

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-6150

INSTRUCTIONAL MATERIALS AND SERVICES

- I. The selection and provision of instructional materials within the Clark County School District shall be consistent with the Nevada Content Standards and the District's curriculum standards. These materials shall be selected in the quantity and quality deemed appropriate by the professional staff and consistent with the financial resources of the District.
- II. The term instructional materials includes basic textbooks, library books, software for computers, and electronic media that are managed on a district-wide basis.
- III. The Curriculum and Professional Development Division, Instructional Services Unit, will provide for systematic selection and updating of materials and will cooperate with the appropriate departments in the Operational Services Unit and the Business and Finance Unit regarding purchasing and/or distribution of these materials.
 - A. Basic textbook selection will include the following:
 1. Professional staff will be involved in the development and implementation of all basic textbook procedures.
 2. A systematic basic textbook adoption procedure will be used to recommend textbooks for local adoptions in each grade and subject area.
 3. An appropriate textbook commission will be part of the basic textbook adoption procedure.
 4. A central accounting procedure will be utilized to control the distribution of all District textbooks.
 5. Textbooks selected for use in the public schools in classes in literature, history, or social studies must accurately portray the culture and racial diversity of our society, including lessons on the contributions made to our society by men and women from various racial and ethnic backgrounds.
 - B. Library books and materials shall be selected on the following basis:

1. The library-media center in each school shall have a materials selection procedure supportive of the school instructional program and based on basic written selection principles.
 2. A wide range of supplemental materials on all levels of difficulty and presenting different points of view will be provided.
 3. Consideration for student individual needs, interests, socioeconomic backgrounds, and maturity levels will be given. Materials will be provided that encourage growth in literary and cultural knowledge, aesthetic appreciation, and ethical standards.
 4. Materials reflecting ideas; contributions; and the religious, social, political, historical beliefs, and values of ethnic groups in America and world cultures will be included.
- IV. Requests from students and the instructional staff will be considered.
- V. The principal, in consultation with the professional staff of the library-media center, is responsible for the selection of library materials within each school.
- VI. It is recognized that differences of opinion regarding certain instructional materials will exist. The administration shall have the responsibility of making final selection where differences occur. However, to the extent possible, the administration will utilize procedures that enable lay citizens and professional staff to register their reactions and suggestions regarding individual instructional materials.
- VII. Each school shall have a library-media center committee to serve in an advisory capacity in the selection process. The committee will be appointed by the principal and will include the librarian, three teachers, two parents, and the principal or his/her designee.
- VIII. The committee shall also serve in a review capacity for challenged material. Suitability of the material shall be determined through examination, checking of available reviews, and consulting standard evaluation aids. Opinions should be based on the material as a whole without judging passages out of context.
- IX. The committee may:
- A. Leave the material in the classroom/library on open shelving;

- B. Remove the material from the classroom/library; or
 - C. Place the material on open shelving to be circulated only to students with written parental permission.
- X. A forum for public or staff reaction to any educational material or procedure will be provided. A review of the material or procedure may be initiated by completing the "Request for Review of Educational Materials or Procedures" form.
- XI. A systematic procedure will be utilized for the selection and replacement of district electronic media. This includes cataloging and circulation.
- XII. Supplemental textbooks and instructional materials will be selected by the professional staff in each school as approved by the principal. These materials must be consistent with the curricular and instructional requirements as required by NAC 390.120 and NAC 390.130, Nevada Content Standards, District curriculum standards, and District administrative procedures.
- XIII. The procedures for using all electronic media (films, videotapes, DVDs, CD-ROMs, etc.), related copyright and licensing requirements, and use of public broadcast programs, are found in the Administrative Guidelines for Instructional Use of Electronic Media and are included in District administrative procedures. The guidelines require that all media used have direct correlation to the teaching objectives. Any portion of electronic media in any format that is rated "R" shall not be shown to students at any grade level within the school district under any circumstances. Any portion of electronic media in any format that is rated "PG-13" may be shown in Film Studies courses in grades 7-12, but only after securing written parental permission. Motion pictures rated "PG" may be shown to students in grades 7-12, but only after securing written parental permission.

Legal Reference:	NRS Chapter 390 Textbooks
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