



# **Administrative Regulation 6181 INSTRUCTIONAL MATERIALS SELECTION & ADOPTION**

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

## **PURPOSE**

The Superintendent adopts this administrative regulation to establish the procedures related to the review, selection and adoption of instructional materials in the Washoe County School District ("District" or "WCSD").

## **DEFINITIONS**

1. Adopted Instructional Materials refers to materials adopted by the District in a given content area used as the primary tool for instructional purposes. This includes, but is not limited to, textbooks or digital access to a program.
2. Supplemental Materials refers to any material used to reinforce or extend a program of instruction. This includes, but is not limited to, digital access to a program.
3. Open Educational Resources (OER) refers to any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them.
4. Vendor Product Review Committee – a committee made up from Curriculum and Instruction (C&I) staff and stakeholders. A committee is convened when it is determined that there is a District-wide need for a supplemental program.
5. Stakeholders - Anyone who is invested in the welfare and success of a school and its students, including administrators, teachers, staff members, students, parents, families, community members, local business leaders, and elected officials.

## **REGULATION**

1. General
  - a. Adopted Instructional Materials
    - i. The Department of C&I will be responsible for coordinating revisions to the current adoption and any new adoption process.
    - ii. The adoption process involves two 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 selection and adoption (year 1); and

2. Phase 2: Core instructional material implementation (year 2).
- b. Districtwide Supplemental Instructional Materials Including Open Source Educational Resources
    - i. 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. Adopted Instructional Materials
      - i. Phase 1 – Adopted Instructional materials selection and adoption by Instructional Materials Selection Committee.
        1. Establish an Instructional Materials Selection committee to review instructional materials.
        2. Review State Board approved instructional materials submitted by vendors for consideration by analyzing the instructional materials’ match to District Priorities, and evaluating for usability, access, coherence, and content-richness. .
        3. Select the appropriate matches of instructional materials to Washoe County School District’s needs.
        4. Provide opportunities for the field-testing of semi-finalist’s instructional materials in select WCSD classrooms using appropriate rubrics.
        5. Arrange for public review of semi-finalist’s instructional materials. Provide method of obtaining feedback.
        6. Consider new relevant information to arrive at final selection.
        7. Present final recommendation to the Board of Trustees for approval.
      - ii. Phase 2 – Instructional Material Implementation
        1. Create and execute a professional development plan for implementation of the adopted instructional materials.
        2. Create and execute a distribution plan for the adopted instructional materials.

- b. Supplemental Instructional Materials Including Open Educational Resources
  - i. When a need is determined for a District-wide supplemental resource 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).
3. Adopted Instructional Material Selection Committee The Instructional Materials Selection 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.

### **LEGAL REQUIREMENTS & 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.
5. NAC 389.854, Committees to evaluate and recommend textbooks and electronic media: Appointment; membership

**REVIEW HISTORY**

Date	Revision	Modification
1/11/1994	1.0	Adopted
5/11/2004	2.0	Revised
12/10/2013	3.0	Revised
8/13/2020	4.0	Revised