

Publisher:	Name of Reviewer:
Instructional Materials Name:	School:
Grade Level(s) Reviewed:	Role:

OCPS ELA Instructional Materials Evaluation Tool (IMET)

To ensure instructional materials are grade appropriate, of good quality and content, and aligned to applicable B.E.S.T. Standards, each material reviewed by the School Board of Orange County Public Schools will be evaluated based on compliance to section 1001.215(4), Florida Statutes. The following essential priorities and priorities constitute the rubric for the evaluation of instructional materials:

- Essential Priority 1: Building knowledge through high-quality texts.
- Essential Priority 2: Evidence-based questions, tasks, and assignments
- Priority 3: Usability for teachers
- Priority 4: Assessment
- Priority 5: Supports for ALL learners

Reviewers will apply a set of evaluation criteria to determine the extent to which a set of materials is B.E.S.T. Standards-aligned. Following careful analysis of **essential priority** and **priority** criteria using the OCPS ELA IMET, materials will be assigned one of the following ratings:

- *Meets expectations*
- *Partially meets expectations*
- *Does not meet expectations*

Essential Priority 1: Building Knowledge through High-Quality Texts

Materials build knowledge systematically through reading, writing, speaking and listening, and language study. Texts are worthy of students' time and attention: texts are of quality and are rigorous, containing rich academic language, meeting appropriate complexity criteria for each grade.

Students read worthwhile texts. By reading rich, challenging texts that build our students' understanding of the world, we empower them with the understanding that reading is their pathway to knowledge. We put meaningful, complex texts at the heart of nearly every lesson and set students up to do lots of reading on their own so that all of our students, regardless of their reading level, build their knowledge of the world, gain confidence with challenging texts, and develop the critical thinking skills and vocabulary necessary for long term success.

Indicator	Notes	Scoring
1A: Anchor texts in the materials have the appropriate level of complexity for the grade as defined by the B.E.S.T. standards.	Reviewer note: Refer to the B.E.S.T. Standards in ELA Appendix B: Reading to determine appropriate levels of complexity.	Meets (4) Partially Meets (2) Does Not Meet (0)
1B: Anchor (or read-aloud) texts in the materials are of high-quality and worthy of careful reading.		Meets (4) Partially Meets (2)

		Does Not Meet (0)
1C: Materials provide a sequence or series of texts that build knowledge and vocabulary systematically through reading, writing, listening, speaking, and language study. These texts are organized around a variety of topics at each grade level (science, social studies, and the arts) and build knowledge systematically, both within and across grade levels.		Meets (4) Partially Meets (2) Does Not Meet (0)
1D: Materials reflect the balance of instructional time and texts to approximately 50% informational texts and 50% literary texts.	Reviewer note: <i>These are approximate percentages. Balance should be close to, but does not have to be exactly 50%/50%.</i>	Meets (4) Partially Meets (2) Does Not Meet (0)
1E. Texts provide a positive view of diverse ethnic groups and genders, including relevant graphics, images, experiences, and names representing African, Hispanic/Latino, American Indian, Asian, Pacific Islander cultures from multiple perspectives (excluding any stereotypes).		Meets (4) Partially Meets (2) Does Not Meet (0)
1F. Texts reflect at least 30% of the state’s identified text selections	Reviewer note: <i>Refer to the sample texts within each grade level by standard within the B.E.S.T. ELA document.</i>	Meets (4) Partially Meets (2) Does Not Meet (0)
Essential Priority 1 Total Score 24 points available		

Essential Priority 2: Evidence-Based Questions, Tasks, and Assignments

Students ground daily writing and discussion in evidence. Our students need daily practice discussing and writing about informational and literary text and other media in order to be successful in college and their careers. We give our students the support they need to read texts closely, then challenge them to speak and write about what they have read or viewed using evidence to back up their positions. Supporting our students’ ability to read critically, build arguments, cite evidence, and communicate ideas today prepares them to be better citizens tomorrow.

Indicator	Notes	Scoring
2A: Most questions, tasks, and assignments are text-specific and/or text-dependent, requiring students to engage with the text directly (drawing on textual evidence to support both what is explicit as well as valid inferences from the text) and are aligned to the B.E.S.T. standards.	Reviewer note: <i>The word “most” refers to <u>approximately</u> 75-80% of questions, tasks, and assignments. These percentages should not be used as a fixed rule.</i>	Meets (4) Partially Meets (2) Does Not Meet (0)
2B: Questions and tasks in the materials support students in understanding the academic language (vocabulary and syntax) prevalent in complex texts and include a cohesive, year-long plan for students to interact with and build academic vocabulary.		Meets (4) Partially Meets (2) Does Not Meet (0)

2C: Materials integrate speaking and listening into lessons, questions, and tasks and incorporate frequent opportunities for collaborative discussions.		Meets (4) Partially Meets (2) Does Not Meet (0)
2D: Materials provide frequent opportunities for evidence-based writing <i>embedded in content</i> . These opportunities support careful analyses, well-defended claims/argumentation, and clear information about texts to address the analytical thinking required by the Standards at each grade level.	Reviewer note: Look for writing questions and tasks that require students to use evidence from the text to demonstrate understanding and/or support their ideas about the text. Writing opportunities should reflect grade-appropriate standards and should be integrated in service of understanding of the text(s) and/or topics under consideration.	Meets (4) Partially Meets (2) Does Not Meet (0)
2E: Materials include explicit writing instruction (process writing and writing in response to texts) based upon grade level standards. Materials support students’ development of writing skills over the course of the school year. This includes varied writing opportunities, incorporating digital resources where appropriate.	Reviewer note: Look for explicit instruction along with guided practice opportunities in each step of the writing process: planning, drafting, revising, editing, and publishing. Pay special attention to instruction in planning and revising. Materials should promote writing independence over the course of the school year.	Meets (4) Partially Meets (2) Does Not Meet (0)
Essential Priority 2 Total Score 20 points available		

Priority 3: Usability for Teachers

Materials support teachers to fully utilize the curriculum, understand the skills and learning of their students, and support a range of learners.

