

# ADMINISTRATIVE REGULATION

No. 219(d)

Board of Trustees

Douglas County School District

PROGRAM

## MATERIALS SELECTION AND ADOPTION PROCESS

### Objectives:

1. To provide specific procedures for selecting and adopting basic materials for use in Douglas County School District.
2. To comply with NRS laws on Textbook Selection and Purchase (NRS 390).
3. To comply with the Nevada State Department of Education's Textbook Administrative Code and Adoption Cycles (NAC 390).
4. To select and adopt textbooks which most closely match and support curricular goals of the District's written curriculum and philosophy.
5. To provide thorough analysis of present District textbook needs as they relate to students, teachers, community, and District financial constraints.

### Materials Selection Committee:

1. Membership: The Committee members shall be appointed in accordance with NAC 390.010.
2. Training and Planning: Selection Committee members shall receive training and planning assistance to include but not be limited to:
  - Review of District policies as well as state and federal laws.
  - Review of Nevada Department of Education guidelines and requirements of textbook selection and adoption.
  - Review of Strategic Plan requirements that impact textbook selection and adoption decisions.
  - Preview of state and federal law which impacts textbook selection and adoption decisions.
  - Review of current Douglas County School District competency and curriculum goals and objectives for subject areas and appropriate sections of Nevada Course of Study.
  - Use of rating and evaluation tools for selection process.
  - Establish timeline for selection and adoption process.
  - Establish individual responsibilities for committee members, including presentation of products, reports, and recommendations to appropriate boards and/or committees.
  - Establish the times, places, durations, and purposes of committee meetings.

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### 3. Selection of Textbooks:

- a. Obtain permission from the Nevada Department of Education to conduct textbook evaluation project.
- b. Conduct needs assessment: A needs survey of staff and parents should be conducted by the committee to determine opinions with respect to strengths and weaknesses of materials currently in use.
- c. Facilitate timely and equitable call for samples.
- d. Select textbooks to be reviewed: In core areas such as math, science, reading, social studies, and language arts, the committee should try to limit preliminary reviews to a maximum of four (4) series.
- e. Complete Report of Textbook Evaluation Projects form (and submit to State Textbook Consultant at Nevada Department of Education).
- f. Conduct the evaluation of the different textbooks using the evaluation tools provided in training to determine the finalists(s). Selection of the finalists(s) shall be determined by majority vote of committee members.
- g. Publisher(s) may be invited to make presentations. These presentations should be open to teachers, parents, and community members as well as the selection committee.

### 4. Pilot Review Process:

- a. The top textbook(s) may be piloted in every school to be affected by the adoption district-wide. All pilot teachers shall be given the same evaluation and rating forms for feedback.
- b. The committee shall be responsible for determining the readability level of each series under consideration.
- c. Pilot teachers shall be invited to present informational material at a selection committee meeting.

### Selection and Display of Finalist:

1. The selection of the finalist shall be determined by majority vote of the committee.
2. Copies of the finalist series shall be placed on public display at several locations within the district. Feedback forms shall be made available for teacher, parent, and community comments.
3. The location and details of the public display shall be advertised within the community.

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## Final Adoption

1. The Committee's recommendation and the public response comments shall be presented to the School Board by the Assistant Superintendent of Education Services.
2. Public opinion presentations shall be also allowed at a regular School Board meeting prior to adoption.
3. Final adoption shall take place at a regular School Board meeting if the Trustees vote to accept the recommendation of the Assistant Superintendent of Education Services and the Selection Committee.
4. The results of the textbook selection process will be presented to the State Department of Education for state adoption consideration.

[See Policy related to this Administrative Regulation](#)

See also: Administrative Regulations [219\(a\)](#), [219\(b\)](#), [219\(c\)](#)

Adopted: 12/08/92

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Revised: 10/03