



**Responsible Office:** Office of Academics

## **BOARD POLICY 6160**

### **INSTRUCTIONAL MATERIALS: SELECTION, ADOPTION, AND DISPOSAL**

#### **PURPOSE**

The Board of Trustees is committed to providing each student with an appropriate and equitable education, with all students having access to instructional materials that will enrich the learning experience. Further, the Board recognizes its responsibility for the improvement and growth of the educational program of schools. To this end, instructional materials shall be evaluated, developed, and adopted on a continuing basis as recognized in this policy. Through this commitment, the input of parents/guardians is encouraged in the choice of new instructional materials. This policy shall provide a standard process for the identification, selection, adoption, and disposal of books and other instructional materials.

#### **POLICY**

1. The Board of Trustees recognizes that students need access to many different types of instructional materials consistent with District policy and regulation.
2. Core Instructional Materials
  - a. The Washoe County School District will conduct scheduled core instructional materials adoptions based on time lines stipulated by Nevada Revised Statutes and/or time lines recommended by the State Board of Education.
  - b. The Washoe County School District will conduct core instructional materials adoptions in accordance with the Nevada Revised Statutes and develop a committee to adopt such materials in accordance with NAC 390.010.
  - c. The Washoe County School district will afford parents/guardians and other members of the community an opportunity to review the recommended instructional materials prior to submission to the Board of Trustees in accordance with NAC 390.030 and NAC 390.020.
  - d. Recommendations for the adoption of core instructional materials will be developed by the Department of Curriculum and Instruction and submitted to the Board of Trustees.

- e. The Board of Trustees will approve core instructional materials for district-wide adoption. The Board of Trustees' adoptions will be forwarded to the Nevada State Board of Education.
3. Supplemental Instructional Materials Including Open Source
- a. The Board of Trustees will provide access to a list of approved supplemental materials used in District classrooms.
  - b. The Board of Trustees ensures the process of approving supplemental materials to be equitable to vendors and beneficial for District students.
  - c. All recommendations for the selection of district-purchased supplemental materials will be decided through the vendor product review process.
  - d. The Board of Trustees recognizes that parents or citizens may challenge the use of certain materials. The Board provides for an appeals process to address challenges of supplemental materials. There are three levels of appeal of media and supplementary materials: (1) School; (2) System Committee; and (3) Superintendent.
    - i. School Level -
      - 1. Challenges, written or verbal, shall first be directed to the school principal, who shall attempt to resolve the issue informally.
      - 2. The principal shall inform the Chief Academic Officer and the Area Superintendent of the complaint.
      - 3. Principals have the discretion to temporarily remove the material(s) or let it remain in use during the appeals process.
      - 4. The principal has five (5) school days to notify the challenger in writing of the decision.
    - ii. System Committee -
      - 1. In the event the complainant is not satisfied with the principal's decision, he/she may file a formal "Request for Reconsideration of Media" form with the Chief Academic Officer, within ten (10) school days of the principal's decision.
      - 2. The Chief Academic Officer shall convene a district-level committee to review the challenged material.

3. Challenges to the same material by multiple challengers can be consolidated into one challenge by the district-level committee.
4. The district-level committee (Committee) shall consist of: the Chief Academic Officer, the Director of Curriculum and Instruction, two principals from the appropriate level, an Area Superintendent, one teacher in the appropriate subject area or grade level, a student from the appropriate grade level (if middle or high school), a parent, and the Chief Counsel or designated attorney. The Committee will be chaired by the Chief Academic Officer.
5. The Committee shall be convened within twenty (20) school days upon receiving the "Request for Reconsideration of Media" form. The challenger shall be notified in writing and invited to attend and present at the Committee.
6. The Committee shall read, view, and/or listen to the material in question in its entirety, and also read available professional evaluations pertaining to the material. The Committee shall also hear the concerns expressed by the challenger.
7. The Committee shall discuss the material relative to the appropriateness to grade level and curriculum. In determining the suitability and value of the material, the Committee may consider the following:
  - a. Relevance, vulgarity, quality of content and manner of presentation, appropriateness to age, and the sophistication of students and grade level.
8. The Committee shall render a decision by majority vote of those present and provide written notification to the challenger within five (5) school days of the hearing.
9. The Committee may decide to:
  - a. Take no removal action.
  - b. Remove the challenged material from the affected school(s). Action to remove shall be based on evidence that the material is pervasively vulgar and or lacking in educational value.
  - c. Restrict the use by students at the affected school(s).

d. Place the material at another school level.

iii. Superintendent -

1. If the challenger does not agree with the decision of the System Committee, he/she may file a notice of appeal with the Superintendent within (10) school days following receipt of such decision and the matter will then be presented to the Board of Trustees, whose decision shall be final.

