

SEX EDUCATION OPERATIONAL GUIDE FOR K-12 CURRICULUM DEVELOPMENT



**Clark County School District
Las Vegas, Nevada**

Developed March 1981
Revised January 1988, May 1996, June 2000, August 2004, January 2010

SEX EDUCATION OPERATIONAL GUIDE FOR K-12 CURRICULUM DEVELOPMENT



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Revisions Approved by the Sex Education Advisory Committee

Clark County School District
Curriculum and Professional Development Division
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**CLARK COUNTY SCHOOL DISTRICT
SEX EDUCATION OPERATIONAL GUIDE FOR
K-12 CURRICULUM DEVELOPMENT**

INTRODUCTION

The Sex Education Operational Guide for K-12 Curriculum Development was developed within the context of Nevada Revised Statute (NRS) 389.065 and Clark County School District Regulation (CCSD) 6123. NRS 389.065 authorizes the establishment of units of instruction on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS). This document provides the appropriate scope of instruction on growth and development for fifth grade and sex education for eighth grade and high school. In addition, other courses that contain units of instruction on these concepts (aligned to Nevada State Standards and CCSD curriculum documents) are identified in this guide.

The goal of sex education is to provide students with accurate information about the human body and reproduction and an understanding of themselves in relationship to responsible decision making. This information is presented in a factual, unbiased manner at the students' appropriate maturation levels.

The CCSD's sex education instruction is abstinence-based. Abstinence-based sex education teaches that abstinence is the only 100 percent effective method for avoiding sexually transmitted infections (STIs) and unintended pregnancy, while also teaching about contraception. It teaches interpersonal and communication skills which assist young people to develop their own values, goals, and opinions. See Appendix A for NRS 389.065 and Appendix B for CCSD Regulation 6123.

The effectiveness of sex education classroom instruction depends upon the quality of the teacher. The subject matter requires sensitivity to the needs of both students and the community. Because of the wide diversity of ethnic, religious, and cultural differences in the community, sex education instruction in CCSD requires factual instruction and sensitive treatment. This promotes CCSD Board of Trustees Governance Policy EL-03: *Treatment of Students and Their Families*. Responsibly trained teachers and nurses and carefully selected materials are imperative to the success of instruction. School nurses and counselors can also provide additional information for students at any grade level, when students have individual or personal questions.

SCOPE OF INSTRUCTION

The following sections outline the appropriate scope for growth and development instruction for all fifth grade students and sex education for all eighth grade and high school students aligned with health courses in the Clark County School District. At the elementary level, the *Fifth Grade Human Growth and Development Unit of Instruction* may be taught by the school nurse or a teacher designated by the school site administrator. Sex education in Health 8 in middle school and Health Education in high school may only be taught by teachers who hold a secondary license with the proper qualifying endorsement (Health Education, School Nurse, Physical Education & Health, and Health Occupations).

Other courses may contain content or topics related to NRS 389.065 or CCSD Regulation 6123. These courses are listed on page seven of this guide. Units of instruction on these topics may only be taught by teachers who hold a secondary license with the proper qualifying endorsement to teach these specific courses. Teachers with these endorsements have been approved by the Board of Trustees as long as the unit of instruction is found in the corresponding CCSD curriculum document which is based on the Nevada State standards.

Adopted CCSD standards-based curriculum documents are utilized when teaching the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) per NRS 389.065. Parental permission must be obtained before teaching these concepts and materials must be made available for parent review per CCSD Regulation 6123 (see Appendix B). A sample parent/guardian permission letter is in Appendix D.

GRADE FIVE	
TOPICS	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Develop an understanding of the structure and function of the male and female reproductive system. • Develop vocabulary which permits a dignified discussion of body parts and processes. • Develop an understanding of the body changes that occur in the male and female during puberty. • Recognize the emotional changes which accompany physical changes during puberty. • Understand the importance of good personal hygiene and body care.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Discuss how the HIV virus is transmitted . • Describe the effects of HIV/AIDS on the immune system.
Sexual Responsibility	<ul style="list-style-type: none"> • Develop an understanding of the important decisions boys and girls make which will affect their lives. • Develop the awareness for individuals to take personal responsibility of their actions. • Develop an understanding that positive and open communication with parents/guardians is important.

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

HEALTH GRADE 8	
TOPICS	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Recognize the structures and functions of the male and female reproductive system. • Use correct anatomical terms. • Recognize the physical changes which occur during adolescence. • Describe emotional changes related to puberty. • Analyze the physical, mental, and emotional implications of teenage pregnancy.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Describe how sexually transmitted infections are acquired. • Describe the signs, symptoms, and prevention of various sexually transmitted infections. • Define HIV and AIDS. • Describe ways to reduce the risk of HIV.
Sexual Responsibility	<ul style="list-style-type: none"> • Explain the importance of seeking advice from a trusted adult or medical professional when concerned about problems related to the reproductive system. • Maintain a positive and open communication with parents/guardians. • Discuss the role of abstinence in preventing pregnancy and sexually transmitted infections. • Compare the effectiveness of common contraceptives. • Explore health risks and misinformation regarding the use of contraceptives. • List physical and emotional consequences of sexual activity. • Define responsible peer relationships. • Define sexual harassment.

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

HIGH SCHOOL HEALTH	
TOPICS	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Review the structures and functions of the male and female reproductive system. • Use correct anatomical terms. • Relate endocrine function to changes which occur during adolescence. • Describe emotional changes related to puberty. • Analyze the physical, mental, and emotional implications of teenage pregnancy.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Describe how sexually transmitted infections are acquired. • Describe the signs, symptoms, and prevention of various sexually transmitted infections. • Describe the treatment of the most common sexually transmitted infections. • Differentiate between HIV and AIDS. • Describe ways to reduce the risk of HIV. • Describe how AIDS effects the immune system. • Explain ways to prevent the spread of HIV / AIDS.
Sexual Responsibility	<ul style="list-style-type: none"> • Explain the importance of seeking advice from a trusted adult or medical professional when concerned about problems related to the reproductive system. • Maintain a positive and open communication with parents/guardians. • Discuss the role of abstinence in preventing pregnancy and sexually transmitted infections. • Explain the types and functions of common contraceptives. • Analyze the effectiveness of contraceptive methods. • Explore health risks and misinformation regarding the use of contraceptives. • Discuss physical and emotional consequences of sexual activity. • Define responsible peer relationships. • Discuss sexual harassment and legal consequences. • Gain knowledge of the health resources available in the community.

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

SECONDARY COURSE LIST

The secondary courses listed below include units of instruction specified in curriculum documents that align to NRS 389.065 and CCSD Regulation 6123. These courses may only be taught by teachers who hold a secondary license with the proper qualifying endorsement. Only these teachers have been approved by the Board of Trustees to teach the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS).

COURSE NAME	SASI NUMBER
Anatomy and Physiology H	6800
AP Biology	6770
Biology	6760
Biology Honors	6760
Biology II	6770
Early Childhood Education I	8780
Early Childhood Education II	8790
Epidemiology H	6570
Sports Medicine I	6580

SITE SPECIFIC COURSES	SASI NUMBER
Anatomy and Physiology II H	6830
Biology I H AMSAT	6765
Biology II IB	6770
Biology III IB	6840
Biomedical Innovation	9574
Emergency Medicine Training	6220.
Health Science I	9066
Health Science II	6550
Human Body Systems	9852
Human Diseases	6560
Medical Assisting	9850
Medical Interventions	9851
MYP Biology I H	6532
Nursing Assistant	9830
Principles of Biomedical Sciences	9573
Sports Medicine II	6585

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

Appendix A

NRS 389.065

NRS 389.065 Instruction on acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility.

1. The board of trustees of a school district shall establish a course or unit of a course of:
 - (a) Factual instruction concerning acquired immune deficiency syndrome; and
 - (b) Instruction on the human reproductive system, related communicable diseases and sexual responsibility.
2. Each board of trustees shall appoint an advisory committee consisting of:
 - (a) Five parents of children who attend schools in the district; and
 - (b) Four representatives, one from each of four of the following professions or occupations:
 - (1) Medicine or nursing;
 - (2) Counseling;
 - (3) Religion;
 - (4) Pupils who attend schools in the district; or
 - (5) Teaching.

This committee shall advise the district concerning the content of and materials to be used in a course of instruction established pursuant to this section, and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the board of trustees.

3. The subjects of the courses may be taught only by a teacher or school nurse whose qualifications have been previously approved by the board of trustees.

4. The parent or guardian of each pupil to whom a course is offered must first be furnished written notice that the course will be offered. The notice must be given in the usual manner used by the local district to transmit written material to parents, and must contain a form for the signature of the parent or guardian of the pupil consenting to his attendance. Upon receipt of the written consent of the parent or guardian, the pupil may attend the course. If the written consent of the parent or guardian is not received, he must be excused from such attendance without any penalty as to credits or academic standing. Any course offered pursuant to this section is not a requirement for graduation.

