

## INSTRUCTION

2311

Instructional Materials

The Board is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential and must be compatible with previous and future offerings.

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

Cross Reference: 2314 Learning Materials Review

Legal Reference:	§ 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:

Adopted on:

Revised on:

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3 **INSTRUCTION**

2311P

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

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7 Curriculum committees will generally be responsible to recommend textbooks and major  
8 instructional materials purchases. Recommendations will be made to the Superintendent. The  
9 function of the committee is to ensure that materials are selected in conformance with stated  
10 criteria and established District goals and objectives. A curriculum committee may consist of  
11 only those members in a particular department. The same basic selection procedures should be  
12 followed as with District-wide committees.

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14 Selection and Adoption

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16 Textbooks shall be selected by a curriculum committee representing the various staff who will  
17 likely be using the text. In most, but not all, cases an administrator will chair the committee.  
18 Each committee should develop, prior to selection, a set of selection criteria against which  
19 textbooks will be evaluated. The criteria should include the following, along with other  
20 appropriate criteria. Textbooks shall:

- 21  
22 • Be congruent with identified instructional objectives;  
23 • Present more than one viewpoint on controversial issues;  
24 • Present minorities realistically;  
25 • Present non-stereotypic models;  
26 • Facilitate the sharing of cultural differences;  
27 • Be priced appropriately.

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29 Removal

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31 Textbooks may be removed when they no longer meet the criteria for initial selection, when they  
32 are worn out, or when they have been judged inappropriate through the Learning Materials  
33 Review Process.

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37 Procedure History:

38 Promulgated on:

39 Revised on: