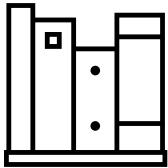


Division 22 Standards Related to Instructional Materials

Description



The Division 22 Standards are the Administrative Rules that establish the educational standards all public schools must meet in order to be designated a standard school. These rules are contained in Chapter 581, Division 22 of Oregon Administrative Rules (OARs). Compliance with the Division 22 Standards ensures that every student in Oregon public schools is provided with a baseline level of service.

Division 22 contains three rules that pertain to instructional materials adoptions. The intention of the Division 22 standards related to instructional materials is to ensure that all students in Oregon K-12 public schools have timely access to high-quality, standards-aligned instructional materials. Below is a table that districts can use to help determine whether they are in compliance with the Division 22 requirements around instructional materials, as well as each of the Division 22 OARs around instructional materials.

Key Terms

ADOPTION: The approval of instructional materials for use in a district’s classroom. Adoption can refer to action taken by the Oregon State Board of Education and/or the local school board.

CURRICULUM: For purposes of rules adopted by the State Board of Education and for policies established by the Oregon Department of Education, “curriculum” means the planned instructional program, which includes the goals, essential skills, academic content standards, instructional materials, supplemental resources, instructional methods, and assessments needed to help students develop critical skills and knowledge.

INSTRUCTIONAL MATERIALS: For purposes of rules adopted by the State Board of Education and for policies established by the Oregon Department of Education, “instructional material” means any organized system which constitutes the major instructional vehicle for a given course of study, or any part thereof. A major instructional vehicle may include such instructional materials as hardbound or softbound books, sets or kits of print and non-print materials, and digital or web-based material.

OAR: Abbreviation which stands for “Oregon Administrative Rule.” Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority.

ORS: Abbreviation which stands for “Oregon Revised Statute.” The Oregon Revised Statutes are the codified laws of the State of Oregon.

Division 22 Standards for Instructional Materials Adoptions (Rule Language, Purpose of OARs, and Determining Compliance)

OAR 581-022-2355: Instructional Materials Adoption

OAR Language:

- (1) For each program and course in grades K-12, each school district, on a cycle established by the State Board of Education, shall select and provide students with free appropriate instructional and resource materials produced in accordance with the National Instructional Materials Accessibility Standard (NIMAS). These materials shall contribute to the attainment of district, program, and course or grade level goals and reflect recent knowledge, trends, and technology in the field. The school district process for selecting and adopting instructional materials shall include opportunities for citizen and parent involvement.
- (2) The school district process must identify whether the district coordinates with the National Instructional Materials Access Center (NIMAC) when purchasing print materials under OAR 581-022-2350 and 581-022-2360.
- (3) Districts that do not coordinate with NIMAC must provide instructional materials to persons who are blind and persons with print disabilities in accessible formats under 581-015-2060.
- (4) Sufficient quantities, including those produced in alternate formats and those that cannot be produced from NIMAS files, shall be available in a timely manner to accommodate the number of students who will be using them at any one time. A timely manner means the materials are available at the same time materials are available for students who do not need materials in alternate formats.

Purpose of the OAR

This rule requires districts to adopt accessible instructional materials on the cycle established by the State Board of Education. The purpose of the rule is to provide students with free appropriate instructional and resource materials that contribute to the attainment of district, program, and course or grade level goals and that reflect recent knowledge, trends, and technology in the field.

Districts are COMPLIANT with this rule if they:	Districts are <u>NOT</u> compliant with this rule if they:
<p>Have adopted and implemented materials on the cycle required by the State Board of Education</p> <p style="text-align: center;">OR</p> <p>Have an approved postponement in place.</p>	<p>Have not adopted and implemented instructional materials on the cycle required by the State Board of Education</p> <p style="text-align: center;">AND</p> <p>Do not have an approved postponement of instructional materials adoption in place (where applicable).</p>

OAR 581-022-2350 Independent Adoptions of Instructional Materials

OAR Language:

Without prior notice to the State Board of Education, the district school board of any school district, with the assistance of teachers and administrators of the district, may adopt independently instructional materials for use in place of or in addition to those adopted by the Board, provided they meet the guidelines and criteria established by the Board. The district school board shall involve parents and citizens in the process. Such district adoptions shall be known as independent adoptions. In order to give proper notification that an independent adoption is being made, the administrative head of the district must provide the district school board, prior to placing the instructional materials into use in the local schools, the following information:

- (1) The subject, category, and grade level(s) in which the instructional materials will be used;
- (2) The title of the instructional materials;
- (3) The publisher of the instructional materials;
- (4) The copyright date of the instructional materials;
- (5) The date on which the district intends to install the instructional materials for use in the school system; and
- (6) A statement that a completed criteria checklist showing the degree to which the instructional materials meet the criteria established by the State Board of Education is on file in the district office. (Criteria checklists for the specific subject/category are available from the Department of Education.)
- (7) A statement of assurance that the independently adopted instructional materials will comply with the most current National Instructional Materials Accessibility Standard (NIMAS) specifications regarding accessible instructional materials.

