



# Instructional Materials Selection

High-quality educational and instructional materials enhance our students' learning and educational experiences, and they shall be available in our schools. The Superintendent shall establish procedures for the selection of textbooks and instructional materials in accordance with state law, State Board of Education rules, and criteria to realize the goals of education as enunciated by the State and District. In developing such procedures and in the selection and approval of textbooks and instructional materials for use in District schools, the following guidelines shall be followed.

### I. Textbook and Instructional Materials Selection

- (1) Textbooks and instructional materials shall be selected on a designated schedule with the exception of those materials that are determined to be satisfactory with regard to content, as well as availability for replacement copies of textbooks/instructional materials and essential consumables. Ordinarily such selection schedules shall coincide with those of the State Board of Education.

### II. State Approved and Supplementary

- (1) Textbooks and instructional materials adopted by the State Board of Education may be approved for use in District schools by the Office of the Superintendent.

### III. Textbooks and Instructional Materials Not State Approved

- (1) Textbooks and instructional materials other than those approved by the State Board of Education shall require approval and adoption by the Board of Education upon the recommendation of the Superintendent.

### IV. Supplementary Books and Instructional Materials

- (1) Supplementary books, maps, library books, courses of study, instructional guides, all media materials, and other instructional materials used in District schools shall require approval according to a process established by the Office of the Superintendent.

### V. Guidelines for Inclusion

- (1) Criteria for selection of instructional materials shall include accurate portrayal of the diversity of our society, including the contributions and the roles and contributions of different racial, ethnic, and gender groups



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to the development of Oregon and the United States.

- (2) Instructional materials selected by the District should be free from bias or prejudice on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation. Instructional materials (will/may) include controversial items to stimulate critical thinking and analysis of issues on the part of students.
- (3) The Superintendent shall continue to advise publishers of instructional materials of the district's policies and administrative directives for inclusion and use, and to request them to submit instructional materials to the District that are consistent therewith.

#### **VI. Use of Selected Instructional Materials**

- (1) Administrators and educators shall implement the use of adopted instructional materials in relevant instructional areas.

#### **VII. No fees charged for regular instructional materials and school-required technology.**

- (1) In general, fees may not be charged for regular textbooks, other instructional materials, and school-required technology.
- (2) Fees may be charged for optional, extracurricular activities or for materials for individual projects in courses such as woodworking, metals, clothing design, etc., that are beyond the basic requirements of the class.
- (3) No student will be denied an education because of their inability to pay supplemental fees.
- (4) Students may be charged for lost or damaged books, locks, materials, supplies, and equipment. There is administrative guidance for the charging of fees for lost or damaged items and criteria for fee waivers.



## **Board Policy**

**6.40.010-P**

## **Instructional Materials Selection**

OAR 581-022-1640; Improving America's Schools Act of 1994 (IASA), [P.L. 103-382], Title I, Sections 1001-1604/

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