

SEX EDUCATION ADVISORY COMMITTEE PROCEDURES MANUAL



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

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SEX EDUCATION ADVISORY COMMITTEE PROCEDURES MANUAL



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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: _____