



Administrative Regulation 6161 MEDIA SELECTION

Responsible Office: Office of Academics, Department of Curriculum & Instruction

PURPOSE

This administrative regulation establishes the guidelines for the use of media, such as school library materials, audio-visual materials, and supplementary materials, by students in the Washoe County School District ("District").

REGULATION

1. For the purposes of this document:
 - a. Instructional materials include any materials in a given content area used for instructional purposes.
 - b. Entertainment software refers to programs that run applications for amusement to include online and video games.
2. Selection of School Library Materials
 - a. The responsibility for selection of school library materials shall rest with the principal and his/her designated library personnel.
 - b. However, the selection of materials for the school library shall be a cooperative process in which administrators, teachers, librarians, parents/guardians, and students have an opportunity to provide input.
 - c. The following authorities are representative of those which shall be consulted in selection of school library materials:
 - i. Publications such as: The American Library Association, National Council of Teachers of English, H. W. Wilson catalog series, American Association for the Advancement of Science, National Education Association, and the Association for Educational Communications and Technology.
 - ii. Current reviewing media such as: School Library Journal, American Library Association Booklist, Horn Book, and professional journals in various subject areas.
3. Selection of Audio-Visual Media Materials. The following guidelines will be used in the selection of audio-video media materials:

- a. The faculty member shall preview the media material and demonstrate that:
 - i. the showing of the media material is appropriate to the age and maturity level of the student,
 - ii. it contributes to an appropriate classroom instructional objective, and
 - iii. it does not consume an inordinate amount of instructional time.
 - b. The school principal shall ensure that District guidelines and administrative regulations are followed.
 - c. Curriculum-aligned media materials are purchased by the District and distributed through the Learning Resource Center and the school libraries.
4. Motion Pictures and Videos Rated by the Motion Picture Association Of America.
- a. These guidelines will be used in the selection of commercial motion pictures and videos:
 - i. Elementary School
 - 1. When G-rated films are shown in the classroom, the principal must be notified.
 - 2. PG-rated films will not be shown in the elementary schools, unless the principal determines that the film/video meets the guidelines set forth under Section 2, Selection of Audio-Visual Media Materials, of this Administrative Regulation. Parents/guardians must be notified of the title of the film/video and its rating and their approval given.
 - 3. PG-13 and R-rated films will not be shown in grades K-6.
 - ii. Middle School
 - 1. When G-rated films are shown in the classroom, the principal must be notified.
 - 2. When PG-rated films are shown in the classroom, the

principal must be notified. Parents/guardians must be notified of the title of the film/video and its rating and their written approval given.

3. PG-13-rated films will not be shown at the middle school level, unless the principal determines that the film/video meets the guidelines set forth under Section 2, Selection of Audio-Visual Media Materials, of this Administrative Regulation. If the principal approves the use of the film/video, parents/guardians must be notified of the title of the film/video and its rating and their approval given.
4. R-rated films will not be shown to students in grades 7-8.

iii. High School

1. When G and PG-rated films are shown, the principal must be notified.
2. When PG-13-rated films are shown, the principal must be notified. Parents/guardians must be notified of the title of the film/video and its rating and their written approval given.
3. R-rated films will not be shown at the high school level, unless the principal determines that the film/video meets the guidelines set forth under Section 2, Selection of Audio-Visual Media Materials, of this Administrative Regulation. If the principal approves the use of the film/video, parents/guardians must be notified of the title of the film/video and its rating and their approval given.

iv. NC-17 and X-rated films will not be shown in the schools at any level.

5. Unrated Commercial Films and Videos from an Outside Source Including Videos Streamed or Downloaded from the Internet

- a. As most films made prior to 1964 have not been rated, use of such films should be approved by the school principal.
- b. When these films are shown in the classroom, at any grade level, the principal must be notified and his/her written approval given. The principal will determine whether written parent/guardian approval shall be required.

- c. No such film shall be shown unless the principal determines that the film meets the guidelines set forth under Section 2, Selection of Audio-Visual Media Materials, of this Administrative Regulation.
6. Material Recorded From Off-Air TV/Cable/Satellite
- a. All media materials used in the District should be used in compliance with state and federal laws and regulations, to include the Copyright Revision Act.
 - b. Specific materials used in established District programs, such as Sex Education, AIDS Education, and Child Assault Prevention, should be used only in accordance with established District policies and regulations and Nevada state law.
7. Supplementary Titles (for non- Advanced Placement and non-International Baccalaureate Courses)
- a. This applies to all supplementary titles (novels) taught as a complete text in any content area including English Language Arts (ELA), Social Studies, Science, CTE etc.
 - b. Since most supplementary titles are taught as part of the English Language Arts curriculum, a current list of supplemental titles will be available on the Curriculum and Instruction website under 7-12 English Language Arts (ELA).
 - c. Teachers who wish to teach a book that is not on the Supplementary Title List will need to submit the book along with the Supplementary Title Form to the Director of Curriculum & Instruction by the deadline (October 1 for spring and March 1 for fall).
 - d. The Office of Academics' Supplementary Title Committee shall review and approve submissions of titles not on the approved list.
 - i. All titles submitted should meet text complexity standards for the grade level being considered and have a demonstrated curricular need.
 - ii. The committee shall:
 - 1. Meet twice each year;

