

*INSTRUCTIONAL MATERIALS: SELECTION, ADOPTION, REPLACEMENT AND DISPOSAL*

Lyon County School District shall provide a standard process for the identification, selection, adoption, and disposal of instructional materials. The selection and provision shall be consistent with the Nevada Academic Content Standards and the Lyon County School District's curriculum standards.

“Adopted Instructional Materials” refers to materials adopted by the District in a given content area used as the primary tool for instructional purposes. This includes, but is not limited to, textbooks or digital access to a program.

“Obsolete Materials” refers to the instructional materials that are to be replaced by updated materials, and/or torn, defaced, or damaged instructional materials to the extent that the item is not economically repairable.

“Open Educational Resources (OER)” refers to any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them.

“Supplemental Instructional Materials” refers to any material used to reinforce or extend a program of instruction. This included, but is not limited to, digital access to a program.

The District shall provide textbook 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.

Instructional materials selected for use in the District must present a balanced point of view, and must contain current, accurate, and factual information, and shall be aligned as closely as possible to the Nevada Academic Content Standards.

The District shall ensure proper maintenance and inventory control of textbooks.

No instructional materials may be used as the primary source material for a subject or course unless approved by the State Board of Education and the Lyon County School Board.

*Administrative Regulations:*

The following documents are attached to the policy pdf version, in their entirety.

[LCSD Instructional Materials Procedures](#)

[Supplemental Instructional Materials Request Form](#)

[Citizen Request for Reconsideration of Instructional Materials](#)



## Lyon County School District

# Procedures for the Selection, Adoption, Replacement and Disposal of Instructional Materials

### INSTRUCTIONAL MATERIALS: SELECTION AND ADOPTION

1. The selection and provision of instructional materials within the Lyon County School District shall be consistent with the Nevada Academic Content Standards and the District's curriculum standards. These materials shall be selected by the professional staff and stakeholders of Lyon County School District.
2. The term “**instructional materials**” includes basic textbooks and materials, supplemental textbooks and materials, and digital resources.
  - a. **Adopted Instructional Materials** refers to any materials adopted by the District in a given content area used as the primary tool for instructional purposes. This includes, but is not limited to textbooks or digital access to a program.
  - b. **Supplemental Materials** refers to any materials used to reinforce or extend a program of instruction. This includes, but is not limited to, digital access to a program from approved NDE vetted materials.
  - c. **Non-Consumable Materials** refers to any adopted District purchased materials that are not replaced on a yearly basis. Student workbooks would be an example of a consumable material.
  - d. **Open Educational Resources (OER)** refers to any type of educational materials that are in the public domain or introduced with an open license. The nature of these open materials means that anyone can legally and freely copy, use, adapt and re-share them.
  - e. **Instructional Materials Review Committee** refers to a committee established by the Department of Educational Services. A committee is convened when there is a request for supplemental materials.
3. The Department of Educational Services will be responsible for the systematic selection and updating of instructional materials in cooperation with the Department of Operational Services.

- a. The core instructional materials adoption process involves two phases which may take place over a two-year period. The process at the district level will include broad-based participation by teachers, parents, community members, and administrators.
  - i. **Phase 1:** Core instructional materials selection and adoption (year 1); and
  - ii. **Phase 2:** Core instructional materials implementation (year 2).

## **CORE INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION PROCESS**

**Phase 1** – Adopted Instructional materials selection and adoption by the Instructional Materials selection committee.

1. Establish an Instructional Materials selection committee to review instructional materials. The Instructional Materials Selection Committee must consist of:
  - a. A teacher or teachers who are licensed to teach:
    - i. The subject areas of the instructional materials being considered are for use in secondary grades; or
    - ii. Elementary education, if the instructional materials being considered are for use in elementary grades;
    - iii. An administrator or a specialist in curriculum who is employed by the school district;
    - iv. A parent of a pupil who is enrolled in the school district; and
    - v. Any other members that the superintendent deems necessary to serve on the committee.
2. Review State Board approved instructional materials submitted by vendors for consideration by analyzing the instructional materials' match to District priorities and evaluating for usability, access, coherence, and content richness.
3. Select the appropriate instructional materials that meet the Lyon County School District's needs.
4. Provide opportunities for the field testing of semi-finalist's instructional materials in select LCSD classrooms using appropriate rubrics.
5. Arrange for public review of selected instructional materials. Provide methods of obtaining feedback.
6. Consider new relevant information to arrive at final selection.
7. Present final recommendation to the Board of Trustees for approval.

**Phase 2-** Instructional Material Implementation

1. Create and execute a professional development plan for implementation of the adopted instructional materials.
2. Create and execute a distribution and replacement plan for the adopted instructional materials.

## **SUPPLEMENTAL INSTRUCTIONAL MATERIALS SELECTION PROCESS INCLUDING OPEN EDUCATION RESOURCES**

When a need is determined for District-wide supplemental resources, the Department of Educational Services will:

1. Post calls for submissions from vendors
2. Apply appropriate rubrics to all submissions
3. Establish an Instructional Materials Review Committee (Tier 1 MTSS committee) for the purpose of reviewing all appropriate submissions.
4. Notify relevant staff about newly approved programs(s).
5. Address appeals through the District Public Complaint Procedures
6. Works in cooperation with the Department of Operations

***\* This does not include the use of supplemental instructional materials by a teacher for a single lesson. A teacher who wishes to use a supplementary instructional material for a single lesson, must receive prior approval from the building principal.***

When a need is determined by a school site for supplemental instructional materials/resources, the principal will submit the request via the [LCSD Supplemental Instructional Material Request Form](#) to the Department of Educational Services.

## **DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS**

Disposal of instructional materials considered to be beyond repair or obsolete shall be in compliance with the following procedures:

1. Non-consumable instructional materials become obsolete for a variety of reasons, among them:
  - a. They are to be replaced by updated materials;
  - b. The adoption cycle has expired (NAC 390.050); and
  - c. They are torn, defaced, or damaged to the extent that the item is not economically repairable.

2. The Department of Educational Service, in cooperation with the Department of Operations, is responsible for directing the disposal of instructional materials classified as obsolete by the District.
3. Schools will contact the Department of Educational Services secretary to determine if the instructional materials are still adopted for use in the District. Unused adopted instructional materials will be returned to the Department of Educational Services.
4. Obsolete instructional materials will be sold to a materials reclamation company or discarded.
5. Students and their parents or guardians shall be responsible for all instructional materials and equipment loaned to or used by the student and shall reimburse the district for any damage or loss of such items

## **INSTRUCTIONAL MATERIALS: RESOURCES AND LINKS**

Rubrics for Core Content Areas

1. Category 1 – Standard Alignment: Please complete the corresponding content rubric on the [Course-Standard Alignments](#) page.
2. Category 2 - [Student Supports and Accessibility](#)
3. Category 3- [Alignment to LCSD Commitments](#).

These resources are provided to inform and assist in selecting instructional materials and other resources.

- [Adoption Checklist \(PDF\)](#)
- [Evaluation Forms \(PDF\)](#)
- [CTE \(PDF\)](#)

## Supplemental Instructional Materials Request Form

*This request for supplemental instructional materials must be accompanied with a curriculum framework outlining, at a minimum, units of instruction, Essential Academic Learning Requirements and/or Grade Level Expectations, assessments, and thinking skills.*

1. Supplementary instructional materials approval is being requested for:

Single-building       Program Use       District-wide Use

2. Submitted

by:

Building: \_\_\_\_\_ Date: \_\_\_\_\_

3. Content

Grade \_\_\_\_\_

Area: \_\_\_\_\_ Level(s): \_\_\_\_\_

Course Title: \_\_\_\_\_

4. Title of

Material: \_\_\_\_\_

5.

ISBN: \_\_\_\_\_

Publisher: \_\_\_\_\_

Author: \_\_\_\_\_ Copyright: \_\_\_\_\_

6: Type of material being requested (check one):       Book       Software       CD/DVD       Online/Web Resources

Other please

describe: \_\_\_\_\_

7. Approximate cost per unit: \_\_\_\_\_ Number of units to be purchased: \_\_\_\_\_

Total cost to purchase: \_\_\_\_\_

8. Readability level (specialist input): \_\_\_\_\_

9. Description of contents: \_\_\_\_\_

10. Has this material been previously approved for use at another grade level?       Yes  
 No

**Supplemental Instructional Materials Request**  
**Single Building Use**

A review of the material is required. Reviewers may include the librarian, classroom teachers, specialists, administrators, parents, community members.

The material review \_\_\_\_\_ written  
for \_\_\_\_\_ by \_\_\_\_\_  
was completed by the individuals listed below.

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Position/Role)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Position/Role)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Position/Role)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Position/Role)



**Supplemental Instructional Materials Request**  
**Program Use**

A review of the material is required. Reviewers may include the librarian, classroom teachers, specialists, administrators, parents, community members.

The material review \_\_\_\_\_ written  
for \_\_\_\_\_ by \_\_\_\_\_  
was completed by the individuals listed below.

_____ (Name)	_____ (Position/Role)
_____ (Name)	_____ (Position/Role)
_____ (Name)	_____ (Position/Role)
_____ (Name)	_____ (Position/Role)

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS REQUEST**  
**PROGRAM USE**

\*

_____ <b>Building Principal</b>	_____ <b>Date</b>
_____ <b>Director of Education Services</b>	_____ <b>Date</b>

\*Forms approved for program use are maintained by the program and at the building.

**Supplemental Instructional Materials Request**  
**District-Wide Use**

A review of the material is required. Reviewers may include the librarian, classroom teachers, specialists, administrators, parents, community members.

The material review \_\_\_\_\_ written by \_\_\_\_\_  
for \_\_\_\_\_  
was completed by the individuals listed below.

(Name)	(Position/Role)
(Name)	(Position/Role)
(Name)	(Position/Role)
(Name)	(Position/Role)

**SUPPLEMENTAL INSTRUCTIONAL MATERIALS**  
**DISTRICT-WIDE USE**  
**REQUIRED SIGNATURES\***

<b>Executive Director(s) of Education Services</b>	<b>Date</b>
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<b>Deputy Superintendent</b>	<b>Date</b>
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\*Forms approved for district-wide use are maintained with the Department of Education Services in the District Office.

## Citizen Request for Reconsideration of Instructional Materials

Request initiated by \_\_\_\_\_

Telephone number \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: (student's name) \_\_\_\_\_

or (group affiliation) \_\_\_\_\_

Title of item \_\_\_\_\_

Type of material in question \_\_\_\_\_

Author / Artist / Composer / Producer / etc. \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright date \_\_\_\_\_

1. What brought this resource to your attention?
  
  
  
  
  
  
  
  
  
  
2. What concerns you about this resource?
  
  
  
  
  
  
  
  
  
  
3. Have you examined the entire resource? If not, which sections did you review?
  
  
  
  
  
  
  
  
  
  
4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this subject?
  
  
  
  
  
  
  
  
  
  
5. What action are you requesting the committee to consider?

Signature of citizen \_\_\_\_\_ Date \_\_\_\_\_

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For District Use

Action Taken: \_\_\_\_\_

Date: \_\_\_\_\_