4. Disposal of Obsolete Instructional Material

- a. It shall be the responsibility of the Superintendent, the Office of Academics, and the Business and Finance Purchasing Department to determine procedures for the disposal of obsolete instructional materials.
- b. The recommendations for disposal of obsolete instructional materials will be completed through procedures developed by the Department of Curriculum and Instruction.

## **DEFINITIONS**

1. Instructional materials – Any District purchased materials in a given content area used for instructional purposes.
2. Core Instructional Materials – Any District purchased materials in a given content area used for instructional purposes.
3. Supplemental Materials – any medium or material used to reinforce or extend a core program of instruction, managed on a district-wide basis.
4. Open Source Materials – electronic instructional material that is available for downloading from the Internet at no charge and without requiring the purchase of an unlock code, membership, or other access or use charge, except for a charge to order an optional printed copy of all or part of the instructional material.
5. Obsolete – (a) instructional materials that are to be replaced by updated materials; and/or (b) torn, defaced, or damaged instructional materials to the extent that the item is not economically repairable.

## **DESIRED OUTCOMES**

1. Core Instructional Materials: Through the establishment of the policy, and any accompanying governing documents, the Board of Trustees emphasizes the importance of adopting core instructional materials by clearly defining the adoption process.

2. Supplemental Instructional Materials Including Open Source: Through the establishment of this policy, and any accompanying governing documents, the Board of Trustees assures an equitable and beneficial process for the selection of supplemental materials used in classrooms.
3. Supplementary instructional print or media materials will be selected in accordance with State Statute and District Administrative Regulations. Materials selected must be consistent with District curriculum guidelines and instructional objectives and Nevada Academic Content Standards.
4. The District shall not discriminate in the selection and evaluation of instructional materials or media on the basis of sex, race, color, religion, national origin, ancestry, creed, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other protected class under federal, state, or local law.
5. Library books and other printed materials will be selected in accordance with District library selection procedures and with administrative regulations.
6. Media in the District's Film and Video Library will be selected in accordance with District policy and administrative regulations.
7. Materials for the District's professional library (Learning and Resource Center) will be selected in accordance with district policy and guidelines as set forth in the Selection of School Library Materials.
8. Materials should be aligned with the curriculum and should enrich and support instruction, taking into consideration the varied interest, ability, learning styles, and maturity levels of the students served.
9. Materials should stimulate growth in factual knowledge, conceptual thinking, literary appreciations, aesthetic values, and ethical standards.
10. Instructional materials shall advance the District's equity and diversity vision in order for students to develop an appreciation of all differences based on respect for self-worth, dignity, and personal value of each individual.
11. Instructional materials shall provide multiple viewpoints on issues so that students, under guidance, may develop the skills of critical analysis and informed decision making.
12. Instructional materials should be representative of diverse racial, religious, ethnic, social, political, and cultural groups, emphasizing their valuable contributions to American heritage and depict men, women, and members of minority groups in

roles of equivalent status and leadership positions.

13. Through the establishment of this policy, and any accompanying governing documents, the Board of Trustees assures the correct procedure for the disposal of obsolete instructional materials.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns with the following District governing documents:
  - a. Board Policy 6163.2, Internet Safety And Public Network Acceptable Use
  - b. Administrative Regulation 6161, Media Selection
  - c. Administrative Regulation 6161.5, Disposal of Discontinued Instructional Materials
  - d. Administrative Regulation 6181, Instructional Materials Selection and Adoption.
3. This policy complies with the following chapters of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC):
  - a. Chapter 241, Meetings of State and Local Agencies
  - b. Chapter 385, State Administrative Organization, and specifically:
    - i. NRS 385.240, Approval of Library Books for Public Schools.
  - c. Chapter 387, Financial Support of School System, and specifically:
    - i. NRS 387.206, Required minimum expenditure by school districts, charter schools and university schools for profoundly gifted pupils for textbooks, instructional supplies, instructional software and instructional hardware; reduction in basic support for failure to comply.
  - d. Chapter 388, System of Public Instruction.
  - e. Chapter 390, Textbooks, and specifically:
    - i. NAC 390.010, Committees to evaluate and recommend textbooks and electronic media: Appointment; membership.
  - f. Chapter 393, School Property.

4. Chapter 201, Crimes Against Public Decency and Good Morals, and specifically:
  - a. NRS 201.235 – 201.254, Obscenity.
5. This policy complies with federal laws and regulations, to include:
  - a. Copyright Revision Act, Public Law (PL) 94-553, Section 106-107.

**REVIEW AND REPORTING**

1. This policy shall be audited for appropriate revisions and legal compliance bi-annually, following each regular session of the Nevada State Legislature. The Board of Trustees will receive annual reports on the status of all Board policies.

**REVISION HISTORY**

Date	Revision	Modification
7/29/2014	1.0	Adopted: Combined deleted Board Policies 6161, 6161.5, and 6181