2. Be comprised of the Director of Curriculum & Instruction, ELA or other content area Facilitator, Library representative, a Site Administrator and one content area teacher from either a High School or Middle School at a minimum.
3. Evaluate the book and determine whether or not it should be added to the list of approved titles. Books shall be evaluated based on several factors including:
 - a. Appropriateness of vocabulary and complexity for the grade level in which the book will be used.
 - b. Appropriateness of content for the grade level (maturity, interest). Books that are deemed "Adult" are not recommended for use in a whole class setting.
 - c. Demonstrated curricular and grade level standards alignment.
- iii. If the book is approved, it will be added to the list along with any helpful annotation.

8. Entertainment Software

- a. At times, it may be possible for a student to access entertainment software through District resources or as part of a District/school-sponsored activity, such as a club/organization. In such cases, the District shall follow the recognized rating standards of the Entertainment Software Rating Board in determining when such software (to include video games) will be allowed on District property.
- b. Entertainment software that has not been rated shall require the approval of the principal prior to use in the classroom setting.
- c. The following may be subject to parent/guardian notification and permission in accordance with Administrative Form 7627, Online Tools Universal Consent Form.
- d. Elementary School
 - i. When entertainment software rated Early Childhood (eC) or Everyone (E) are used by students in grades K-6, the principal shall

be notified.

- ii. Entertainment software rated Everyone +10 (E+10) may only be used by students aged 10 and above and require parent/guardian notification of the title and rating and consent. The principal shall be notified.
- iii. Entertainment software rated Teen (T) or Mature (M) shall not be used in grades K-6.

e. Middle School

- i. When entertainment software rated Early Childhood (eC), Everyone (E), or Everyone +10 (E+10) are used by students in grades 7-8, the principal shall be notified.
- ii. Entertainment software rated Teen (T) may only be used by students aged 13 and above and require parent/guardian notification of the title and rating and consent. The principal shall be notified.
- iii. Entertainment software rated Mature (M) shall not be used in grades 7-8.

f. High School

- i. When entertainment software rated Early Childhood (eC), Everyone (E), or Everyone +10 (E+10) are used by students in grades 9-12, the principal shall be notified.
- ii. Entertainment software rated Teen (T) or Mature (M) may only be used with parent/guardian notification of the title and rating and consent. The principal shall be notified.
- iii. Entertainment software rated Adults Only are prohibited on District property and/or District or school-sponsored activities.

g. The District retains the right to prohibit entertainment software on school property which has been rated Mature (M).

9. Students and their parents/guardians shall be responsible for all instructional materials and equipment loaned to or used by the student, and will be

responsible for any damage or loss of such items.

10. Through Board Policy 6160, Instructional Materials: Selection, Adoption and Disposal, the Board of Trustees recognizes that parents/guardians or members of the community may challenge the use of certain materials. The intent of this regulation is to provide a fair and orderly basis for considering criticisms, complaints, and challenges of library or media materials.

DESIRED OUTCOMES

1. The District shall select media, to include school library materials, audio-visual materials, and supplementary materials, in accordance with District policies and regulations, and state and federal laws and regulations.
2. Materials selected shall:
 - a. be consistent with District curriculum guidelines and instructional objectives and Nevada Academic Standards;
 - b. be aligned with the curriculum and enrich and support instruction, taking into consideration the varied interest, ability and maturity levels of the students served;
 - c. Stimulate growth in factual knowledge, literary appreciations, aesthetic values and ethical standards;
 - d. provide a background of information thus enabling students to make intelligent judgments in their daily lives.
 - e. present opposing sides of issues so that students may develop under guidance the practice of critical reading and thinking.
 - f. represent different religious, political, ethnic and social groups and their contribution to our American heritage.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 6161, Instructional Materials: Selection, Adoption and Disposal

2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 201, and specifically:
 - i. 201.235 – 201.254, Obscenity.
 - b. Chapter 385, State Administrative Organization, and specifically:
 - i. 385.240, Approval of Library Books for Public Schools.
 - c. Chapter 388, System of Public Instruction.
 - d. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
 - i. NRS 389.065, Instruction on acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility.
 - e. Chapter 390, Textbooks.
 - f. Chapter 393, School Property, and specifically:
 - i. NRS 393.170, Library books, textbooks and other school supplies: Purchase; payment for damage; ownership; penalty.
3. This regulation 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 administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
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2/25/1975	1.0	Adopted
8/08/1989	2.0	Revised
02/12/1991	3.0	Revised
09/22/1992	4.0	Revised
3/15/2016	5.0	Revised
11/13/2017	6.0	Revised to include entertainment software
6/21/2018	7.0	Revised to clarify supplemental title approval