

ADMINISTRATIVE REGULATION

No. 221(c)

Board of Trustees
Douglas County School District

PROGRAM

COMPETENCY-RELATED TEXTBOOK AND MATERIALS SELECTIONS & PURCHASE

A comprehensive educational program to serve the needs of the District's students within a competency system must include a consistent process for the selection and adoption of textbooks and materials that align with the competency curriculum and assessments. Selection and adoption of district-wide textbooks and other instructional materials, including learning technologies, will ensure that all students and teachers have available the teaching materials and assessment examples needed to develop student competency and mastery of curriculum objectives. Comparable competency textbooks and other instructional materials which are recommended for adoption will be provided for students in all Douglas County School District schools to provide equity in opportunity for all students to demonstrate proficiency in the basic competency skills in order to graduate. The selection and adoption of all new textbooks and materials requires [analysis](#) and approval at both site and district levels.

The process for approval of competency-related textbook and material purchases shall include:

- consideration of degree to which textbook or material addresses competencies;
- match of textbook or material to appropriate benchmarked competency objectives, as well a state standards or curriculum frameworks;
- match of textbook or material to appropriate state and district assessments;
- participation in all sites potentially affected by the purchase;
- analysis of cost and budget source for the purchase (Note: Due to the high cost of replacement, consumable materials should be considered for adoption ONLY when it is determined that they are absolutely essential for student mastery of the competency objectives.);

Other textbooks and instructional materials may be selected and purchased at individual sites. The process for site approval of textbook and material purchases that are unrelated to competencies shall proceed in consultation with the

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Coordinator of Curriculum and Instruction in accordance with District Policies and Regulations and with NRS and NAC 390 regarding:

- sample requests
- selection of textbooks and materials
- contract negotiations
- adoption process
- funding sources.

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

See also:

[Policy 201 - Curriculum Development](#)

[Policy 202 - Instructional Framework](#)

[Policy 203 - Supplemental Materials](#)

[Policy 204 - Instructional Supplies](#)

[Policy 219 - Selection of Textbooks and Other Instructional Materials](#)

Administrative Regulations [221\(b\)](#), [221\(e\)](#), [221\(f\)](#), [223](#)
NRS 390, Selection and Purchase of Textbooks