5. All instructional materials to be used in a course must be available for inspection by parents or guardians of pupils at reasonable times and locations before the course is taught, and appropriate written notice of the availability of the material must be furnished to all parents and guardians.

(Added to NRS by 1979, 836; A 1987, 1734)

Appendix B

CLARK COUNTY SCHOOL DISTRICT REGULATION 6123 INSTRUCTION IN THE HUMAN REPRODUCTIVE SYSTEM, RELATED COMMUNICABLE DISEASES, SEXUAL RESPONSIBILITY, AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

- I. The Board of School Trustees authorizes the establishment of units of instruction on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome.
 - A. Recognizing the sensitive nature of this area of instruction, the Board shall appoint an advisory committee consisting of:
 1. Five parents of children who attend schools in the Clark County School District.
 2. Four representatives, one from each of four of the following professions or occupations:
 - a. Medicine or nursing.
 - b. Counseling.
 - c. Religion.
 - d. Pupils who attend school in the district, or
 - e. Teaching.
 3. A male and female student will be appointed as non-voting members to serve as a resource to the committee.
 - B. This committee shall advise the Superintendent, who shall advise the Board concerning the content of and materials to be used in the units of instruction and the recommended grade levels for which the instruction is offered. The final decision on these matters will be made by the Board.
 - C. The concepts and topics for each grade or course are contained in the district's Sex Education Operational Guide for K-12 Curriculum Development. Teaching units will be prepared and instruction will be based within specific guidelines contained in this document.
 - D. All instructional materials used in classroom presentations must be reviewed by the Sex Education Advisory Committee and approved by the Superintendent, and then presented to the Board for approval. New materials or those not previously approved may be submitted to the Instructional Division for appropriate action.
 - E. The subjects of the units of instruction may be taught only by a teacher or school nurse whose qualifications have been previously approved by the Superintendent and the Board.
 - F. The parent or guardian of each student to whom the units of instruction are offered must first be furnished written notice that the instruction will be offered. The notice must be given in the usual manner used by the district to transmit written material to parents and must contain a form for the signature of the parent or guardian of the student consenting to the student's attendance. Upon receipt of the written consent of the parent or guardian, the student may attend the instruction. Any student

who does not have written consent must be excused from such attendance without any penalty as to credits or academic standing.

- G. All instructional materials to be used in the units of instruction must be available for inspection by parents or guardians of students at reasonable times and locations prior to the actual instruction. Appropriate written notice of the availability of the material must be furnished to all parents and guardians.

Legal Reference: NRS Section 389.065

Courses of Study Review Responsibility: Instructional Division

Adopted: [6123: 8/13/81]

Revised: 9/24/81; 10/9/90; 3/24/92

Pol Gov Rev: 6/28/01

Appendix C

NRS 432B.220 Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect.

1. Any person who is described in subsection 3 and who, in his professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall:

(a) Except as otherwise provided in subsection 2, report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency; and

(b) Make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.

2. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that the abuse or neglect of the child involves an act or omission of:

(a) A person directly responsible or serving as a volunteer for or an employee of a public or private home, institution or facility where the child is receiving child care outside of his home for a portion of the day, the person shall make the report to a law enforcement agency.

(b) An agency which provides child welfare services or a law enforcement agency, the person shall make the report to an agency other than the one alleged to have committed the act or omission, and the investigation of the abuse or neglect of the child must be made by an agency other than the one alleged to have committed the act or omission.

3. A report must be made pursuant to subsection 1 by the following persons:

(a) A physician, dentist, dental hygienist, chiropractor, optometrist, podiatric physician, medical examiner, resident, intern, professional or practical nurse, physician assistant, psychiatrist, psychologist, marriage and family therapist, alcohol or drug abuse counselor, athletic trainer, advanced emergency medical technician or other person providing medical services licensed or certified in this state;

(b) Any personnel of a hospital or similar institution engaged in the admission, examination, care or treatment of persons or an administrator, manager or other person in charge of a hospital or similar institution upon notification of suspected abuse or neglect of a child by a member of the staff of the hospital;

(c) A coroner;

(d) A clergyman, practitioner of Christian Science or religious healer, unless he has acquired the knowledge of the abuse or neglect from the offender during a confession;

(e) A social worker and an administrator, teacher, librarian or counselor of a school;

(f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child;

(g) Any person licensed to conduct a foster home;

(h) Any officer or employee of a law enforcement agency or an adult or juvenile probation officer;

(i) An attorney, unless he has acquired the knowledge of the abuse or neglect from a client who is or may be accused of the abuse or neglect;

(j) Any person who maintains, is employed by or serves as a volunteer for an agency or service which advises persons regarding abuse or neglect of a child and refers them to persons and agencies where their requests and needs can be met;

(k) Any person who is employed by or serves as a volunteer for an approved youth shelter. As used in this paragraph, "approved youth shelter" has the meaning ascribed to it in [NRS 244.422](#); and

(l) Any adult person who is employed by an entity that provides organized activities for children.

4. A report may be made by any other person.

5. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that a child has died as a result of abuse or neglect, the person shall, as soon as reasonably practicable, report this belief to the appropriate medical examiner or coroner, who shall investigate the report and submit to an agency which provides child welfare services his written findings. The written findings must include, if obtainable, the information required pursuant to the provisions of subsection 2 of [NRS 432B.230](#).

(Added to NRS by 1985, 1371; A 1987, 2132, 2220; 1989, 439; 1993, 2229; 1999, [3526](#); 2001, [780](#), [1150](#); 2001 Special Session, [37](#); 2003, [910](#), [1211](#))

Appendix D

NAC 441A.245 Duty of principal, director or other person in charge of school, child care facility or correctional facility to report communicable disease; content of report; cooperation with health authority. ([NRS 441A.120](#))

1. The principal, director or other person in charge of a school, child care facility or correctional facility who knows of or suspects the presence of a communicable disease within the school, child care facility or correctional facility shall report the communicable disease to the health authority having jurisdiction where the school, child care facility or correctional facility is located. The report must be made in the manner provided in [NAC 441A.225](#).

2. The report must include:

- (a) The communicable disease or suspected communicable disease.
- (b) The name and the address or telephone number of the person known or suspected to have the communicable disease.
- (c) The name, address and telephone number of the person making the report.
- (d) The occupation, employer, age, sex, race and date of birth of the person known or suspected to have the communicable disease, if available.
- (e) The date of onset and the date of diagnosis of the communicable disease.
- (f) Any other information requested by the health authority, if available.

3. The principal, director or other person in charge of a school, child care facility or correctional facility shall promptly cooperate with the health authority during:

- (a) An investigation of the circumstances or cause of a case, suspected case, outbreak or suspected outbreak.
 - (b) The carrying out of measures for the prevention, suppression and control of a communicable disease, including procedures of exclusion, isolation and quarantine.
- (Added to NAC by Bd. of Health, eff. 1-24-92)

Appendix E

SEX EDUCATION MATERIALS REVIEW REQUEST Please
send this form to K-12 Science, Health and Foreign Language Suite
2-D, CPD Center
or by fax at 855-9773.

Employee Name: Work
Location: Description of
Material(s): _____

Printed Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

Audiovisual Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

Other

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

.....
Signature of Employee _____

Date received at Curriculum and Professional Development _____

Appendix F

SAMPLE PARENT/GUARDIAN PERMISSION FORM

SEX EDUCATION

DATE: _____

Dear Parent/Guardian:

In compliance with the Nevada Revised Statutes 389.065, schools are required to obtain permission from the parent/guardian of students who attend a class where instruction may include topics about the human reproductive system and related communicable diseases. Your child's Health-8 class will include instruction/discussion about the human reproductive system, communicable diseases, including AIDS, and/or sexual responsibility.

If you approve of your child attending class during the time of this instruction, please indicate your approval by signing this permission form below on the appropriate line.

It is also required that the school provide parents the opportunity to inspect instructional materials related to instruction about the human reproductive system, related communicable diseases, and sexual responsibility. If you desire to review these materials or if you have any questions, please call the principal's office.

Keep this portion of the letter for your reference.

Please complete this form and return it to the school.

Please check: Yes, I want my child to have these lessons.

No, I do not want my child to have these lessons.

I understand that appropriate educational alternate instruction will be provided.

Child's name: _____

Parent and/or guardian's signature

Date: _____

***NOTE:** This form should be printed on school letterhead. It is recommended that schools customize this letter to provide specific information on dates for instruction and dates, times, and locations for parental preview opportunities.

Appendix H
Grade 5 Growth and Development Unit
(school logo)

Dear Parent or Guardian:

In compliance with Nevada law (NRS.389.065), schools are required to obtain permission from a parent or guardian of students who attend class during the time that instruction may include topics about the human reproductive systems and HIV/AIDS education. This year, we will be covering the introductory unit on this subject for fifth grade girls and boys on _____.

If you approve of your son/daughter attending this introductory growth and development class, please sign the permission form below on the appropriate line and return it to school by _____.

Please note: Boys and girls will be taught separately during this time, but each group will receive instruction on male and female anatomy, puberty, and hygiene.

