

1 Great Falls School District

2
3 **INSTRUCTION**

2311

4
5 Instructional Materials

6
7 The Board is legally responsible to approve and to provide the necessary instructional materials
8 used in the District. Textbooks and instructional materials should provide quality learning
9 experiences for students consistent with Board approved curriculum and student instruction
10 specified in Policy 2050 and Policy 2120 and the District's Strategic Action Plan adopted in
11 accordance with Policy 1610. Instructional materials are different from library materials. Library
12 materials are governed by Policy 2309.

13
14 Basic instructional course material in the fundamental skill areas of language arts, mathematics,
15 science, and social studies should be reviewed at intervals not exceeding five (5) years, or
16 consistent with the state's standards revision schedule that are consistent with the goals of the
17 continuous school improvement plan. There are times when students may be asked to pay for
18 instructional materials. In required classes, students may have to purchase optional items. In
19 elective classes students may be asked to purchase required items. In either case, the District may
20 loan these materials to the student as determined on a case by case basis. A list of class-fees will
21 be presented to the Board annually.

22
23 Instructional materials may be made available for loan to students when the best interest of the
24 District and student will be served by such a decision. Students will not be charged for normal
25 wear. They will be charged replacement cost, however, as well as for excessive wear,
26 unreasonable damage, or lost materials. The professional staff will maintain records necessary
27 for the proper accounting of all instructional materials.

28
29 Selection, Adoption, and Removal of Textbooks and Instructional Materials

30
31 Curriculum committees will generally be responsible to recommend textbooks and major
32 instructional materials purchases. Recommendations will be made to the Superintendent or
33 designee. The function of the committee is to ensure that materials are selected in conformance
34 with stated criteria and established District goals and objectives. A curriculum committee will
35 consist primarily of members in a particular department. The same basic selection procedures
36 should be followed as with District-wide committees to also include one or more community
37 members.

38
39 Textbooks and instructional materials shall be selected by a curriculum committee representing
40 the various staff who will likely be using the materials. In most, but not all, cases an
41 administrator will chair the committee. Each committee should develop, prior to selection, a set
42 of selection criteria against which textbooks will be evaluated. The criteria should include the
43 following, along with other appropriate criteria:

- 44
45
- Be congruent with identified instructional objectives.
 - Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical
- 46

1 Standards.

- 2 • Provide background information to enable students to make intelligent judgments.
- 3 • Present more than one viewpoint on controversial issues.
- 4 • Be representative of the many religious, ethnic, and cultural groups and their contributions
- 5 through realistic, non-stereotypical portrayals.
- 6 • Assist teachers in providing moral and civic instruction to students consistent with § 20-4-
- 7 301(1)(f), MCA.
- 8 • Recognize the distinct and unique cultural heritage of American Indians.
- 9 • Comply with equality and nondiscrimination standards in Article X, Section 1 of the
- 10 Montana Constitution and § 49-2-307, MCA.
- 11 • Be priced in a manner that is consistent with District budgetary capacity.

12
13 Removal

14
15 Textbooks and instructional materials may be removed when they no longer meet the criteria for
16 initial selection, have been replaced by new items, when they are worn out, or when they have
17 been judged inappropriate through the Instructional or Library Material Review Process in
18 accordance with Policy 2314 or Policy 1770, when applicable.

19
20 Materials will be discarded in compliance with § 20-6-604, MCA and Policy 7251. When the
21 decision to sell or dispose of instructional materials is made, the Board will adopt a resolution to
22 sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete,
23 undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice
24 of the resolution in the newspaper of general circulation in the District. The resolution may not
25 become effective for fourteen (14) days after notice is published.

26
27 Cross Reference:

28 Policy 1610	Goals and Objectives
29 Policy 1770	Uniform Complaint Procedure
30 Policy 2050	Innovative Student Instruction
31 Policy 2120	Curriculum and Assessment
32 Policy 2309	District Library Program
33 Policy 2314	Instructional or Library Material Review
34 Policy 7251	Disposal of School Property

35
36 Legal Reference:

37 Article X, section 1, Montana Constitution	
38 § 20-4-301(1)(f), MCA	Duties of Teacher
39 § 20-4-402, MCA	Duties of District Superintendent or County High School Principal
40 § 20-6-604, MCA	Disposal of School Property
41 § 20-7-601, MCA	Free textbook provisions
42 § 20-7-602, MCA	Textbook selection and adoption
43 § 49-2-307, MCA	Discrimination in Education
44 10.55.603, ARM	Curriculum and Assessment

45

- 1 Policy History:
- 2 Adopted on: August 19, 2024