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## PROCEDURE

### Instructional Materials Selection

### CUR-P001

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Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.  
<https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

#### 1.0 SCOPE:

1.1 This procedure describes the process used to select and adopt instructional materials for elementary programs and secondary courses of study. This procedure informs the selection of supplemental materials by individual educators and teaching teams, which is outlined in CUR-P003.

#### 2.0 DEFINITIONS:

- 2.1 Instructional materials – Materials which have been selected by a District committee, adopted by the School Board, and are the primary instructional sources in an elementary program area or in a secondary course of study.
- 2.2 Selection – The process of screening and determining the appropriate instructional materials for an elementary program or secondary course of study.
- 2.3 Adoption – The formal process by which the School Board accepts the selection of instructional materials.
- 2.4 eTextbook – Instructional materials and content that are digital, electronic, or web-based consisting of text, images, audio, and/or video which is viewable on a computer or other electronic device.
- 2.5 Open Educational Resources - teaching and learning materials that may be freely used and reused at no cost, and without needing to ask permission.

#### 3.0 PROCEDURE:

- 3.1 The Director of Curriculum and Instruction initiates the Instructional Materials Selection process based on one or more of the following factors:
  - 3.1.1 The Instructional Materials Adoption schedule as defined by the Oregon Department of Education or as modified by Salem-Keizer Public Schools;
  - 3.1.2 Student assessment data which indicates a need for new materials;
  - 3.1.3 Research on evidence-based instructional practices; or
  - 3.1.4 Initiation or significant modification of a program that requires aligned or specialized curricula.
- 3.2 Curriculum and Instruction staff collects samples of instructional materials that have been previously approved by Oregon Department of Education (ODE) or meet ODE criteria for instructional materials.
  - 3.2.1 Material acquisition may be completed through a competitive bidding process or a trial period of use, as negotiated with vendor.
  - 3.2.2 Instructional materials that have not yet been approved by the Oregon Department of Education may be screened for adoption at the district level. The school district may adopt and use print textbooks, eTextbooks, Open Educational Resources, or other instructional materials in place of or in addition to those adopted by the State Board of Education provided they meet the guidelines and criteria established by the State Board of Education.
    - 3.2.2.1 Materials selected for review that are not approved by the Oregon Department of Education may be acquired following the same process outlined 3.2.1

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- 3.3 Curriculum and Instruction staff develops criteria to evaluate potential instructional material. The material must:
- 3.3.1 Meet State content standards as defined by the Oregon Department of Education.
  - 3.3.2 Represent current evidence-based practices in instruction and assessment.
  - 3.3.3 Meet age and grade level readability formulas.
  - 3.3.4 Be non-discriminatory.
  - 3.3.5 Recognize, value, and represent cultural, racial, ethnic, and gender, diversity.
  - 3.3.6 Support educator planning and use of effective strategies.
  - 3.3.7 Provide scaffolded materials for different levels and rates of learning.
  - 3.3.8 Provide for accessibility for students with disabilities as defined in the district's Accessible Education Materials Guidelines (STS-W061).
  - 3.3.9 Meet District technology standards in order to make sure the selected eTextbook format or Open Educational Resource can be supported by District technology staff and systems.
- 3.4 A committee is formed to evaluate the instructional materials.
- 3.4.1 For an adoption, the representatives of the committee are selected to represent a cross section of the students being taught and appropriate support departments. The criteria for committee selection will include but is not limited to the following:
    - 3.4.1.1 Each school impacted by the adoption
      - 3.4.1.1.1 Specialized staff, as appropriate (e.g., CTE, PE, Health, Counselors, etc.)
      - 3.4.1.2 Program Associate(s), District Instructional Mentor(s), Library Media Support Services, Students Services, and other departments, as needed
      - 3.4.1.3 Dual Language and transitional Biliteracy educator(s)
      - 3.4.1.4 Special Education Educator(s)
      - 3.4.1.5 Board Member(s)
      - 3.4.1.6 Parent, and community members (pursuant to OAR 581.022.2355). Members of the community and parents/guardians will be invited from established district-community groups (e.g., District Equity Committee, SIA Advisory Committee, Native American PAC, Migrant PAC, and Special Education Parent Advisory). In some cases, these committee members may fulfill the dual role of community representative and parent/guardian.
      - 3.4.1.7 Students may also be included, but are not required
- 3.5 The materials are piloted, following a process that mitigates biases. This may include pilot educators utilizing curricula from multiple publishers, as well as the inclusion of staff who are representative of our students.
- 3.6 The committee solicits feedback about the materials broadly via video, survey, social media, or other regularly utilized communication channels. Feedback may be collected from families, students, staff, and community.



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- 3.7 The committee evaluates feedback and the materials based on criteria developed by the Oregon Department of Education and Curriculum and Instruction Department. Once the committee reaches consensus, they submit their recommendation to the Director of Curriculum and Instruction.
- 3.8 Recommended instructional materials are placed on display for review by staff and the public (notified via Public Notice in local newspaper) as required by Oregon Administrative Rule 581.022.2355.
- 3.9 In accordance with School Board Executive Limitation Policy 11 (Academic Program), proposed instructional materials are presented to the School Board for adoption.
- 3.10 Once adopted, negotiations are conducted with selected publisher(s) or content producer(s) following purchasing guidelines as outlined in the Financial Services User Guide (FIS-M002).
- 3.11 The materials are ordered.

**4.0 MEASUREMENT:**

- 4.1 Evaluation included as part of the selection process (section 3.5).

**5.0 ASSOCIATED DOCUMENTS:**

- 5.1 Instructional Materials Selection Policy (CUR-A001)
- 5.2 Supplementary Instructional Materials: Consideration for Use CUR-P003
- 5.3 Control of Nonconforming Contracted Services, Products and Vendors (QAM-P004)
- 5.4 Religious Exemption Opt-out (CUR-P007)

**6.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
List of adoption committee members	Curriculum Office	2 years	Shred or delete	Office locked when closed, electronic copies retained on District server
List of materials independently adopted, criteria checklist	Curriculum Office	10 years	Shred or delete	Office is locked when closed

**7.0 REVISION HISTORY:**

Date	Description
	See archives for document history
5/10/22	Added Open Educational Resources as an option for adoptions. Added greater specificity for adoption committee. Added specificity about a pilot process.
9/22/22	Added Associated Document CUR-P007.

**8.0 FLOWCHART:** There is not a flowchart for this procedure.

**9.0 APPROVAL AUTHORITY:**

9.1 *Approval on file*