

**Billings Public Schools**  
**High School Proposal for Addition to Approved Literature**  
 Please save and/or print this document and submit to  
 olszewskic@billingssschools.org.

**Submit proposals for new literature to the school department leader for consideration. Each school will select which two new proposals to submit to the curriculum office per cycle deadline. Curriculum office will provide the Supplemental Literature Committee with copies of the proposals and the literature for the consideration period. There are two consideration cycles per school year.**

<b>Submission Deadline</b>	<b>Committee Meeting for Decision</b>
<b>Semester 1 Second Friday in September</b>	<b>Mid-December prior to break</b>
<b>Semester 2 First Friday in February</b>	<b>Mid-May prior to graduation week</b>

1. Title \_\_\_\_\_ 2. Author \_\_\_\_\_ 3. ISBN Number \_\_\_\_\_

4. Publication information \_\_\_\_\_

Where is it available in print? \_\_\_\_\_ Price per copy? \_\_\_\_\_

5. Proposed Course and semester (Unit?) \_\_\_\_\_

6. Instructor(s) and School submitting proposal \_\_\_\_\_

7. Plot Summary \_\_\_\_\_

8. Critical Reviews: List sources and attach copies of at least two (2) critical reviews. Please be mindful of the sources (academic vs consumer reviews)

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9. Academic Review: In 500 words or less, describe how this proposed new literature fits into the curriculum (include MT Core or ACT Standards), and identify one way in which this book will enrich the unit of study.

10. Policy 2310-P2 states: *When selecting materials, teachers and administrators must review their content and consider the issues of violence, profanity, prurient subject matter, cultural concerns, and historical accuracy in the selection process.* Which of these five areas of concern are present in the proposed literature (include chapters or page numbers) and describe how the level of educational value/purpose outweighs the level of concern.

11. Considering your analysis in the prior question and additional guidelines in Policy 2310-P2 ([link here](#)), is there a need for parental notifications, opt-out, and alternative reading options? If so, how are you prepared to address such requests?

Thank you for your proposal. The committee consideration and decision will take a few months. If needed, you may be contacted for additional information to address questions/concerns from the committee.

Committee Decision

Approved / Disapproved

Date:

Signature \_\_\_\_\_

Executive Director of Curriculum and Instruction