Sincerely,

Site Administrator

School Nurse

PLEASE RETURN TO SCHOOL BEFORE _____
(date)

Student's Name _____
Room _____

_____ I approve of my son/daughter attending the class during the period of instruction as explained above.

_____ I do NOT wish to have my son/daughter attending the class during the period of instruction as outlined above. I understand that an appropriate educational alternative will be provided for my son/daughter during the period of instruction indicated above.

Parent / Guardian Signature

Date

Apéndice I
Unidad de Crecimiento y Desarrollo del Quinto Grado
(school logo)

Estimado Padre o Tutor:

De acuerdo con la ley de Nevada (NRS.389.065), se exige que las escuelas obtengan el permiso del padre o tutor de los estudiantes que asistan a la clase durante el horario en el cual la instrucción pudiera incluir temas educativos sobre los sistemas de la reproducción humana y el VIH/SIDA. Este año, repasaremos la unidad preliminar sobre este tema para las niñas y los niños de quinto grado el _____.

Si usted está de acuerdo con que su hijo/a asista a esta clase preliminar de crecimiento y desarrollo, por favor firme el formulario de permiso que sigue a continuación en la línea adecuada y regréselo a la escuela a más tardar _____.

Atención: Los niños y las niñas serán instruidos por separado durante este tiempo, pero cada grupo recibirá enseñanza sobre la anatomía masculina y femenina, pubertad e higiene.

Atentamente,

Administrador Encargado

Enfermero Escolar

POR FAVOR ENTREGUE A LA ESCUELA ANTES DEL _____
(fecha)

Nombre del Estudiante _____
Salón _____

_____ Estoy de acuerdo en que mi hijo/a asista a la clase durante el periodo de instrucción como se explicó anteriormente.

_____ NO estoy de acuerdo en que mi hijo/a asista a la clase durante el periodo de instrucción como se ha descrito anteriormente. Entiendo que se proporcionará a mi hijo/a una alternativa educativa adecuada durante el periodo de instrucción descrito anteriormente.

Firma del Padre/Tutor

Fecha

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The goal of sex education in CCSD is to provide students with accurate information about the human body and reproduction and an understanding of themselves in relationship to responsible decision making. This information is presented in a medically factual, unbiased manner at the students' appropriate maturation levels. See Appendix A for NRS 389.065 and Appendix B for CCSD Regulation 6123.

The effectiveness of sex education classroom instruction depends upon the quality of the teacher. The subject matter requires sensitivity to the needs of both students and the community. Because of the wide diversity of ethnic, religious, and cultural differences in the community, sex education instruction in CCSD requires factual instruction and sensitive treatment. This promotes CCSD Board of Trustees Governance Policy EL-03: *Treatment of Students and Their Families*. Responsibly trained teachers and nurses and carefully selected materials are imperative to the success of instruction. School nurses and counselors can also provide additional information for students at any grade level, when students have individual or personal questions.

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Other courses may contain content or topics related to NRS 389.065 or CCSD Regulation 6123. These courses are listed on page seven of this guide. Units of instruction on these topics may only be taught by teachers who hold a secondary license with the proper qualifying endorsement to teach these specific courses. Teachers with these endorsements have been approved by the Board of Trustees as long as the unit of instruction is found in the corresponding CCSD curriculum document which is based on the Nevada State standards.

Adopted CCSD standards-based curriculum documents are utilized when teaching the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) per NRS 389.065. Parental permission must be obtained before teaching these concepts and materials must be made available for parent review per CCSD Regulation 6123 (see Appendix B). A sample parent/guardian permission letter is in Appendix D.

GRADE FIVE	
TOPICS	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Develop an understanding of the structure and function of the male and female reproductive system. • Develop vocabulary which permits a dignified discussion of body parts and processes. • Develop an understanding of the body changes that occur in the male and female during puberty. • Recognize the emotional changes which accompany physical changes during puberty. • Understand the importance of good personal hygiene and body care.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Discuss how the HIV virus is transmitted . • Describe the effects of HIV/AIDS on the immune system.
Sexual Responsibility	<ul style="list-style-type: none"> • Develop an understanding of the important decisions boys and girls make which will affect their lives. • Develop the awareness for individuals to take personal responsibility of their actions. • Develop an understanding that positive and open communication with parents/guardians is important.

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

HEALTH GRADE 8	
TO	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Recognize the structures and functions of the male and female reproductive system. • Use correct anatomical terms for the reproductive systems. • Recognize the physical changes which occur during adolescence. • Describe emotional changes related to puberty. • Analyze the physical, mental, and emotional implications of teenage pregnancy. • Describe the process of fertilization. • List the signs and stages of pregnancy. • Explain the importance of seeking advice from a trusted adult or medical professional when concerned about problems related to the reproductive system. • Explain the physical, social, and emotional changes that parents experience during pregnancy.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Describe how sexually transmitted infections are acquired. • Describe the signs, symptoms, and prevention of various sexually transmitted infections. • Explain that some sexually transmitted infections are curable and some are incurable. • Define HIV and AIDS. • Recognize HIV is not transmitted by casual contact. • Describe ways to reduce the risk of HIV and other sexually transmitted diseases.
Sexual Responsibility	<ul style="list-style-type: none"> • Explain the importance of seeking advice from a trusted adult or medical professional when concerned about problems related to the reproductive system. • Maintain a positive and open communication with parents/guardians. • Define sexual activity. • Identify sources of influence related to sexual activity. • List physical and emotional, <u>and social</u> consequences of sexual activity. • Define responsible <u>healthy</u> peer relationships. • Evaluate influences on relationships. • Compare healthy versus an unhealthy relationship. • Apply conflict management techniques. • Understand family relationships. • Define abstinence. • List the physical, emotional, and social benefits of abstinence. • Practice refusal skills strategies to reinforce the decision to remain abstinent. • Define contraceptives. • Compare the benefits of abstinence to the effectiveness of common contraceptives methods. • Explore the positive and negative implications regarding the use of various contraceptive methods. • Discuss the role of abstinence in preventing pregnancy and sexually transmitted infections. • Explore health risks and misinformation regarding the use of contraceptives. • Define sexual harassment. • Discuss the importance of prenatal care. • Identify various substances that may be harmful to the mother and developing fetus. • Understand the causes of fetal alcohol syndrome. • Analyze the physical, mental, and emotional implications of teenage pregnancy. • Determine the various responsibilities involved in parenting.

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

HIGH SCHOOL HEALTH	
TOPICS	OBJECTIVES
Human Reproductive System	<ul style="list-style-type: none"> • Examine the structures and functions of the endocrine system. • Review the structures and functions of the male and female reproductive system. • Use correct anatomical terms. • Relate endocrine function to changes which occur during adolescence. • Describe emotional changes related to puberty. • Analyze the physical, mental, and emotional implications of teenage pregnancy. • Understand the importance of self-examination in order to maintain reproductive health. • Differentiate between types of reproductive health concerns and the appropriate medical resources available in the community. • Recognize early signs of pregnancy. • Identify the physical and emotional changes a woman goes through during their pregnancy. • Describe health risks involved in teenage pregnancies. • Differentiate between a zygote, embryo, and fetus. • Identify substances known to cause problems for a developing fetus. • Describe common birth defects. • Identify the stages of labor.
AIDS and Related Communicable Diseases	<ul style="list-style-type: none"> • Describe how sexually transmitted infections are acquired. • Describe the signs, symptoms, and prevention of various sexually transmitted infections. • Describe the treatment of the most common types of sexually transmitted infections. • Differentiate between HIV and AIDS. • Describe ways to reduce the risk of HIV. • Describe how HIV/AIDS affects the immune system. body. • Explain-Discuss ways to prevent the spread of HIV/AIDS and sexually transmitted infections.

Sexual Responsibility	<ul style="list-style-type: none"> • Explain the importance of seeking advice from a trusted adult or medical professional when concerned about problems related to the reproductive system. • Maintain a positive and open communication with parents/guardians. • Discuss the role of abstinence in preventing pregnancy and sexually transmitted infections. • Explain the types and functions of common <u>contraceptives methods.</u> • Analyze the effectiveness of contraceptive methods. • Explore health risks and misinformation <u>the positive and negative implications</u> regarding the use of <u>various</u> contraceptives <u>methods.</u> • Discuss <u>the</u> physical and emotional consequences of sexual activity. • Define responsible peer relationships. • Discuss sexual harassment and legal consequences. • Gain knowledge of the health resources available in the community. • <u>Describe how healthy relationships develop over time.</u> • <u>Comprehend the definition of sexual activity.</u> • <u>Describe the benefits of abstaining from sexual activity.</u> • <u>Describe the importance of maintaining self-control in order to attain long-term goals.</u> • <u>Practice refusal skills strategies to reinforce the decision to remain abstinent.</u> • <u>Identify the impact teenage pregnancy has on the physical, mental, and emotional well-being of teenage parents.</u> • <u>Describe the components of appropriate prenatal health care.</u> • <u>Simulate parental responsibility for care of children and financial obligations towards a family.</u>
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Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

SECONDARY COURSE LIST

The secondary courses listed below include units of instruction specified in curriculum documents that align to NRS 389.065 and CCSD Regulation 6123. These courses may only be taught by teachers who hold a secondary license with the proper qualifying endorsement. Only these teachers have been approved by the Board of Trustees to teach the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS).

