

Section: Instruction

Previous Policy Number: IIA

Title: Textbook Materials Selection

Presented as below to School Board for Review on 10-9-02, 10-23-02

TEXTBOOK MATERIALS SELECTION

Text materials are an important component to the delivery of instruction, while text materials are important, it is understood that texts are not the curriculum and are merely one approach to delivering instruction. Staff are always encouraged to use supplementary material in the planning and delivery of instruction. The Board of School Trustees of Storey County believes that the professional staff of the district must share in the selection and evaluation of text materials for the school district. The Board further realizes that it is finally responsible for the purchase and implementation of all materials under the provisions of NRS 390.220.

This policy is intended to assist in the selection of text materials as defined by NRS 390.005 (1).

““Basic Textbook” or “textbook” means any medium or manual of instruction containing a presentation of the principles of a subject used as a basis of instruction.”

Goals of the Selection Process

The selection of the text materials shall accomplish the following goals:

- a. Insure compliance with NRS and the Nevada State Board of Education.
- b. Provide students with the most up to date materials available for their educational program.
- c. Allow for a balanced point of view with respect to the society in which we live and be free of stereotypical views of any group.
- d. To assist in meeting the objectives established for courses in district developed curriculum guides and support the overall k-12 scope and sequence.
- e. Be of appropriate level of readability and difficulty for students.
- f. Be consistent with assessment programs used by the district (criterion – referenced, CTBS, Nevada Proficiency).

Method of Selection

When it is determined that the selection of a new text or series is appropriate, the Superintendent shall convene a text selection committee. The committee shall be comprised of:

1. Members of the certificated staff by whom the text will be used.
2. Members of the staff in succeeding grades/levels to insure continuity.
3. District Media Specialist.
4. Two Parents.
5. A member of the community.
6. Members of the administration.
7. Students may be asked to serve, if the committee deems advisable.

The committee may choose to enlist the aid of a consultant from higher education or assistance from the Nevada Department of Education.

The text selection committee will review a variety of text books insuring that the following criteria are met:

- a. Checklist of Considerations – see IIA-1-E Current status on the State Adopted Textbook list.

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Policy Manual

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It is important that during the review process that all reviewers have access to district and course curricular philosophies and goals to insure that the materials reviewed will support these areas.

As a result of the Text Selection Committee's review, a consensus recommendation shall be developed to be presented to the Board of School Trustees. This recommendation shall include the Committee's first, second and third choices for the adoption (see IIA-2-E). Members of the committee shall be invited to attend a regularly scheduled Board meeting to present their recommendation to the Board. If any of the committee's selections are not a part of the state adopted textbook list, the committee shall also present the rationale for the selection and plans to implement the text or series as a pilot program. The pilot program plans must adhere to all NRS and NAC requirements.

Public Input Period

In an effort to insure members of the public an opportunity to examine and comment on possible textbook adoptions, the following procedure will be utilized:

When the Text Selection Committee has completed their review and have a recommendation, notices shall be posted in the local media and sent home with each student. The notice shall inform parents of the potential adoption and the availability of the text materials for review.

A period of no less than thirty (30) days shall be set aside for public review and comment. During that time materials being considered for adoption shall be available for review in the schools in which they will be used. Materials shall be made available in an easily accessible location so as to facilitate public review. In addition to the potential textbooks/series being considered for adoption, a compilation of all reviewers comments on the textbook/series (using form IIA-1-E) generated during the review process will be available for review at this time. Given the limited number of examination copies made available the materials are to remain in the school building during the review period. Members of the public may make comments either in writing or may voice their comments at the meeting in which the adoption is agendized for action.

Final Adoption

The Board of Trustees shall have the final decision on all adoptions.