Purpose of the OAR

This rule allows districts to evaluate and adopt instructional materials that have not been evaluated by ODE and approved by the State Board of Education.

Districts are COMPLIANT with this rule if they:	Districts are NOT compliant with this rule if they:
<p>Have completed an independent adoption as outlined in OAR 581-022-2350 (e.g. involve parents/citizens, complete criteria checklist, etc.)</p> <p style="text-align: center;">OR</p> <p>Have adopted and implemented materials from the State Board of Education’s approved list, in which case this rule is not applicable.</p>	<p>Have adopted and implemented instructional materials that were not approved by the State Board of Education</p> <p style="text-align: center;">AND</p> <p>Have not completed the requirements of an independent adoption as outlined in sections 1-7 of the rule.</p>

OAR 581-022-2360: Postponement of Purchase of State-Adopted Instructional Materials

OAR Language:

If a district seeks to postpone regular purchase of state-adopted materials as required by ORS 337.120, it shall submit an application to the Department which shall include:

- (1) The reason for seeking postponement;
- (2) The subjects or categories for which postponement is sought;
- (3) The projected dates for purchase and implementation of new instructional materials which shall not be later than two years from the beginning of the school year following the state adoption;
- (4) Identification of the instructional materials to be used during the postponement;
- (5) Assurance that the postponement will not delay future purchases in other subject areas; and
- (6) Local school board approval of the application and the date of such approval.

Purpose of the OAR

This rule allows districts to postpone adoption of instructional materials by up to two years from the beginning of the school year following the state adoption. The intention of the rule is to allow districts flexibility and additional time to complete local adoptions of instructional materials.

Districts are COMPLIANT with this rule if they:	Districts are NOT COMPLIANT with this rule if they:
<p>Have requested a postponement of instructional materials adoption and it was approved by ODE;</p> <p style="text-align: center;">OR</p> <p>Have adopted and implemented instructional materials on the cycle required by the State Board of Education (postponement is not applicable).</p>	<p>Have not adopted and implemented instructional materials on the cycle required by the State Board of Education</p> <p style="text-align: center;">AND</p> <p>Have not requested a postponement of instructional materials adoption.</p>

Companion Documents & Resources

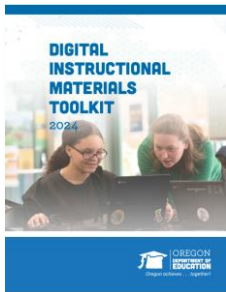
Document



Description

Oregon Instructional Materials Toolkit: This page provides a collection of essential guidance documents to support districts in the process of instructional materials adoptions. These resources cover key areas such as:

- Frequently Asked Questions (FAQs)
- Independent Adoption Procedures
- The Instructional Materials Adoption Schedule
- Adoption Criteria
- Digital Instructional Materials Requirements and Recommendations
- The Value of High-Quality Instructional Materials



Digital Instructional Materials Toolkit: This Toolkit is designed as a comprehensive set of best practices to consider when adopting digital materials and is meant to be an additional, supplemental set of tools to consider alongside the Instructional Materials Toolkit, which can be found on the Oregon Department of Education’s Instructional Materials website. The information included in this toolkit is largely centered around recommendations and best practices. Regulations and requirements are addressed in the Accessibility and Student Data Privacy sections, but this toolkit does not include any new requirements or regulations.

Adopted Materials by Content Area

If you require technical assistance with the adopted materials specifications below, please email Adopted_Materials@ode.state.or.us

Mathematics (2023-2030)	+
Science (2024-2031)	+
World Languages (2021-2037)	+
English Language Arts (ELA) and Literacy (2022-2029)	+
English Language Proficiency (2022-2029)	+
Health and Physical Education (2019-2024)	+
Social Sciences (2019-2025)	+

Adopted Materials by Content Area: The State Board of Education adopted instructional materials by content area. Here, you can find the ODE approved list of instructional materials for each subject on the State Board’s adoption cycle.

Request for Approval to Postpone Selection and Use of Adopted Instructional Materials

Form 361-4548-7 (Revised 6/22)
6042 361-4002-1400, 5093 361-7130

District Name *

Contact Person Name *

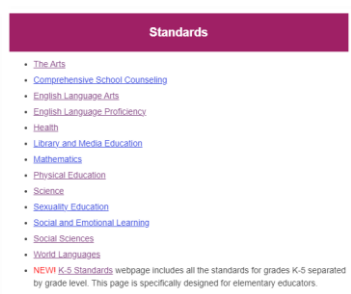
Email *

Phone *

Date postponement request was approved by local school board *

Postponement Request Form: Districts can postpone adoption for up to two years and maintain Division 22 compliance with the submission of an approved postponement request form.

Document



Description

[ODE Standards and Instruction](#): Oregon's State Standards for each content area.



[Northwest Textbook Depository website](#): Founded in 1965, Northwest Textbook Depository has provided exceptional service to educational and publisher partners for over 50 years. They offer our educational customers an extensive selection of over 100,000 titles marketed by many of the nation's leading educational publishers.