COURSE NAME	SASI NUMBER
Principles of Anatomy and Physiology H	6800 6538H
AP Biology	6770
Biology	6760
Biology Honors	6760
Biology II	6770
Early Childhood Education I	8780
Early Childhood Education II	8790
Principles of Epidemiology H	6570 6542H
Sports Medicine I	6580

SITE SPECIFIC COURSES	SASI NUMBER
Advanced Anatomy and Physiology H-H	6830 6536H
Biology I H AMSAT	6765
Biology II IB	6770
Biology III IB	6840
PLTW-Biomedical Innovation	9574
Emergency Medicine Training Medical Technician	6220
Health Science I	9066
Health Science II	6550
PLTW-Human Body Systems	9852
Human Diseases	6560
Medical Assisting	9850
PLTW-Medical Interventions	9851
MYP Biology I H	6532
Nursing Assistant	9830
PLTW-Principles of Biomedical Sciences	9573
Sports Medicine I	6580
Sports Medicine II	6585

Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission.

Appendix A

NRS 389.065

NRS 389.065 Instruction on acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility.

1. The board of trustees of a school district shall establish a course or unit of a course of:
 - (a) Factual instruction concerning acquired immune deficiency syndrome; and
 - (b) Instruction on the human reproductive system, related communicable diseases and sexual responsibility.
2. Each board of trustees shall appoint an advisory committee consisting of:
 - (a) Five parents of children who attend schools in the district; and
 - (b) Four representatives, one from each of four of the following professions or occupations:
 - (1) Medicine or nursing;
 - (2) Counseling;
 - (3) Religion;
 - (4) Pupils who attend schools in the district; or
 - (5) Teaching.

This committee shall advise the district concerning the content of and materials to be used in a course of instruction established pursuant to this section, and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the board of trustees.

3. The subjects of the courses may be taught only by a teacher or school nurse whose qualifications have been previously approved by the board of trustees.

4. The parent or guardian of each pupil to whom a course is offered must first be furnished written notice that the course will be offered. The notice must be given in the usual manner used by the local district to transmit written material to parents, and must contain a form for the signature of the parent or guardian of the pupil consenting to his attendance. Upon receipt of the written consent of the parent or guardian, the pupil may attend the course. If the written consent of the parent or guardian is not received, he must be excused from such attendance without any penalty as to credits or academic standing. Any course offered pursuant to this section is not a requirement for graduation.

5. All instructional materials to be used in a course must be available for inspection by parents or guardians of pupils at reasonable times and locations before the course is taught, and appropriate written notice of the availability of the material must be furnished to all parents and guardians.

(Added to NRS by 1979, 836; A 1987, 1734)

Appendix B

CLARK COUNTY SCHOOL DISTRICT REGULATION 6123 INSTRUCTION IN THE HUMAN REPRODUCTIVE SYSTEM, RELATED COMMUNICABLE DISEASES, SEXUAL RESPONSIBILITY, AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

- I. The Board of School Trustees authorizes the establishment of units of instruction on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome.
 - A. Recognizing the sensitive nature of this area of instruction, the Board shall appoint an advisory committee consisting of:
 1. Five parents of children who attend schools in the Clark County School District.
 2. Four representatives, one from each of four of the following professions or occupations:
 - a. Medicine or nursing.
 - b. Counseling.
 - c. Religion.
 - d. Pupils who attend school in the district, or
 - e. Teaching.
 3. A male and female student will be appointed as non-voting members to serve as a resource to the committee.
 - B. This committee shall advise the Superintendent, who shall advise the Board concerning the content of and materials to be used in the units of instruction and the recommended grade levels for which the instruction is offered. The final decision on these matters will be made by the Board.
 - C. The concepts and topics for each grade or course are contained in the district's Sex Education Operational Guide for K-12 Curriculum Development. Teaching units will be prepared and instruction will be based within specific guidelines contained in this document.
 - D. All instructional materials used in classroom presentations must be reviewed by the Sex Education Advisory Committee and approved by the Superintendent, and then presented to the Board for approval. New materials or those not previously approved may be submitted to the Instructional Division for appropriate action.
 - E. The subjects of the units of instruction may be taught only by a teacher or school nurse whose qualifications have been previously approved by the Superintendent and the Board.
 - F. The parent or guardian of each student to whom the units of instruction are offered must first be furnished written notice that the instruction will be offered. The notice must be given in the usual manner used by the district to transmit written material to parents and must contain a form for the signature of the parent or guardian of the student consenting to the student's attendance. Upon receipt of the written consent of the parent or guardian, the student may attend the instruction. Any student

who does not have written consent must be excused from such attendance without any penalty as to credits or academic standing.

- G. All instructional materials to be used in the units of instruction must be available for inspection by parents or guardians of students at reasonable times and locations prior to the actual instruction. Appropriate written notice of the availability of the material must be furnished to all parents and guardians.

Legal Reference: NRS Section 389.065

Courses of Study Review Responsibility: Instructional Division

Adopted: [6123: 8/13/81]

Revised: 9/24/81; 10/9/90; 3/24/92

Pol Gov Rev: 6/28/01

DRAFT

Appendix C

~~NRS 432B.220 Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect.~~

~~1. Any person who is described in subsection 3 and who, in his professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall:~~

~~(a) Except as otherwise provided in subsection 2, report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency; and~~

~~(b) Make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.~~

~~2. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that the abuse or neglect of the child involves an act or omission of:~~

~~(a) A person directly responsible or serving as a volunteer for or an employee of a public or private home, institution or facility where the child is receiving child care outside of his home for a portion of the day, the person shall make the report to a law enforcement agency.~~

~~(b) An agency which provides child welfare services or a law enforcement agency, the person shall make the report to an agency other than the one alleged to have committed the act or omission, and the investigation of the abuse or neglect of the child must be made by an agency other than the one alleged to have committed the act or omission.~~

~~3. A report must be made pursuant to subsection 1 by the following persons:~~

~~(a) A physician, dentist, dental hygienist, chiropractor, optometrist, podiatric physician, medical examiner, resident, intern, professional or practical nurse, physician assistant, psychiatrist, psychologist, marriage and family therapist, alcohol or drug abuse counselor, athletic trainer, advanced emergency medical technician or other person providing medical services licensed or certified in this state;~~

~~(b) Any personnel of a hospital or similar institution engaged in the admission, examination, care or treatment of persons or an administrator, manager or other person in charge of a hospital or similar institution upon notification of suspected abuse or neglect of a child by a member of the staff of the hospital;~~

~~(c) A coroner;~~

~~(d) A clergyman, practitioner of Christian Science or religious healer, unless he has acquired the knowledge of the abuse or neglect from the offender during a confession;~~

~~(e) A social worker and an administrator, teacher, librarian or counselor of a school;~~

~~(f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child;~~

~~(g) Any person licensed to conduct a foster home;~~

~~(h) Any officer or employee of a law enforcement agency or an adult or juvenile probation officer;~~

~~(i) An attorney, unless he has acquired the knowledge of the abuse or neglect from a client who is or may be accused of the abuse or neglect;~~

~~(j) Any person who maintains, is employed by or serves as a volunteer for an agency or service which advises persons regarding abuse or neglect of a child and refers them to persons and agencies where their requests and needs can be met;~~

~~(k) Any person who is employed by or serves as a volunteer for an approved youth shelter. As used in this paragraph, "approved youth shelter" has the meaning ascribed to it in NRS 244.422; and~~

~~(l) Any adult person who is employed by an entity that provides organized activities for children.~~

~~4. A report may be made by any other person.~~

~~5. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that a child has died as a result of abuse or neglect, the person shall, as soon as reasonably practicable, report this belief to the appropriate medical examiner or coroner, who shall investigate the report and submit to an agency which provides child welfare services his written findings. The written findings must include, if obtainable, the information required pursuant to the provisions of subsection 2 of NRS 432B.230.~~

~~(Added to NRS by 1985, 1371; A 1987, 2132, 2220; 1989, 439; 1993, 2229; 1999, 3526; 2001, 780, 1150; 2001 Special Session, 37; 2003, 910, 1211)~~

APPENDIX C

NRS 432B.220

Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect; certain persons and entities required to inform reporters of duty to report.

