

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 Three levels of Resources:

- 30
- 31 • Primary/Core: Major instructional resources integral to a course, subject to Board approval.
  - 32 • Supplemental Resources: Additional instructional resources that consistently
  - 33 support/enhance instruction (must tie to course standards), not subject to Board approval.
  - 34 • Incidental Resources: Additional instructional resources that are used occasionally within
  - 35 classrooms at the discretion of the classroom teacher (resources must tie to course), not
  - 36 subject to Board approval.
- 37

38 Selection, Adoption, and Removal of Textbooks and Instructional Materials

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

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

- 7  
8
- Be congruent with identified instructional objectives.
  - 9 • Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical  
10 Standards.
  - 11 • Provide background information to enable students to make intelligent judgments.
  - 12 • Present more than one viewpoint on controversial issues.
  - 13 • Be representative of the many religious, ethnic, and cultural groups and their contributions  
14 through realistic, non-stereotypical portrayals.
  - 15 • Assist teachers in providing moral and civic instruction to students consistent with § 20-4-  
16 301(1)(f), MCA.
  - 17 • Recognize the distinct and unique cultural heritage of American Indians.
  - 18 • Comply with equality and nondiscrimination standards in Article X, Section 1 of the  
19 Montana Constitution and § 49-2-307, MCA.
  - 20 • Be priced in a manner that is consistent with District budgetary capacity.
- 21

22 Primary/Core materials may be replaced for students with an IEP by a student's IEP team.

23  
24 Selection of Supplemental Resources

25 Additional instructional resources that support/enhance instruction

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27 Selection of supplemental resources should be a cooperative, continuing process in which  
28 teachers have the primary responsibility for selection using form 2311F.

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30 Removal

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

36  
37 Materials will be discarded in compliance with § 20-6-604, MCA and Policy 7251. When the  
38 decision to sell or dispose of instructional materials is made, the Board will adopt a resolution to  
39 sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete,  
40 undesirable, or unsuitable for the school purposes of the District. The Board will publish a notice  
41 of the resolution in the newspaper of general circulation in the District. The resolution may not  
42 become effective for fourteen (14) days after notice is published.

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44 Cross References:

45 Policy 1610 Goals and Objectives

46 Policy 1770 Uniform Complaint Procedure

- 1 Policy 2050 Innovative Student Instruction
- 2 Policy 2120 Curriculum and Assessment
- 3 Policy 2158 Family Engagement Policy
- 4 Policy 2309 District Library Program
- 5 Policy 2311F Supplemental Resources Vetting Document
- 6 Policy 2314 Instructional or Library Material Review
- 7 Policy 7251 Disposal of School Property

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9 Legal Reference:

- 10 Article X, section 1, Montana Constitution
- 11 § 20-4-301(1)(f), MCA Duties of Teacher
- 12 § 20-4-402, MCA Duties of District Superintendent or County High School Principal
- 13 § 20-6-604, MCA Disposal of School Property
- 14 § 20-7-601, MCA Free textbook provisions
- 15 § 20-7-602, MCA Textbook selection and adoption
- 16 § 49-2-307, MCA Discrimination in Education
- 17 10.55.603, ARM Curriculum and Assessment

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19 Policy History:

- 20 Adopted on: August 19, 2024
- 21 Revised on: April 27, 2026