

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-6150

### INSTRUCTIONAL MATERIALS

- I. The selection and provision of instructional materials within the Clark County School District shall be consistent with the Nevada Academic Content Standards and the District's curriculum standards. These materials shall be selected by the professional staff, and in a manner that is inclusive and responsive to the diversity of persons without discrimination or segregation on the ground of race, color, creed/religion, national or ethnic origin, sex, gender identity or expression, sexual orientation, disability, marital status or age, and in accordance with the financial resources of the District.
- II. The term "instructional materials" includes basic textbooks, supplemental textbooks, school library resources, and electronic media that are managed on a districtwide basis.
  - A. "Basic textbook" or "textbook" means any medium or manual of instruction, including without limitation, digital instructional materials containing a presentation of the principles of a subject and used as a basis of instruction.
  - B. "Supplemental textbook" means any medium or material, including without limitation, digital instructional materials used to reinforce or extend a basic program of instruction.
  - C. "School library resources" means any medium or material in a media center, including without limitation, print and digital materials available in the collection of school library media center resources.
    1. "Media center" means a centralized collection of educational resources located within the library of a school.
- III. The Curriculum and Instruction Division within the Academic Unit will provide for systematic selection and updating of instructional materials and will cooperate with the appropriate departments in the Operational Services Unit.
  - A. Basic textbook selection will include the following:
    1. Professional staff will be involved in the development and implementation of all basic textbook selection procedures.

2. A systematic basic textbook adoption procedure will be used to recommend textbooks for local adoptions in each grade and subject area.
  3. An appropriate textbook commission will be a component of the basic textbook adoption procedure.
  4. A central accounting procedure will be utilized to control the distribution of all District textbooks.
  5. Textbooks selected for use in schools will accurately portray contributions made to our society by persons from diverse backgrounds.
- B. Supplemental textbook selection will include the following:
1. Supplemental textbooks will be selected through a systematic review process by the professional staff in each school, as approved by the principal and the principal's supervisor annually.
    - a. Supplemental textbooks shall be previewed prior to use.
    - b. A systematic review process which includes reading, listening, viewing, and carefully examining supplemental textbooks and employs reputable, unbiased selection guidelines and checklists that will be documented and used by the school.
  2. Supplemental textbooks selected must be consistent with the curricular and instructional requirements as required by Nevada Administrative Code (NAC) 389.876 and NAC 389.878, Nevada Academic Content Standards, District curriculum standards, and District administrative procedures.
  3. Supplemental textbooks selected for use in schools will accurately portray and include contributions made to our society by persons from diverse backgrounds.
- C. School library resources shall be selected on the following basis:
1. The library-media center in each school shall have a written policy for the selection of school library resources supportive of the school instructional program.

2. The principal, in consultation with the teacher-librarian and the library-media center committee, is responsible for the selection of library materials within each school. Each school shall have a library-media center committee to serve in an advisory capacity in the selection process for school library resources. The committee will be appointed by the principal and will include the teacher-librarian, three teachers, two parents/guardians, and the principal or designee.
  3. A wide range of school library resources which present different points of view at all levels of difficulty will be provided.
  4. School library resources selected for use in schools will accurately portray contributions made to our society by persons from diverse backgrounds.
  5. School library resources shall be culturally and historically responsive and reflective of individual student needs, linguistic backgrounds, interests, socioeconomics, maturity, and academic level, as well as encourage growth in literary knowledge, aesthetic appreciation, and ethical standards.
  6. Requests from students and the professional staff will be considered.
- IV. It is recognized that differences of opinion regarding certain instructional materials will exist. The principal shall have the responsibility of making the final selection where differences occur. However, to the extent possible, the principal will utilize procedures that enable lay citizens and professional staff to register their reactions and suggestions regarding individual instructional materials.
- V. A forum for public or staff reaction to any supplemental textbooks, school library resources, or procedures will be provided. A review of the material or procedure may be initiated by completing the *Request for Review of Supplemental Textbooks, School Library Resources, or Procedures* form.
- A. Challenges to supplemental textbooks and school library resources:
1. A challenge to a supplemental textbook or a school library resource is initiated if a completed *Request for Review of Supplemental Textbooks, School Library Resources, or Procedures* form is received by the principal or designee.
  2. The library media committee shall serve in a review capacity for

reviews, and consulting standard evaluation aids. Opinions should be based on the material as a whole without judging passages out of context.

3. For supplemental textbooks, the committee may:
  - a. Allow the use of supplemental textbooks with students for instruction; or
  - b. Deny the use of supplemental textbooks with students for instruction.
  
4. For school library resources, the committee may:
  - a. Leave the school library resource in the library on open shelving;
  - b. Remove the school library resource from the library on open shelving; or
  - c. Place the school library resource on open shelving to be circulated only to students with written parental permission.

- VI. A systematic procedure will be utilized for the selection and replacement of District electronic media. This includes cataloging and circulation.
  
- VII. The procedures for using all electronic media, related copyright and licensing requirements, and use of public broadcast programs are found in the *Guidelines for Instructional Use of Electronic Media*. The guidelines require that all media used have direct correlation to the teaching objectives. Any portion of electronic media in any format that is rated “R” shall not be shown to students at any grade level within the school district under any circumstances. Any portion of electronic media in any format that is rated “PG-13” may be shown in Film Studies courses in Grades 7-12, but only after securing written parental permission. Motion pictures rated “PG” may be shown to students in Grades 7-12, but only after securing written parental permission.
  
- VIII. Each school will ensure an effective school library. An effective school library includes a certified teacher-librarian with a Nevada School Library Media Specialist endorsement.
  - A. With the approval of the Superintendent of Schools or designee, when a certified teacher-librarian is not available, a school principal may temporarily assign a licensed teacher designee to the school library with a signed written consent form detailing the following stipulations:

1. The licensed teacher designee will consent to enrolling in a program to obtain the Nevada School Library Media Specialist endorsement.
  2. The K-12 Library Services Department will maintain a record of licensed teacher designees assigned to the school library.
  3. The licensed teacher designee will submit yearly progress and earn the Nevada School Library Media Specialist endorsement within three years.
  4. If the licensed teacher designee does not earn the Nevada School Library Media Specialist endorsement within three years, the licensed teacher designee will be removed as the designee for the school library.
- B. An annual report on the school libraries shall be provided to the Board of School Trustees and will include information on teacher-librarian staffing, library expenditures, and use of library resources.

Legal Reference: NRS Chapter 389; NAC Chapter 389

Review Responsibility: Academic Unit

Adopted: [6160: 2/2/65]

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