



# **Administrative Regulation 6181**

## **Instructional Materials Selection & Adoption**

**Responsible Office(s):** Office of Academics

### **REGULATION**

#### 1. General

##### a. Core Instructional Materials

- i. The Department of Curriculum and Instruction will be responsible for coordinating revisions to the current adoption and any new adoption process.
- ii. The adoption process involves three phases which may take place over a two-year period. The process at the district level will include the broad-based participation by teachers, parents, community members, and administrators.
  1. Phase 1: Core instructional material review (year 1);
  2. Phase 2: Core instructional material selection and adoption (year 1); and
  3. Phase 3: Core instructional material implementation (year 2).

##### b. Supplemental Instructional Materials Including Open Source

- i. Curriculum and Instruction (C&I) staff will conduct needs assessments, calls for vendors, creation of rubrics, and establishment of Vendor Product Review (VPR) Committee.
- ii. VPR Committee will review submissions and submit final selections to the appropriate staff.

#### 2. Procedure

##### a. Core Instructional Materials

##### i. Phase 1 – Core Instructional Material Review

1. Develop a district-wide needs assessment, relative to the existing program, including appropriate surveys for teachers, parents and/or members of the community. Include

performance results provided by the State of Nevada Department of Education.

2. Review of current research in the teaching of the applicable subject.
  3. Establish an Instructional Materials Selection Committee to review instructional materials using the information gained in steps 1. and 2. above.
- ii. Phase 2 – Core Instructional materials Selection and Adoption by Instructional Materials Selection Committee.
1. Review materials and textbooks submitted for consideration by vendors by analyzing and discussing the instructional material's match to the Nevada Academic Content Standards, needs assessment, and current research.
  2. Select the best matches of core instructional materials to Washoe County School District's needs.
  3. Provide opportunities for the field-testing of finalist's core instructional materials in select WCSD classrooms using appropriate rubrics.
  4. Arrange for public review of finalist's core instructional materials. Provide method of obtaining feedback.
  5. Consider all new information to arrive at final selection.
  6. Present final recommendation to the Board of Trustees for approval.
  7. Present Board of Trustees' approved core instructional materials recommendation to the Nevada Department of Education for approval.
- iii. Phase 3 – Instructional Material Implementation
1. Create and execute a professional development plan implementation of the adopted core instructional materials.

2. Create and execute a distribution plan of the adopted core instructional materials.
- b. Supplemental Instructional Materials Including Open Source
    - i. Research WCSD needs for supplemental materials and post calls for submissions from vendors (C&I).
    - ii. Apply appropriate rubrics to all submissions (C&I).
    - iii. Establish a VPR committee from C&I staff and stakeholders for the purpose of reviewing all appropriate submissions.
    - iv. Notify WCSD stakeholders about newly approved program(s) (VPR Committee).
    - v. Address appeals through the District Public Complaint Procedure.
    - vi. Checks approved list before approving purchase orders (Business and Finance Purchasing Department).

## DEFINITIONS

1. Core Instructional Materials – Any District purchased materials in a given content area used for instructional purposes.
2. Instructional Material Selection Committee - **NAC 390.010 Committees to evaluate and recommend textbooks and electronic media: Appointment; membership. ([NRS 385.080](#), [390.140](#))** The superintendent of a school district must appoint a committee to evaluate and recommend textbooks and electronic media to be used in public schools before the district may forward any such recommendations to the state board of education for adoption. The committee must consist of:
  - a. A teacher or teachers who are licensed to teach:
    - i. The subject areas of the textbooks or electronic media being considered if the textbooks or electronic media are for use in secondary grades; or

- ii. Elementary education if the textbooks or electronic media being considered are for use in elementary grades;
  - b. An administrator or a specialist in curriculum who is employed by the school district;
  - c. A parent of a pupil who is enrolled in the school district; and
  - d. Any other member or members the superintendent deems necessary to serve on the committee.
3. Supplemental Materials – any medium or material used to reinforce or extend a core program of instruction.
  4. Open Source Materials - a program which is available to the general public for use and/or modification from its original design free of charge.
  5. Vendor Product Review Committee – a committee made up from C&I staff and stakeholders.
  6. Stakeholders - WCSD governing body, Principals, Department Leads, Instructional Leads, Implementation Specialists, etc.

### **DESIRED OUTCOMES**

1. Core Instructional Materials: Through the establishment of this regulation, 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 regulation, and any accompanying governing documents, WCSD assures an equitable and beneficial process for the selection of supplemental materials used in classrooms.

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

1. This document reflects the goals of the District's Strategic Plan.
2. This document aligns with Board Policy 6181 and Core Instructional Materials Selection and Adoption.

3. This document aligns with Nevada Revised Statutes (NRS) [Chapter 387](#), Financial Support of School System, and specifically:
  - a. [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
4. This document complies with Nevada Revised Statutes (NRS) Chapter 390, Textbooks.

### **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.

### **REVIEW HISTORY**

Date	Revision	Modification
1/11/1994	1.0	Adopted
5/11/2004	2.0	Revised
12/10/2013	3.0	Revised