

Updates to Materials Under Contract:

During Contracted Adoption Period

Purpose

This policy establishes expectations for publishers regarding updates to state-approved instructional materials during an active contract with the Oklahoma State Department of Education (OSDE). It ensures that instructional content remains consistent with what was reviewed and approved by the State Textbook Committee (STC), while still allowing necessary technical or accessibility updates.

Guiding Principles

- Protect the integrity of materials approved by the State Textbook Committee.
- Ensure districts receive consistent resources throughout the adoption cycle.
- Allow publishers to maintain functionality, accessibility, and platform use.
- Provide transparency about updates made during a contract period.

1. Prohibition on Instructional Content Changes

Publishers may not change, alter, add, or remove instructional content in any state-approved resource during the contracted adoption period. Prohibited changes include (but are not limited to):

- Lesson content or sequence
- Standards alignment claims
- Student or teacher instructional text
- Assessments or assessment items
- Explanatory graphics, charts, or examples
- Teacher guidance or instructional supports

Any modification that affects instructional meaning, intent, or academic outcomes is considered a content change and is not permitted unless it undergoes a formal review and approval process.

2. Allowed Non-Content Updates

Publishers may make non-instructional updates that do not change content or instructional intent. Examples include:

- Bug fixes or technical platform improvements
- Usability or navigation refinements that do not impact instructional sequence
- Security patches
- Accessibility adjustments (e.g., alt-text, screen-reader formatting)
- Corrections of typos or formatting errors that do not alter meaning

These updates must not:

- Change any instructional workflow or sequence
- Add or remove instructional tools or features
- Introduce new instructional content

3. Notification Requirements to OSDE For Non-Content Updates

For any allowed non-content update, publishers must notify OSDE:

- Quarterly (routine updates), or
- Immediately, if the update is urgent or impacts access

The notification must include:

- A description of the update
- Assurance that no content was changed
- Expected release or rollout timeline
- Potential district impact

OSDE may request further documentation.

4. Requests for Substitution or Revision

If a publisher wants to make any change that includes instructional content, or any update that exceeds what is considered a non-content update:

1. All substitution or content revision requests must be submitted during the annual December substitution window.
 - This is the only designated period each year for requesting changes to instructional content or updated editions during the adoption cycle.
 - Requests submitted outside the December window will not be considered, except for extraordinary circumstances approved by OSDE.
 2. Submissions must be made using the official request form found on the OSDE HQIM “Information for Publishers” webpage:
<https://oklahoma.gov/education/services/hqim/info-for-publishers.html>
 3. All requests will be reviewed and evaluated by the State Textbook Committee.
 4. No content changes may be implemented until approval has been granted.
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5. District Notification Responsibilities

Publishers must notify all Oklahoma school districts using their materials when:

- A non-content update is released, or
- A substitution request has been approved

Notifications must be clear about:

- What changed
 - Whether instruction is affected
 - Any needed district action
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6. Compliance Expectations

Publishers should follow this policy for consistency. If not, possible actions include:

- Removal of materials from the state-approved list
- Limitations on future participation in Oklahoma adoption cycles