

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

TEXTBOOK ADOPTION

The School District, believing in the importance of up-to-date and accurate textbooks, technology and instructional materials, shall provide textbooks and/or instructional materials in a manner that is consistent with the financial resources of the District, and is of sufficient quality and quantity to offer every student a reasonable opportunity to acquire the skills and knowledge defined for each subject taught.

Textbooks will be adopted in accordance with the Textbook Adoption Cycle established by the State Board of Education and the Nevada Department of Education. Curriculum, textbooks, and instructional materials will be revised and adopted within a seven-year cycle. Adoption periods may be extended when necessary, but will not exceed the date in which the textbooks and/or instructional materials become unserviceable (NRS 390.005).

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

- A. The selection and provision of instructional materials within the Churchill 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.
- B. The term instructional materials include basic textbooks, educational software for computers, and electronic curriculum or media in support of curriculum that are managed on a district-wide basis.
- C. The Offices of the Superintendent and the Educational Services Department will provide for systematic selection and updating of materials and will cooperate with the appropriate departments regarding purchasing and/or distribution of these materials.
 - 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. A content specific textbook committee will be part of the basic textbook adoption procedure. The committee will be formed to review and revise district curriculum alignment documents to the national and state standards applicable to the subject under review. The revised curriculum will form the basis for textbook review and evaluation during the following year. Textbook(s) and/or instructional resources selected will be reviewed by the committee members of various grade levels and will make the final recommendations to the CCSD administration. A central accounting procedure will be utilized to control the distribution of all district

textbooks under the direction of Educational Services.

4. 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 (NRS 390.140).
- D. It is recognized that differences of opinion regarding certain instructional materials will exist. CCSD administration shall have responsibility of making the final selection of basic textbooks and instructional materials. However, to the extent possible, the administration will take under advisement the recommendations made by the adoption committee and will utilize procedures that enable lay citizens and professional staff to register their reactions and suggestions regarding individual instructional materials.
 - E. The committee shall ensure suitability of the material recommended. Suitability 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.
 - F. A forum for public or staff reaction to any educational materials or procedure will be provided.
 - G. A systematic procedure will be utilized for the selection and replacement of district electronic media. This may include electronic cataloging and circulation.
 - H. 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.
 - I. The procedures for using all electronic media (films, videotapes, DVD's, CD-ROMs, etc.), related copyright information, and use of public broadcast programs require that all media used have direct correlation to the teaching objectives. Any portion of electronic media in any format that is rated "R" or "PG-13" shall not be shown to students in grade K-12 but only after securing written parental permission.

ADOPTED:

REVISED: 11/30/99, 04/23/07, 07/25/08, 03/29/10

REVIEWED:

LEGAL REFERENCES: NRS 390.005, NRS 390.140, NAC 390.120, NAC 390.130

REVIEW RESPONSIBILITY: Assistant Super. of Personnel and Instructional Serv.

MARCH