1. Any person who is described in subsection 4 and who, in his or her professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall:
 - (a) Except as otherwise provided in subsection 2, report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency; and
 - (b) Make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.
2. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that the abuse or neglect of the child involves an act or omission of:
 - (a) A person directly responsible or serving as a volunteer for or an employee of a public or private home, institution or facility where the child is receiving child care outside of the home for a portion of the day, the person shall make the report to a law enforcement agency.
 - (b) An agency which provides child welfare services or a law enforcement agency, the person shall make the report to an agency other than the one alleged to have committed the act or omission, and the investigation of the abuse or neglect of the child must be made by an agency other than the one alleged to have committed the act or omission.
3. Any person who is described in paragraph (a) of subsection 4 who delivers or provides medical services to a newborn infant and who, in his or her professional or occupational capacity, knows or has reasonable cause to believe that the newborn infant has been affected by prenatal illegal substance abuse or has withdrawal symptoms resulting from prenatal drug exposure shall, as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the newborn infant is so affected or has such symptoms, notify an agency which provides child welfare services of the condition of the infant and refer each person who is responsible for the welfare of the infant to an agency which provides child welfare services for appropriate counseling, training or other services. A notification and referral to an agency which provides child welfare services pursuant to this subsection shall not be construed to require prosecution for any illegal action.
4. A report must be made pursuant to subsection 1 by the following persons:
 - (a) A person providing services licensed or certified in this State pursuant to, without limitation, chapter 450B, 630, 630A, 631, 632, 633, 634, 634A, 635, 636, 637, 637A, 637B, 639, 640, 640A, 640B, 640C, 640D, 640E, 641, 641A, 641B or 641C of NRS.
 - (b) Any personnel of a medical facility licensed pursuant to chapter 449 of NRS who are engaged in the admission, examination, care or treatment of persons or an administrator, manager or other person in charge of such a medical facility upon notification of suspected abuse or neglect of a child by a member of the staff of the medical facility.
 - (c) A coroner.
 - (d) A member of the clergy, practitioner of Christian Science or religious healer, unless the person has acquired the knowledge of the abuse or neglect from the offender during a confession.
 - (e) A person working in a school who is licensed or endorsed pursuant to chapter 391 or 641B of NRS.
 - (f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child.
 - (g) Any person licensed pursuant to chapter 424 of NRS to conduct a foster home.
 - (h) Any officer or employee of a law enforcement agency or an adult or juvenile probation officer.
 - (i) Except as otherwise provided in NRS 432B.225, an attorney.

- (j) Any person who maintains, is employed by or serves as a volunteer for an agency or service which advises persons regarding abuse or neglect of a child and refers them to persons and agencies where their requests and needs can be met.
 - (k) Any person who is employed by or serves as a volunteer for a youth shelter. As used in this paragraph, “youth shelter” has the meaning ascribed to it in NRS 244.427.
 - (l) Any adult person who is employed by an entity that provides organized activities for children.
- 5. A report may be made by any other person.
- 6. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that a child has died as a result of abuse or neglect, the person shall, as soon as reasonably practicable, report this belief to an agency which provides child welfare services or a law enforcement agency. If such a report is made to a law enforcement agency, the law enforcement agency shall notify an agency which provides child welfare services and the appropriate medical examiner or coroner of the report. If such a report is made to an agency which provides child welfare services, the agency which provides child welfare services shall notify the appropriate medical examiner or coroner of the report. The medical examiner or coroner who is notified of a report pursuant to this subsection shall investigate the report and submit his or her written findings to the appropriate agency which provides child welfare services, the appropriate district attorney and a law enforcement agency. The written findings must include, if obtainable, the information required pursuant to the provisions of subsection 2 of NRS 432B.230.
- 7. The agency, board, bureau, commission, department, division or political subdivision of the State responsible for the licensure, certification or endorsement of a person who is described in subsection 4 and who is required in his or her professional or occupational capacity to be licensed, certified or endorsed in this State shall, at the time of initial licensure, certification or endorsement:
 - (a) Inform the person, in writing or by electronic communication, of his or her duty as a mandatory reporter pursuant to this section;
 - (b) Obtain a written acknowledgment or electronic record from the person that he or she has been informed of his or her duty pursuant to this section; and
 - (c) Maintain a copy of the written acknowledgment or electronic record for as long as the person is licensed, certified or endorsed in this State.
- 8. The employer of a person who is described in subsection 4 and who is not required in his or her professional or occupational capacity to be licensed, certified or endorsed in this State must, upon initial employment of the person:
 - (a) Inform the person, in writing or by electronic communication, of his or her duty as a mandatory reporter pursuant to this section;
 - (b) Obtain a written acknowledgment or electronic record from the person that he or she has been informed of his or her duty pursuant to this section; and
 - (c) Maintain a copy of the written acknowledgment or electronic record for as long as the person is employed by the employer.

(Added to NRS by 1985, 1371; A 1987, 2132, 2220; 1989, 439; 1993, 2229; 1999, 3526; 2001, 780, 1150; 2001 Special Session, 37; 2003, 910, 1211; 2005, 2031; 2007, 1503, 1853, 3084; 2009, 2996; 2011, 791, 1097; 2013, 957, 1086)

~~Appendix D~~

~~NAC 441A.245 Duty of principal, director or other person in charge of school, child care facility or correctional facility to report communicable disease; content of report; cooperation with health authority. (NRS 441A.120)~~

~~1. The principal, director or other person in charge of a school, child care facility or correctional facility who knows of or suspects the presence of a communicable disease within the school, child care facility or correctional facility shall report the communicable disease to the health authority having jurisdiction where the school, child care facility or correctional facility is located. The report must be made in the manner provided in [NAC 441A.225](#).~~

~~2. The report must include:~~

- ~~(a) The communicable disease or suspected communicable disease.~~
- ~~(b) The name and the address or telephone number of the person known or suspected to have the communicable disease.~~
- ~~(c) The name, address and telephone number of the person making the report.~~
- ~~(d) The occupation, employer, age, sex, race and date of birth of the person known or suspected to have the communicable disease, if available.~~
- ~~(e) The date of onset and the date of diagnosis of the communicable disease.~~
- ~~(f) Any other information requested by the health authority, if available.~~

~~3. The principal, director or other person in charge of a school, child care facility or correctional facility shall promptly cooperate with the health authority during:~~

- ~~(a) An investigation of the circumstances or cause of a case, suspected case, outbreak or suspected outbreak.~~
 - ~~(b) The carrying out of measures for the prevention, suppression and control of a communicable disease, including procedures of exclusion, isolation and quarantine.~~
- ~~(Added to NAC by Bd. of Health, eff. 1-24-92)~~

APPENDIX D

NAC 441A.245

Duty of principal, director or other person in charge of school, child care facility or correctional facility to report communicable disease; content of report; cooperation with health authority; requirements when communicable disease identified in child attending school or child care facility. (NRS 441A.120)

1. The principal, director or other person in charge of a school, child care facility or correctional facility who knows of or suspects the presence of a communicable disease within the school, child care facility or correctional facility shall report the communicable disease to the health authority having jurisdiction where the school, child care facility or correctional facility is located. Except as otherwise provided in this section, the report must be made in the manner provided in NAC 441A.225.
2. The report must include:
 - (a) The communicable disease or suspected communicable disease.
 - (b) The name, address and, if available, telephone number of the person known or suspected to have the communicable disease.
 - (c) The name, address and telephone number of the person making the report.
 - (d) The occupation, employer, age, sex, race and date of birth of the person known or suspected to have the communicable disease, if available.
 - (e) The date of onset and the date of diagnosis of the communicable disease, if available.
 - (f) Any other information requested by the health authority, if available.
3. The principal, director or other person in charge of a school, child care facility or correctional facility shall promptly cooperate with the health authority during:
 - (a) An investigation of the circumstances or cause of a case, suspected case, outbreak or suspected outbreak.
 - (b) The carrying out of measures for the prevention, suppression and control of a communicable disease, including, without limitation, procedures of exclusion, isolation and quarantine.
4. If a communicable disease is identified in a child attending a school or child care facility:
 - (a) The principal, director or other person in charge of the school or child care facility shall report the communicable disease to the health authority on the same day on which the disease is identified.
 - (b) The health authority shall begin the investigation of the report of the communicable disease immediately upon receipt of the report.

(Added to NAC by Bd. of Health, eff. 1-24-92; A by R087-08, 1-13-2011)

Appendix E

SEX EDUCATION MATERIALS REVIEW REQUEST Please
send this form to K-12 Science, Health and Foreign Language Suite
2-D, CPD Center
or by fax at 855-9773.

Employee Name: Work
Location: Description of
Material(s): _____

Printed Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

Audiovisual Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

Other

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this educational material: _____

.....
Signature of Employee _____

Date received at Curriculum and Professional Development _____

Appendix F

SAMPLE PARENT/GUARDIAN PERMISSION FORM

SEX EDUCATION

DATE: _____

Dear Parent/Guardian:

In compliance with the Nevada Revised Statutes 389.065, schools are required to obtain permission from the parent/guardian of students who attend a class where instruction may include topics about the human reproductive system and related communicable diseases. Your child's Health-8 class will include instruction/discussion about the human reproductive system, communicable diseases, including AIDS, and/or sexual responsibility.

If you approve of your child attending class during the time of this instruction, please indicate your approval by signing this permission form below on the appropriate line.

It is also required that the school provide parents the opportunity to inspect instructional materials related to instruction about the human reproductive system, related communicable diseases, and sexual responsibility. If you desire to review these materials or if you have any questions, please call the principal's office.

