Responsible Office: Office of Academics

BOARD POLICY 6160

INSTRUCTIONAL MATERIALS:
SELECTION, ADOPTION, AND DISPOSAL

PURPOSE

This Board of Trustees (Board) Policy shall provide a standard process for the identification, selection, adoption, and disposal of books and other instructional materials in the Washoe County School District (District). Instructional materials shall be evaluated, developed, and adopted as recognized in this Board Policy.

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. "Obsolete Materials" refers to instructional materials that are to be replaced by updated materials, and/or torn, defaced, or damaged instructional materials to the extent that the item is not economically repairable.

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. "Supplemental Instructional 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.

POLICY

1. Instructional materials shall be selected to:

    a. Provide teachers with the tools to implement the District's adopted curriculum;

    b. Provide students the tools to be successful in their educational experience;

    c. Meet the Nevada Academic Content Standards;

d. Be based on evidence-based research and best practice;

e. Provide a balanced approach to presenting opposing views of controversial issues within the scope of the Nevada Academic Content Standards;

f. Be culturally relevant to represent the diversity of students and contribute to the understanding of issues of gender, ethnic, cultural, occupational, and religious groups; and

g. Provide equity and access for all students.

2. Selected instructional materials shall be free of bias.

3. The District will conduct scheduled instructional materials adoptions based on timelines stipulated by Nevada state law and/or timelines recommended by the Nevada State Board of Education.

4. The purchase of instructional materials shall comply with the procurement policies and regulations of the District, as well as applicable state laws and regulations. Such purchases shall comply with Board Policy and District Regulations related to purchasing, bids/quotations, and contracts.

5. The District will provide employees, students, parents/guardians, and other members of the community an opportunity to review and provide input on the recommended instructional materials prior to adoption.

6. Each adoption shall be accompanied by an appropriate professional development schedule. After materials are implemented, it is expected that District employees shall provide ongoing professional support to teachers and schools as needed.

7. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:

    a. Procedures for the evaluation and selection of adopted instructional materials that will be used by District students;

    b. Procedures for the evaluation and selection of supplemental materials, this includes, but is not limited to:

        i. Making available to employees and parents/guardians a list of approved supplemental materials used in District classrooms;

        ii. Ensuring the process of approving supplemental materials is equitable to vendors and beneficial for District students;

iii. Making all recommendations for the selection of supplemental materials through a vendor product review process;

iv. An appeals process for the challenge of supplementary instructional materials by parents/guardians or members of the community; and

v. Procedures for the disposal of obsolete instructional materials.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Board Policy 7200, 21st Century and Digital Learning
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
    a. 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;
        ii. NRS 387.207 Required annual expenditures for library books, computer software, equipment relating to instruction, and maintenance and repair; exception for certain school districts;
    b. Chapter 389, Academics and Textbooks; and
    c. 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 Board Policy complies with federal laws and regulations, to include:
    a. Copyright Revision Act, Public Law (PL) 94-553, Section 106-107.

REVISION HISTORY

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

3/10/2020	2.0	Revised: Updated to reflect new State process for textbook adoption
05/24/2022	3.0	Revised: Updated definitions and formatted pursuant to BP 9070