

**Billings School District 2**

**INSTRUCTION**

Instructional Resources and Textbook Adoption

The District will select and provide instructional resources designed to support an effective educational program that will help deliver a high quality, well-rounded education to students. Selection of resource materials should be in keeping with District goals to meet appropriate learning objectives and to serve diverse needs of students.

The District realizes that, to educate each student to the fullest, a wide variety of materials must be provided to meet curriculum needs and the greatest possible diversity of student interest. The District uses the definitions set forth below to describe various resource materials used within classrooms.

A parent or guardian must follow the District contested materials policy when asking that any primary, supplemental, or incidental material be reconsidered beyond the established opt-out and alternative requests for their individual child.

Definitions:

- A. Primary Resources: The main instructional tools used within a course, including a range of materials from textbooks and novels to multimedia, digital media, and technology. District-wide committees select primary resources to be approved by the Board on recommendation of the Superintendent.**

Teachers, parents, curriculum specialists, administrators, and when appropriate students will be involved in the selection process. A committee comprising representatives of these groups will develop criteria for selection. Criteria will be weighted, and the recommendations will be ranked. Requests for preview materials shall be coordinated by the district curriculum office from publishers and digital providers who meet minimum state requirements for inclusion.

Before Board adoption of any primary resources, it shall provide a review period of not fewer than thirty (30) days, during which time community members and parents may review, evaluate, and make comments with regard to the proposed adoption. The Board will make every effort to maintain a balance of rights, responsibilities, and freedoms of students, parents, and teachers.

This selection process is designed both to provide resources to instructional staff and to ensure consistency of curriculum across the District. Once adopted by the Board, the selected primary resources shall constitute the common core of appropriate materials to be used by instructional staff to teach all curricula.

Staff may supplement primary resources with appropriate materials when necessary to help meet student needs, within guidelines of all applicable policy and law.

- B. Supplemental Resources: Those instructional materials that support or enhance but do not replace adopted primary resources and curriculum. These materials should address specific instructional needs of students within each District site.**

Supplementary resources fall under the category of instructional materials; thus, professional staff shall be mindful of certain requirements in selecting supplemental resources.

Selection of supplemental resources at a District site should be a cooperative, continuing process in which administrators, parents, teachers, librarians, and students may participate. Teachers committees shall have the primary responsibility for selection of supplemental resources through a collaborative process established at a district level (i.e. New Literature Selection Committee).

The intent of supplemental resources is to enrich the program with the other available materials that did not meet the level required for core primary resources, but may constitute a larger portion of instructional time than incidental resources need. Though selection is made by a peer group of instructors, the decision to utilize the resource is made by the individual teacher.

- C. Incidental Resources: Those instructional materials used occasionally within classrooms at the discretion of a classroom teacher, but do not replace primary or supplemental resource options.**
- D. Multimedia includes all forms of physically printed and/or produced media which includes but is not limited to newspapers, magazine, articles, films, videos and audio that are available in analog (non-digital) formats (i.e. printed, VHS, DVD, CD, etc.).**
- E. Digital Media is an ever changing term and includes but not limited to software, digital images/video/audio files, webpages and websites, social media, data bases, and video games.**

Rating systems for various forms of media vary by industry and type. Though many of the more contemporary media platforms do not have established rating systems, the school board directs personnel to apply the same principles in their selection process as to that of the established rating systems for movies, TV, games and music.

Instructional staff may use multimedia and digital media produced for specific teaching and learning purposes in a classroom, but they may not use those produced with the primary purpose of entertainment unless they make a direct contribution to an adopted course of study. School district staff must preview all resources prior to use.

Free, inexpensive, or teacher purchased materials shall be selected and implemented using the same procedures and guidelines outlined in all applicable policies.

<u>Cross References:</u>	2310-P1	Textbook Adoption Procedure
	2310-P2	Supplemental and Incidental Resources Procedure
	2310-P3	Guidelines for Movies, Videos, DVD's on Bus Trips
	2311	Challenges to Educational Materials
	2311-P1	Challenges to Educational Materials Procedures
	2311-F1	Request Form for Reconsideration of Media
	2312	Copyright

<u>Legal References:</u>	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-7-602, MCA	Textbook selection and adoption

Policy History:

First Reading:	January 19, 2004 – Board of Trustees
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