Keep this portion of the letter for your reference.

Please complete this form and return it to the school.

Please check: Yes, I want my child to have these lessons.

No, I do not want my child to have these lessons.

I understand that appropriate educational alternate instruction will be provided.

Child's name: _____

Parent and/or guardian's signature

Date: _____

***NOTE:** This form should be printed on school letterhead. It is recommended that schools customize this letter to provide specific information on dates for instruction and dates, times, and locations for parental preview opportunities.

Appendix G

SAMPLE AUTORIZACIÓN DEL PADRE/TUTOR EDUCACION SEXUAL

FECHA: _____

Estimado Padre/Tutor:

De acuerdo con los Estatutos Revisados de Nevada 389.065, las escuelas tienen que obtener permiso de los padres/tutores de alumnos que asistan a una clase donde la podría incluir temas relacionados con el sistema reproductor y las enfermedades contagiosas relacionadas. La clase de Salud-8 de su hijo/a incluirá instrucción/discusión acerca del sistema reproductor, enfermedades contagiosas, incluyendo el SIDA, y/o la responsabilidad sexual.

Si usted aprueba que su hijo/a asista a clase durante el periodo de esta instrucción, por favor indique su aprobación firmando la parte inferior de este impreso en la línea adecuada.

También se exige que las escuelas proporcionen a los padres la oportunidad de revisar los materiales de instrucción relacionados con las clases del sistema reproductor humano, las enfermedades contagiosas relacionadas y la responsabilidad sexual. Si desea revisar estos materiales o si tiene alguna pregunta, por favor llame a la oficina del director.

Guarde esta sección de la carta como referencia.

Por favor complete este impreso y devuélvalo a la escuela.

Por favor seleccione: Sí, quiero que mi hijo/a reciba estas lecciones.
 No, no quiero que mi hijo/a reciba estas lecciones.
Entiendo que se proporcionará una instrucción educativa alternativa.

Nombre del niño/a: _____
Firma del Padre y/o Tutor

Fecha: _____

*NOTE: This form should be printed on school letterhead. It is recommended that schools customize this letter to provide specific information on dates for instruction and dates, times, and locations for parental preview opportunities.

Appendix H
Grade 5 Growth and Development Unit
(school logo)

Dear Parent or Guardian:

In compliance with Nevada law (NRS.389.065), schools are required to obtain permission from a parent or guardian of students who attend class during the time that instruction may include topics about the human reproductive systems and HIV/AIDS education. This year, we will be covering the introductory unit on this subject for fifth grade girls and boys on _____.

If you approve of your son/daughter attending this introductory growth and development class, please sign the permission form below on the appropriate line and return it to school by _____.

Please note: Boys and girls will be taught separately during this time, but each group will receive instruction on male and female anatomy, puberty, and hygiene.

Sincerely,

Site Administrator

School Nurse

PLEASE RETURN TO SCHOOL BEFORE

(date)

Student's Name _____

Room _____

_____ I approve of my son/daughter attending the class during the period of instruction as explained above.

_____ I do NOT wish to have my son/daughter attending the class during the period of instruction as outlined above. I understand that an appropriate educational alternative will be provided for my son/daughter during the period of instruction indicated above.

Parent / Guardian Signature

Date

Apéndice I
Unidad de Crecimiento y Desarrollo del Quinto Grado
(school logo)

Estimado Padre o Tutor:

De acuerdo con la ley de Nevada (NRS.389.065), se exige que las escuelas obtengan el permiso del padre o tutor de los estudiantes que asistan a la clase durante el horario en el cual la instrucción pudiera incluir temas educativos sobre los sistemas de la reproducción humana y el VIH/SIDA. Este año, repasaremos la unidad preliminar sobre este tema para las niñas y los niños de quinto grado el _____.

Si usted está de acuerdo con que su hijo/a asista a esta clase preliminar de crecimiento y desarrollo, por favor firme el formulario de permiso que sigue a continuación en la línea adecuada y regréselo a la escuela a más tardar _____.

Atención: Los niños y las niñas serán instruidos por separado durante este tiempo, pero cada grupo recibirá enseñanza sobre la anatomía masculina y femenina, pubertad e higiene.

Atentamente,

Administrador Encargado

Enfermero Escolar

POR FAVOR ENTREGUE A LA ESCUELA ANTES DEL _____
(fecha)

Nombre del Estudiante _____

Salón _____

_____ Estoy de acuerdo en que mi hijo/a asista a la clase durante el periodo de instrucción como se explicó anteriormente.

_____ NO estoy de acuerdo en que mi hijo/a asista a la clase durante el periodo de instrucción como se ha descrito anteriormente. Entiendo que se proporcionará a mi hijo/a una alternativa educativa adecuada durante el periodo de instrucción descrito anteriormente.

Firma del Padre/Tutor

Fecha

APPENDIX I

SEX EDUCATION CURRICULUM IN CCSD

Sex education curriculum in the Clark County School District (CCSD) is developed within the context of Nevada Revised Statute (NRS) 389.065 and Clark County School District Regulation (CCSD) 6123. NRS 389.065 authorizes the establishment of units of instruction on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS).

- The goal of sex education in CCSD is to provide students with accurate information about the human body and reproduction and an understanding of themselves in relationship to responsible decision making.
- This information is presented in a medically factual, unbiased manner at the students' appropriate maturation levels.
- Active parental permission for participation in the sex education unit of instruction must be obtained before teaching these concepts. Students will be participating in a two-to-three week unit on sex education.
- All materials used for direct instruction on units on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) must be approved by the Sex Education Advisory Committee and the Board of School Trustees before use in a classroom.
- The Sex Education Advisory Committee is required to function under the open meeting law per NRS 241.020.
- Curriculum documents for courses containing direct units of instruction on topics delineated in NRS 389.065 may be reviewed at the Curriculum and Professional Development Division upon request.
- Public documents include the *Sex Education Operational Guide for K–12 Curriculum Development* and the *Sex Education Advisory Committee Procedures Manual*.

Growth and Development Unit of Instruction in Elementary Schools

- Instruction on puberty occurs in 5th Grade
 - Topics include the human reproductive system, emotional and physical changes that occur during puberty, and information about transmission of HIV/AIDS at an age-appropriate level.
 - Boys and girls receive separate instruction.
 - All materials used for the *Fifth Grade Human Growth and Development Unit of Instruction* must be available for parent review at each school site per CCSD Regulation 6123.
- The *Fifth Grade Human Growth and Development Unit of Instruction* may be taught by the school nurse or a teacher designated by the school site administrator.

Sex Education in Secondary Schools

- Sex education instruction is abstinence-based.
 - Abstinence-based sex education teaches that abstinence is the only 100 percent effective method for avoiding sexually transmitted infections (STIs) and unintended pregnancy.
 - Abstinence-based sex education includes medically-accurate, factual instruction on contraception such as types, functions, and effectiveness of contraceptive methods.
 - Topics include:
 - Endocrine and Reproductive Systems
 - Abstinence and Contraceptive Methods
 - Sexual Activity and Refusal Skills
 - Pregnancy and Prenatal Care
 - Fetal Development and Parenthood
 - Sexually Transmitted Infections
 - Healthy Relationships
- Sex education is taught in *Health 8* in middle school and *Health Education* in high school.
- Other secondary courses may contain content or topics related to NRS 389.065 or CCSD Regulation 6123.
- All instruction on topics included in NRS 389.065 in secondary schools can only be taught by teachers who hold a secondary license with the proper qualifying endorsement or a school nurse approved by the Board of Trustees.
- All materials used for direct instruction on sex education must be available for parent review at each school site per CCSD Regulation 6123.

Other Pertinent Curriculum

The following units are part of CCSD health curriculum, but are taught outside of the sex education units of instruction:

- Decision-making Skills
- Social, Emotional, and Mental Health
- Unintentional Injuries and Violence (to include)
 - Cyberbullying
 - Internet Safety
 - Sexual Harassment
 - Sexual Abuse
 - Sexual Assault
 - Date Rape
 - Domestic Violence
 - Human Trafficking
 - Physical Abuse
 - Mental Abuse
 - Social/Emotional Abuse
 - Neglect

APPENDIX K

SEX EDUCATION FREQUENTLY ASKED QUESTIONS

1. Does sex education in the Clark County School District include instruction on abstinence and/or contraceptive methods?

The Clark County School District’s sex education instruction is abstinence based. It includes objective information regarding human growth and development (reproductive systems and the birth process), decision-making skills, awareness of sexual responsibility, and current information about Acquired Immune Deficiency Syndrome (AIDS) and sexually transmitted infections (STIs). Abstinence-based sex education teaches that abstinence is the only 100 percent effective method for avoiding STIs and unintended pregnancy, while also teaching about contraceptive methods.

2. When do students receive instruction on sex education?

Grade 5 (Growth and Development/Puberty Lesson and HIV/AIDS Lesson)
Health 8
High School Health

3. What courses other than health include units of instruction on sex education?

The secondary courses listed below include units of instruction specified in curriculum documents that align to NRS 389.065 and CCSD Regulation 6123.