Indicator	Notes	Scoring
4A. Pacing is reasonable and flexible; the curriculum can be reasonably implemented within a typical school year.	Reviewer Note: Reviewers should consider whether: <ul style="list-style-type: none"> time estimates for lessons and units are accurate, required number of minutes per day and days per year are feasible, and flexible options exist for a variety of school schedules/learning environments. (To what degree do the materials support remote/digital learning?) 	Meets (2) Partially Meets (1) Does Not Meet (0)
4B. Materials provide teacher guidance with useful annotations and suggestions for how to enact the student materials and ancillary materials to support students’ literacy development.	Reviewer Note: Supports might include: <ul style="list-style-type: none"> routines (i.e., annotating a text, responding to peer feedback, revising or editing writing) structures (cooperative learning structures, grouping strategies) 	Meets (2) Partially Meets (1) Does Not Meet (0)
4C. Materials include guidance and resources designed specifically to build teachers’ subject	Reviewer Notes: Supports might serve to improve:	Meets (2) Partially Meets (1)

matter knowledge, including culturally responsive teaching.	<ul style="list-style-type: none"> ● <i>content knowledge (i.e., literary devices, literary periods, topic specific knowledge)</i> ● <i>pedagogical content knowledge (i.e. development of phonemic awareness, effective strategies for writing instruction)</i> <p><i>Support formats may vary:</i></p> <ul style="list-style-type: none"> ● <i>callout boxes and annotations in lessons</i> ● <i>videos of classroom instruction</i> ● <i>implementation guides</i> ● <i>Information about the standards</i> <p><i>Culturally responsive teaching supports should provide teachers with guidance on how to approach, enhance and customize lessons for their student populations.</i></p>	Does Not Meet (0)
4D. Materials include rubrics, exemplars, or other teacher resources to help teachers set high expectations for students.	<p>Reviewer Note: <i>In addition to rubrics and exemplars, relevant resources might include:</i></p> <ul style="list-style-type: none"> ● <i>checklists for students to use in peer or self-assessments</i> ● <i>annotated student work at various levels of achievement, including non-exemplars</i> 	Meets (2) Partially Meets (1) Does Not Meet (0)
4E. Materials promote stakeholder involvement, including students, parents, or caregivers about the program and suggestions for how they can help support student progress and achievement.		Meets (2) Partially Meets (1) Does Not Meet (0)
4F. Digital materials are provided and accessible to both students and teachers. Resources are easy to navigate and aligned to B.E.S.T. standards.		Meets (2) Partially Meets (1) Does Not Meet (0)
Priority 4 Total Score <i>12 points available</i>		

Priority 4: Assessment

Assessment identifies how materials provide tools, guidance, and support for teachers to collect, interpret, and act on data about student progress towards the standards.

Indicator	Notes	Scoring
5A. Assessments provide a system of monitoring student progress in reading which includes multiple opportunities throughout the grade, course, and/or series to determine what students are learning and what they have learned.		Meets (2) Partially Meets (1) Does Not Meet (0)
5B. Assessments provide a system of monitoring student progress in writing which includes multiple opportunities		Meets (2) Partially Meets (1) Does Not Meet (0)

throughout the grade, course, and/or series to determine what students are learning and what they have learned.		
5C. Materials provide an ample volume of assessment types/formats to allow for frequent checks of student mastery to guide teachers before, during, and after instructional cycles.		Meets (2) Partially Meets (1) Does Not Meet (0)
5D. Assessments include item types that measure the depth and rigor of grade-level benchmarks and standards.		Meets (2) Partially Meets (1) Does Not Meet (0)
Priority 5 Total Score <i>8 points available</i>		

Priority 5: Supports for ALL Students

Indicator	Notes	Scoring
6A. Materials regularly provide all students (including those who read, write, speak, or listen below grade level, or whose first language is other than English) with extensive opportunities to work with and meet grade-level standards including multi-sensory strategies/supports.		Meets (2) Partially Meets (1) Does Not Meet (0)
6B. Materials incorporate strategies, materials, and activities that consider the needs of all students for the differentiation of learning (scaffolds explicitly built in to address enrichment, Tiers 2 & 3 supports).		Meets (2) Partially Meets (1) Does Not Meet (0)
6C. Materials specify the language demands and challenges students may encounter at different levels of standard English language proficiency and opportunities for teachers to address those challenges along the progression of language acquisition (preferably at the lesson level).		Meets (2) Partially Meets (1) Does Not Meet (0)
6D. Universal Design for Learning supports are included within teacher materials, to ensure that all learners can access and participate in meaningful and challenging learning opportunities.		Meets (2) Partially Meets (1) Does Not Meet (0)
Priority 6 Total Score <i>8 points available</i>		

Priorities	Available Points	Score
1. Building Knowledge through High-Quality Texts	24	
2. Evidence-Based Questions, Tasks, and Assignments	20	
3. Foundational Skills / Science of Reading	24	
4. Usability for Teachers	12	
5. Assessment	8	
6. Supports for All Students	8	
Overall Combined Score	96	