

ADMINISTRATIVE REGULATION

No. 219(b)

**Board of Trustees
Douglas County School District**

PROGRAM

CHALLENGES AND/OR OBJECTIONS TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

Opinions differ and, in a democracy, there may be criticisms of the most carefully selected material. The District respects the right of parents/guardians and community members to raise concerns and will address such concerns through a consistent, viewpoint-neutral process.

In order to properly consider and reply to any challenge regarding textbooks/instructional materials selected for use in the District, the Superintendent will develop a formal challenge procedure, which can be utilized by parents, school and/or other community members. This procedure applies to instructional materials in any format, including print, digital/online resources, library/media materials used for instruction, and supplemental classroom resources.

Recognizing the occasional desire of parents and/or citizens to challenge the use of certain textbooks/instructional materials currently being utilized within the District, the following challenge procedure has been developed.

Informal Stage: The parent, school or community member shall discuss the material in question with the staff member who is utilizing the material. The goal of this activity is to resolve the issue on an informal basis. The site administrator may participate in the informal stage upon request or when needed to support timely resolution.

Step 1: If the challenge is not resolved through the informal procedure noted above, the challenge shall be submitted to the appropriate site administrator. The site administrator shall explain to the requester the school's selection procedure and criteria. The site administrator shall explain the particular place the material occupies in the educational program, its intended educational usefulness, and additional information regarding its use. In the event the requester is not satisfied with the initial explanation, the requester shall be invited to file a formal request for reconsideration with the District using the District's form (or other form required by the Nevada Department of Education or Nevada Superintendent of Public Instruction, as applicable). The requester must complete and sign the form so that a reply can be given. Requests should identify the specific material challenged (title/author/edition or URL/platform), the specific portions at issue, and the basis for the objection. A copy will be given to the site administrator and the District designee responsible for instructional materials/curriculum.

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Step 2: The material in question may remain in use by the school until a committee selected by the Board of Trustees, or their designee, completes a review. In limited circumstances, the site administrator may implement temporary, minimal restrictions pending review (e.g., limiting use to certain grade levels or pausing use) when there is a reasonable basis to believe the material presents an immediate and substantial concern related to student safety, age-appropriateness, or legal compliance. Any temporary restriction shall be documented and shall not predetermine the outcome of the committee review. The committee shall consist of two teachers (teachers not using the material being challenged), two parents serving on an active school organization, a librarian, a student, if appropriate, and the site administrator. Committee members shall be selected to avoid conflicts of interest and to ensure a fair and consistent review.

Both the requester and the staff member utilizing the material(s) in question will have an opportunity to address the site-level committee. The committee shall consider the challenged material in its entirety with both the specific objections and the context of the objections in mind. The committee's review shall be conducted in a manner consistent with constitutional principles applicable to public schools, including the First Amendment, and shall not exclude material solely because of disagreement with ideas or viewpoints expressed.

The District designee will provide continuity to the committee, activating the committee, scheduling meetings, securing copies of reviews and copies of the challenged materials for the members to consider. The District designee will serve as the chairperson and resource person to the committee but will not serve as a voting member.

The committee shall also consult reviews of the materials from standard sources. It is the responsibility of the committee to check general acceptance of the material by reading reviews in publications such as: The American Library Association, National Council of Teachers of English, H.W. Wilson catalog series, American Association of Advancement of Science, National Education Association and the Association for Education, Communication and Technology. The committee may also consult other reputable professional review sources appropriate to the format of the material (e.g., publisher information, professional journals, and curriculum alignment resources). The members, in making a decision, shall consider the best interest of the pupils, the requirements of the curriculum, and the principles of freedom of speech and the right to a redress of grievances inherent in the First

Amendment of the United States Constitution and expressed in the Library Bill of Rights and the Freedom to Read Statement as disseminated by the American Library Association. District Staff will also be consulted in order to provide a rationale for the continued use of

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the challenged material in the event the committee wants continued use. The committee shall also consider alignment to District-adopted curriculum and Nevada standards, the age-appropriateness of the material for the intended audience, the educational relevance, and whether the material is used as core/adopted curriculum or as supplemental material. The committee shall make its decision by a simple majority.

The committee's final decision will be:

1. Leave the material in place with no changes;
2. Amend the material in some fashion; or
3. Remove the material from use.
4. Leave the material in place with conditions (e.g., limited grade-level use, alternative assignment/opt-out process when appropriate, or other documented instructional safeguards).

The report of this committee shall be completed and reported publicly within thirty (30) school days, and a written reply shall be made to the individual who initiated the challenge procedure. If school breaks, testing windows, or other scheduling constraints prevent completion within thirty (30) school days, the District may extend the timeline with written notice to the requester stating the reason for the extension and the anticipated completion date.

Step 3: If either the requester or the staff member using the material does not agree with the findings of the school-level committee, he/she may appeal the decision by filing a written statement with the Executive Director of Education Services or designee within ten (10) school days following the receipt of the findings. The Executive Director of Education Services shall then consider the original textbooks/instructional materials challenge and the finding of the school-level committee. The committee, the requester, and the staff member utilizing the material will be notified of the Executive Director of Education Service's decision within twenty (20) school days after the notice of appeal is filed.

Step 4: If the requester or the staff member utilizing the material does not agree with the decision of the Executive Director of Education Services, he/she may file a written statement of appeal to the Superintendent. The written appeal must be made within ten (10) school days. The matter will then be presented to the Board of Trustees, whose decision will be final. The Board's review shall be based on the record developed through the prior steps, unless the Board determines additional information is necessary.

Step 5: If the requester is based upon noncompliance by a school district with its written procedures, and all administrative remedies have been exhausted at the school district level, the complainant may appeal directly to the Nevada Superintendent of Public Instruction.

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Additional provisions:

- Non-retaliation: No student or staff member shall be retaliated against for raising a concern or for participating in this process in good faith.
- Recordkeeping: The District shall maintain records of formal requests and outcomes consistent with District records practices.
- Student information: The process shall be conducted in a manner that protects student confidentiality and privacy.

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

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

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