These courses may only be taught by teachers who hold a secondary license with the proper qualifying endorsement. Only these teachers have been approved by the Board of School Trustees to teach the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS).

<u>COURSE NAME</u>	<u>COURSE NUMBER</u>
<u>Principles of Anatomy/Physiology Honors</u>	<u>6538H</u>
<u>AP Biology</u>	<u>6770</u>
<u>Biology</u>	<u>6760</u>
<u>Biology Honors</u>	<u>6760H</u>
<u>Early Childhood Education I</u>	<u>8780</u>
<u>Early Childhood Education II</u>	<u>8790</u>
<u>Principles of Epidemiology Honors</u>	<u>6542H</u>

<u>SITE SPECIFIC COURSES</u>	<u>COURSE NUMBER</u>
<u>Advanced Anatomy/Physiology Honors</u>	<u>6536H</u>
<u>Biology I H AMSAT</u>	<u>6765</u>
<u>Biology II IB</u>	<u>6770</u>
<u>Biology III IB</u>	<u>6840</u>
<u>PLTW-Biomedical Innovation</u>	<u>9574</u>
<u>Emergency Medical Technician</u>	<u>6220</u>
<u>Health Science I</u>	<u>9066</u>

<u>Health Science II</u>	<u>6550</u>
<u>PLTW-Human Body Systems</u>	<u>9852</u>
<u>Human Diseases</u>	<u>6560</u>
<u>Medical Assisting</u>	<u>9850</u>
<u>PLTW-Medical Interventions</u>	<u>9851</u>
<u>MYP Biology I Honors</u>	<u>6532</u>
<u>Nursing Assistant</u>	<u>9830</u>
<u>PLTW-Principles of Biomedical Sciences</u>	<u>9761</u>
<u>Sports Medicine I</u>	<u>6580</u>
<u>Sports Medicine II</u>	<u>6585</u>

4. Who approves materials to be used for the sex education units of instruction in CCSD courses?

Section 389.065 of the Nevada Revised Statutes requires the establishment of an advisory committee by the Board of School Trustees. The Sex Education Advisory Committee is required to function under the Nevada Open Meeting Law. The following voting members have been appointed:

- a. Five parents of children who attend schools in the district
- b. Doctor
- c. Religious representative
- d. Teacher
- e. Counselor
- f. One male and one female student representatives (non-voting members)

The Sex Education Advisory Committee recommends materials to be used for instruction to the CCSD Board of School Trustees for final approval. Meetings are held three times per year (October, February, and May).

5. Do parents and/or guardians need to be informed if their child is to receive sex education instruction?

Yes. Classroom instruction related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) requires active parent/guardian permission (opt in). Parental permission must be obtained before teaching these concepts and materials must be made available for parent review per CCSD Regulation 6123.

6. Does the law permit the use of outside speakers to deliver sex education or HIV/STI instruction?

No. Units of instruction in sex education may only be taught by a teacher or school nurse. Outside speakers may not deliver instruction on topics related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) per NRS 389.065.

7. Who can teach the sex education units of instruction?

Units of instruction in sex education may only be taught by a teacher or school nurse whose qualifications have been previously approved by the Board of School Trustees. Substitutes (including long-term substitutes) may not teach lessons related to sex education. The sex education units of instruction included in *Health 8* and *High School Health* must be taught by a teacher who has a Health Endorsement on his/her teaching license. A teacher with only a Physical Education endorsement may not teach sex education.

8. How long is the sex education unit of instruction?

The pacing for both *Health 8* and *High School Health* is a minimum of three weeks. Teachers may review the sex education unit of instruction by accessing the Curriculum Engine and selecting the pacing view.

9. Where can teachers find sex education materials that have been approved by the Board of School Trustees?

CCSD staff can access the *CCSD Approved Sex Education Materials Database* at the following link using an InterAct login:
<http://ccsd.net/a/asem/Login>

Instructional materials that are not listed in the database may not be used in the classroom for direct units of instruction. In addition, different courses and grade levels have different approved materials, so teachers must ensure that they are utilizing approved materials for the appropriate course and grade level.

10. Where can teachers find additional sex education information?

Additional information can be found on InterAct using the following pathway:
Ed Link>Curriculum & Prof Dev>CPD Health and Physical Education>
CPD Health>Sex Education Information.

11. How can a teacher submit an item to be reviewed by the Sex Education Advisory Committee?

Audiovisual materials (i.e., DVDs, VHS tapes, VegasPBS video streaming clips, other video clips) books, pamphlets, charts, kits, displays, models, or any other materials intended for classroom instruction on sex education topics must be submitted to Shannon La Neve at CPDD with a *Sex Education Materials Review Request Form*. This form can be found on InterAct at the following pathway:

Ed Link> Curriculum & Prof Dev>CPD Health and Physical Education> CPD Health> Sex Education Information.

Meetings to approve sex education instructional materials are held three times per year (October, February, and May). Items must be submitted six weeks in advance of the meetings.

12. Do library books need to be approved by the Sex Education Advisory Committee?

No. Library books are not used in direct units of instruction. These books are checked out individually by students.

13. Does a teacher have the authority to share their morals/values regarding sex education?

No. The goal of sex education is to provide students with accurate information about the human body and reproduction and an understanding of themselves in relationship to responsible decision making. This information is presented in a factual, unbiased manner at the students' appropriate maturation levels.

14. How does this policy relate to clubs or organizations?

If a club or organization wishes to have someone speak on topics related to the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS) it must be a teacher or school nurse whose qualifications have been previously approved by the Board of School Trustees per NRS 389.065.

15. Does instruction on dating violence and domestic violence/rape follow the same guidelines as instruction on sex education?

No. Dating violence and domestic violence/rape are considered to be criminal offenses and do not fall under NRS 389.065. Community speakers addressing dating violence and domestic violence/rape may address this content during the unintentional injury/violence prevention unit of instruction within *Health 8* and *High School Health* courses. If a question pertaining to the reproductive system, communicable diseases, sexual responsibility, and/or Acquired Immune Deficiency Syndrome (AIDS) arises during the presentation, the teacher needs to address those questions/concerns.

16. If a student asks a question not covered in the unit, how should a teacher approach the situation?

Teachers should answer questions in a factual, unbiased manner at the students' appropriate maturation levels.

17. Who should I contact if I have any further questions regarding sex education?

Please feel free to contact the Curriculum and Professional Development Division Health Department staff at (702) 799-2348.

SEX EDUCATION ADVISORY COMMITTEE PROCEDURES MANUAL



**Clark County School District
Las Vegas, Nevada**

Developed March 1981
Revised August 2004, January 2010, September 2014

SEX EDUCATION ADVISORY COMMITTEE PROCEDURES MANUAL



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Mr. Pat Skorkowsky

Instructional Design and Professional Learning Division

**Mary Pike, Director of K–12 Science, Health, Physical Education, and Driver
Education**

**Shannon La Neve, Coordinator of K–12 Health, Physical Education, and
Driver Education**

Clark County School District
Instructional Design and Professional Learning Division
3950 S. Pecos-McLeod
Las Vegas, NV 89121

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CLARK COUNTY SCHOOL DISTRICT SEX EDUCATION ADVISORY COMMITTEE

INTRODUCTION

The Sex Education Advisory Committee Procedures Manual was developed within the context of Nevada Revised Statute 389.065 (NRS 389.065) and Clark County School District Policy and Regulation 6123. Related documents include the *Sex Education Operational Guide for K–12 Curriculum Development*, the *CCSD Approved Sex Education Materials Database*, and K–12 curriculum documents.

SEX EDUCATION ADVISORY COMMITTEE ORGANIZATION AND OPERATIONAL PROCEDURES

I. PHILOSOPHY

A sex education curriculum is most meaningful if it is sensitive to community needs. Pursuant to NRS 389.065, each board of trustees of a school district must establish a course, or unit of a course, in sex education and related matters. To ensure a well-balanced program that allows for the varied values and standards each student brings to the classroom, the law also requires the establishment of a community advisory committee. This committee provides a forum for input on sex education instructional materials and the exchange of ideas between community stakeholders and the school district.

II. MEMBERSHIP

A. Members

1. Section 389.065 of the Nevada Revised Statutes requires the establishment of an advisory committee. “Each Board of Trustees shall appoint an advisory committee consisting of:
 - a. Five parents of children who attend schools in the district; and
 - b. Four representatives, one from each of four of the following professions or occupations:
 1. Medicine or nursing
 2. Counseling
 3. Religion
 4. Pupils who attend school in the district; or
 5. Teaching.”

