

Selection and Adoption of Instructional Materials

The District is legally responsible to approve and to provide the necessary instructional materials used in the District. Textbooks and instructional materials, except those used as supplemental materials, shall be selected by the Principal and adopted by the Board prior to their use in schools. The Principal may authorize trial-use texts of a pilot nature for a period of no more than one school year prior to Board adoption. Materials approved for trial use shall be restricted to classes specified. The responsibility for preparing student-reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the District. 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 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, for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Curriculum committees will generally be responsible to recommend textbooks and major instructional materials purchases. Recommendations will be made to the Board. The function of the committee is to ensure that materials are selected in conformance with stated criteria and established District goals and objectives.

Instructional Material Selection, Adoption and Removal

A curriculum committee representing the various staff who will likely be using the materials shall select instructional materials. Each committee should develop, prior to selection, a set of selection criteria against which materials will be evaluated. The criteria should include the following along with other appropriate criteria. Instructional materials shall:

1. Be congruent with identified instructional objectives;
2. Present more than one viewpoint on controversial issues;
3. Present minorities realistically;
4. Present non-stereotypic models;
5. Facilitate the sharing of cultural differences;
6. Be priced appropriately.

Instructional materials may be removed when they no longer meet the criteria for initial selection, when they are worn out, or when they have been judged inappropriate through the Learning Materials Review Process (policy 4311).

Legal Reference:	§ 20-7-601-603 MCA	Free Textbook Provision
	§ 20-7-602 MCA	Textbook Selection and Adoption
	§ 20-7-603 MCA	Textbooks Obtained from Licensed Textbook Dealer

Policy History:
 Adopted on: 2008-09
 Revised on: 09-2018