

Textbook Selection and Adoption

Textbooks used in the public schools in Oregon shall be chosen from those adopted by the State Board of Education.

Committees of teachers and administrators of the district shall select textbooks and other instructional materials for each grade and subject field from the adoption list as provided by Oregon statute. Further, the board of the district may, with the approval of the State Board of Education, adopt and use textbooks in place of, or in addition to, their adoption list.

In the district, the following procedures shall be followed in selecting textbooks from the state's multiple choice list:

1. Textbook selection in the district shall be made under the supervision of the curriculum director with teacher participation.
2. The curriculum director shall work closely with principals in selecting members of the textbook committee. When it is appropriate, all grade levels and all buildings shall be represented on a single committee. Otherwise, only the building or buildings concerned shall supply representation for the committee.
3. One committee shall be assigned to evaluate books (including digital) in only one area of the curriculum. Examination copies of textbooks on the multiple list shall be made available from the district curriculum office.
4. Final decisions as to the books to be selected from the multiple list shall be made after committees have studied all aspects of the curriculum to be served by the adopted textbooks. To allow for ample time, the period for curriculum and textbook study shall be flexible. However, committee recommendation for textbook selection shall be submitted to the curriculum director no later than June 1.
5. The Board will formally adopt all textbooks prior to their purchase.

Recommended instructional materials will be free of discrimination on the basis of race, national origin, religion, disability, age, marital status, sexual orientation or sexual bias or gender.

The district will establish a process and timeline for regularly determining and considering whether the textbooks and other instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge.

In the event that it is deemed desirable to make additional or substitute selections not included on the state adoption list, the following procedure shall be followed:

1. The teacher or teachers concerned shall develop a course outline to be covered by the additional or substitute textbook. The planning of the course outline, along with an attached explanation of how this course and the material shall contribute to the total curriculum experience of the student, shall be done in cooperation with the building principal and under the supervision of the curriculum director.
2. Upon recommendation of the curriculum director, the superintendent shall submit the proposal to the State Board of Education for its approval.
3. The Board will formally adopt the approved text.

END OF POLICY

Legal Reference(s):

[ORS 336.035](#)

[ORS 336.840](#)

[ORS 337.120](#)

[ORS 337.141](#)

[ORS 337.150](#)

[ORS 337.260](#)

[ORS 337.511](#)

[ORS 339.155](#)

[OAR 581-011-0050 to -0117](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-022-1140](#)

[OAR 581-022-1520](#)

[OAR 581-022-1640](#)

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).

Cross Reference(s):

INB - Teaching About Controversial Issues

KH - Public Gifts to the District

KL - Complaint Procedure for School Patrons