2. The Board of Trustees Office will post vacancies and an application on www.ccsd.net when positions become available on the advisory committee. Applications for Sex Education Advisory Committee membership will become a matter of public record. The public meeting agenda for the Recommending Committee meeting will be noticed and posted to the public. The applications will be discussed in the open meeting by the Recommending Committee which consists of two Board of Trustees members and one CCSD staff member designated by the Superintendent. The public will be allowed to make comments regarding applicant qualifications. After public comments are heard, recommendations for new committee members will be decided upon at the Recommending Committee meeting and recommended to the Board of Trustees for final approval. An attempt will be made to maintain a balance of membership based on diversity and Board of School Trustees District Areas.
3. Members will serve a two-year term.
4. Members may be reappointed at the discretion of the Board of Trustees but must submit a letter of intent indicating interest to serve another term.
5. Members will regularly attend all meetings. Any member of the committee who is absent from three consecutive meetings without justified reason, as determined by the committee chairman, Board of Trustees Sex Education Advisory Committee liaison, or Instructional Design and Professional Learning Division liaison, will be asked to resign from the committee.
6. A chairman and vice-chairman will be elected by the committee for a two-year term based on the nine-month school year calendar. The chairman and vice-chairman may serve more than one term.
 - a. The chairman shall:
 - i. Preside over all meetings of the committee.
 - ii. Coordinate the meeting schedule with the Instructional Design and Professional Learning Division liaison.
 - iii. Act as a liaison between committee members and Instructional Design and Professional Learning Division staff.
 - b. The vice-chairman shall:
 - i. Assist the chairman as requested.
 - ii. Preside over meetings in the chairman's absence.
7. Responsibilities of Members of the Sex Education Advisory Committee include:
 - a. "Advise the district concerning the content of and materials to be used in a course of instruction established pursuant to [NRS 389.065], and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the Board of Trustees." (NRS 389.065)
 - b. Evaluate and review materials based on the *Sex Education Operational Guide for K–12 Curriculum Development* established by the Board of Trustees and CCSD curriculum.
 - c. Impartially preview curriculum and resources which are considered for classroom use in units concerning the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS), as per Chapter 389 of NRS.

- d. Analyze and study curriculum resources for appropriateness, and then recommend approval or rejection of materials that could be included in classroom use, including any suggestions for revision or editing.
- e. Complete the Sex Education Advisory Committee Materials Evaluation Sheet and indicate a vote and provide a comment on each item reviewed. A record will be kept of evaluations. All records will be maintained by Instructional Design and Professional Learning Division.

B. Non-voting Members

1. Per CCSD Policy and Regulation 6123 a male and female student will be appointed as non-voting members to serve as a resource to the community.
2. A representative from the Instructional Design and Professional Learning Division will serve as a liaison between the Board of Trustees and the Sex Education Advisory Committee.
 - a. The liaison shall:
 - i. Gather, review, and document materials for presentation to the committee.
 - ii. Prepare and present reports to the Superintendent and the Board of Trustees.
 - iii. Maintain records of actions and recommendations of the Sex Education Advisory Committee.
 - iv. Provide information and curriculum documents to teachers, parents, and administrators as needed.
 - v. Review applications to fill vacancies on the committee.
 - vi. Make recommendations to the Superintendent and the Board of Trustees for approval of sex education materials, based on the actions and recommendations of the advisory committee.
 - vii. After Board of Trustees approval, add sex education materials to the *CCSD Approved Sex Education Materials Database*.
 - viii. Remove outdated or inaccurate materials from the *CCSD Approved Sex Education Materials Database*.
3. Other Non-voting Members Include:
 - a. The Board of Trustees Sex Education Advisory Committee Liaison.
 - b. A representative from the CCSD's Health Services Division.
 - c. Other Instructional Design and Professional Learning Division staff.

III. MEETINGS

A. Parliamentary Procedures

1. Meetings will be conducted guided by the Parliamentary Procedures Roberts Rules of Order for Small Boards.

B. Meeting Schedule

1. Regular meetings will be held approximately three times during the year, generally in October, February, and May.
2. Special meetings will be called by the chairman, any five members, or the Instructional Design and Professional Learning Division liaison of the committee as deemed necessary or advisable for the performance of duties.
3. If no requests for review of materials have been received, the Instructional Design and Professional Learning Division liaison may cancel a scheduled meeting. Notice of cancellation will be sent to members ten days before the planned meeting date.
4. Successive meeting dates may be set at the conclusion of each meeting. Notices of regular meetings will be sent to members ten days before the meeting. All notices will include time, place, and purpose.

C. Open Meeting Law

1. The Sex Education Advisory Committee is required to function under the Open Meeting Law of the State of Nevada NRS Chapter 241. This requires that the agenda be posted three full working days before the meeting in four public locations.
2. Per NRS 241.020(3)(a) a copy of the notice must be posted in at least four places not later than 9 a.m. of the third working day before the meeting. The notice must be posted at the principal office of the public body. The notice must be posted at a minimum of three other separate, prominent places within the jurisdiction of the public body.

D. Quorum

1. A quorum shall be established when a majority of the current voting members of Sex Education Advisory Committee are in attendance for a properly noticed meeting.
2. A simple majority of the Sex Education Advisory Committee voting members must be in attendance to conduct business and to pass a motion.

E. Voting

1. Each Sex Education Advisory Committee voting member shall be entitled to one vote and no proxy votes will be allowed.

2. Voting members of the Sex Education Advisory Committee include:
 - a. The five parents of children who attend schools in the Clark County School District.
 - b. The four representatives, one from each of the following professions or occupations:
 - i. Medicine or nursing;
 - ii. Counseling
 - iii. Religion
 - iv. Teaching
3. Non-voting members of Sex Education Advisory Committee include:
 - a. Two students, a male and a female student, who attend Clark County School District schools, are appointed as non-voting members of Sex Education Advisory Committee to serve as resources to the Sex Education Advisory Committee.
4. Members can submit individual evaluations on materials they have previewed when they must be absent from a regular or special meeting for discussion purposes only.
5. The committee must vote on each item presented unless the item is tabled.
6. In order for an item to pass, it must be approved by a majority of members present.
7. All copyrighted materials mailed to committee members for review must be brought to the Sex Education Advisory Committee meeting and left at adjournment. These materials will be shredded by Instructional Design and Professional Learning Division staff.
8. Members may also attend a meeting and vote on agenda items via telephone if necessary.

F. Minutes

1. Instructional Design and Professional Learning Division staff will be responsible for creating an audio recording of the meeting, transcribing the minutes, and providing copies of the minutes to members of the committee.

IV. MATERIALS SELECTION

A. Preview Procedures

1. CCSD administrators, school counselors, school nurses, and/or teachers may submit materials to be reviewed by the Sex Education Advisory Committee.

2. Materials may include: media, books, pamphlets, charts, kits, displays, models, curriculum, guides.
 3. A Sex Education Materials Review Request (Appendix A) and the materials to be reviewed must be sent to the Instructional Design and Professional Learning Division liaison six weeks prior to the scheduled meeting.
 4. Instructional Design and Professional Learning Division staff will conduct a departmental review of all materials or curriculum requests submitted to ensure alignment to the *Sex Education Operational Guide for K-12 Curriculum Development* and CCSD curriculum.
 5. Instructional Design and Professional Learning Division staff will send a packet of materials that meets section 4 above to be reviewed by the Sex Education Advisory Committee members approximately one month prior to the scheduled meeting.
 6. Sex Education Advisory Committee members will review materials and prepare for discussion prior to the scheduled meeting.
 7. Sex Education Advisory Committee members will bring prepared packets to the scheduled meeting for discussion.
 8. Presented materials are reviewed in their entirety unless agreed upon by the voting members.
 9. Persons submitting materials for review may attend the meetings and be available to answer questions by the committee if they arise.
 10. All items reviewed by the Sex Education Advisory Committee, including recommendations to accept or reject, will be submitted to the Superintendent.
 11. The Superintendent will review the recommendations from the Sex Education Advisory Committee and will provide the information and make recommendations to the Board of Trustees. The final decision will be made by the Board of Trustees.
- B. Recommendation to the Board of Trustees: Limitations of Committee Authority and Responsibilities:
1. The Sex Education Advisory Committee is a recommending body to the Board of Trustees. The Sex Education Advisory Committee has no regulatory or policy-making authority.
 2. Any recommendations it makes shall not substitute for any required review and acceptance by the Board of Trustees.

3. The Board of Trustees will review all recommendations of the Sex Education Advisory Committee (accepted and rejected items).
4. The final decision on all items to be used during units of instruction will be made by the Board of Trustees.

V. AMENDMENTS TO DOCUMENTS

- A. Any and all amendments to the *Sex Education Advisory Committee Procedures Manual* and/or the *Sex Education Operational Guide for K–12 Curriculum Development* shall be subject to approval by the Board of Trustees.

Appendix A

SEX EDUCATION MATERIALS REVIEW REQUEST

Please send this form to K–12 Science, Health, Physical Education, and Driver Education
Suite 2-D, CPD Center or by fax at 855-9773.

Employee Name: _____
Work Location: _____
Description of Material: _____

Printed Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this education materials: _____

Audiovisual Materials

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this education materials: _____

Other

Title: _____
Publisher: _____
Date of Copyright: _____ Suggested Grades: _____
Course Name and Number: _____
State the need for the use of this education materials: _____

Signature of Employee: _____

Date received at Instructional Design and Professional Learning Division: _____