

**Billings School District 2**

**INSTRUCTION**

Instructional Resources and  
Textbook Adoption

Textbook Adoption

A. Philosophy

The Billings Public Schools Board of Trustees sets policy to assure that texts and materials are in place for all students to meet the educational goals of the District. The District Superintendent develops procedures that implement Board goals and policy. The District Superintendent is responsible to establish regulations that assure texts and materials for students are accessible to schools. This implementation of resources also assures that materials are available to students in a cost efficient manner. General procedural guidelines once the Board adopts texts or resources assure that:

1. The Board provides all basic instructional needs at the time of an adoption and as enrollments change.
2. The District will stock only those items immediately necessary for instruction; teacher's editions, student texts, and student workbooks when they are not reusable by students.
3. Building sites will be responsible for the replacement of all supplemental resources after adoption and consumable materials required for students.

B. Check-in of Adopted Texts and/or Resources

Building administrators and/or their designees are responsible for check-in of adopted texts and/or resources. A District check-in form is available to establish initial inventory of new materials.

C. Inventory

Each building will maintain an inventory of textbooks and materials adopted by the Board of Trustees. Teacher check-out at the end of each school year will include an inventory of District adopted texts and materials. Only textbooks, teacher's editions and materials needed for current or projected student enrollment are maintained in the building. All other excess materials are collected and moved to the warehouse at the close of each school year no later than June 30. District adopted textbooks and materials are kept in the District book depository at the warehouse. These resources are available to all schools as enrollments change. The District will provide a record of the basic inventory at each grade level according to adoptions of materials made by the Board of Trustees. The basic adopted list of materials can be obtained from the

building principal.

D. Funding  
Responsibilities

The District provides all teacher editions and student textbooks that have been adopted by the Board to schools. This includes all educational settings in which instruction occurs by certified staff. Buildings are responsible to purchase from site funds all consumable workbooks or materials. School sites that require an added classroom are provided basic adopted materials from District funds. Additional resource materials following an adoption are purchased through building funds.

E. Lost and Replacement

Each building site will charge replacement costs for lost books. These charges will be placed in a District replacement fund coordinated through the Curriculum Department. Student report cards and/or grades can be withheld until all charges related to fines and lost books are met.

Implementing Policy 2310 Instructional Resources and Textbook Adoption

<u>Cross References:</u>	Policy 6430 Procedure 2310-P2 Procedure 2310-P3	Development of Administrative Procedures Supplemental and Incidental Resources Guidelines for Movies, Videos, DVD's on Bus Trips
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<u>Legal References:</u>	§ 20-5-201 (4), MCA § 40-6-237 - 238, MCA	Duties and Sanctions Liability of parent for property damage by minor
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Procedure History:

Issued by Superintendent on: February 28,  
2005 Presented to Board on: March 21, 2005  
Revised on: May 5, 2018