriculumreview@la.gov</a> for LDOE final confirmation. The LDOE will review the findings and provide a response to the system within 45 days.</p> <p>*Please note: The final distinction (i.e., Tier 1, Tier 2, or Tier 3) of curricular materials reviewed in a system will only apply to the system that is facilitating the review of those materials.</p>	<a href="#">LDOE approved rubrics</a>

### When should reviews be conducted?

School systems should develop a timeline for the review and adoption of textbooks and other instructional materials.

The following is a sample only.

Sample Local Review Timeline	
Establish local review timeline (Note: Local review required for materials not state reviewed)	12 months prior to implementing new materials.
<ul style="list-style-type: none"> <li>• Invite publishers to participate in a local review for materials to be delivered the following school year</li> <li>• Release local evaluation rubric criteria and guidance</li> <li>• Conduct publisher orientation</li> <li>• Select and train local review panel</li> </ul>	Allow approximately 3 weeks
<ul style="list-style-type: none"> <li>• Materials submission deadline</li> <li>• Conduct local instructional materials review</li> <li>• Seek parental and public input</li> </ul>	Allow approximately 2 months
<p>Select and approve textbooks and other instructional materials Conduct local pre-ordering for deliveries to begin July 1 of the fiscal year</p> <p><i>(Note: Include Braille, audio, large print, digital, and print; new Braille may require up to 8 months for conversion)</i></p>	5 months in advance of the school year
Deliver textbooks and other instructional materials (all formats)	July-August

## How are materials purchased?

Locally reviewed instructional materials require publisher agreements<sup>11</sup> that

- are awarded on a competitive basis;
- provide that the publisher, distributor, wholesaler, or retailer shall not charge a purchase price, rental fee, or other fees for the purchase, lease, or use of an instructional material that exceeds the lowest price or fee charged to a school governing authority in any other state for the same instructional material;
- provide that, upon request, a publisher or other content provider shall allow the of purchase textbooks and other instructional materials through the central depository; and
- require compliance with the National Instructional Materials Accessibility Standard, as consistent with the Individuals with Disabilities Education Act of 2004 (20 U.S.C. 1474(e)) for the conversion of print instructional materials from which braille and large print textbooks can be produced for eligible students.

### Local Textbook and Instructional Materials Agreements: Sample Language to Include in Contracts

1. **OBLIGATION.** Publisher shall automatically reduce the net cost of textbooks when the net cost of the publisher for books covered by the contract are reduced to any school or school system in the United States so that no edition of that textbook shall at any time be sold in this state at a higher net cost than that received for that book from any school or school system in the United States.
2. **DEPOSITORY.** The publisher agrees to utilize the book depository designated by the State Superintendent of Education where all textbooks and instructional materials can be ordered and distributed from a central location.
3. **ACCESS TO INSTRUCTIONAL MATERIALS.** By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to submit a valid NIMAS file set to the [NIMAC](#) at the American Printing House for the Blind, Inc. (APH). Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. This is page \_\_\_ of \_\_\_ of this contract or purchase order.

## What are additional considerations for local adoption policy?

Local school systems may establish the price and sell any textbook or library book no longer in use to any person or entity for private use.<sup>12</sup>

While most home study programs provide their own curriculum and resources that are comparable to that provided in public schools, when requested and available, the following applies when loaning textbooks for use in a [SBESE state-approved home study program](#).<sup>13</sup> Local policy must include the following conditions. Parents or guardians must

- present a copy of the student's approved Home Study application;
- select textbooks from the listing available from the local education agency;

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<sup>11</sup> [La. R.S. 17:351.1\(D\)\(3\)](#) and [La. R.S. 17:351.1\(B\)\(3\)\(e\)](#)

<sup>12</sup> [La. R.S.351.1\(C\)\(5\)](#)

<sup>13</sup> [La. R.S.351.1\(A\)\(2\)](#)

- provide a deposit equal to 100 percent of the replacement cost, which must be returned upon course completion; and
- return books or payment for any books not returned to continue participation.