

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 205
PROGRAM**

TEXTBOOK ADOPTION PROCESS

The responsibility for evaluation and selection of instructional materials will be shared by professional personnel of the Carson City School District.

Objectives

1. To provide specific procedures for selecting basic textbooks to be used in the District.
2. To comply with Nevada State Textbook Administrative Guidelines.
3. To provide plans for periodic review of the District textbook list, selection schedules and selection procedure.
4. To provide for a thorough analysis of the necessity to change textbooks in terms of student needs, teacher needs, curricular needs and financial implications.
5. The Carson City School District will comply with the mandates of Senate Bill 466 by including in the textbook adoption process alignment of the textbook content with the state adopted Content and Performance Standards. The Board of School Trustees will periodically review the District courses of study for compliance with the Content and Performance Standards.

Textbook Selection Committee

1. Membership: The Committee shall include, when applicable:
 - (a) Teacher representatives from each grade level or department.
 - (b) Building representatives from each school.
 - (c) Library representatives.
 - (d) Student representatives.
 - (e) Parent representatives.
 - (f) Counselors.
 - (g) Administrators.
2. Functions.
 - (a) Conduct needs assessment: A needs survey of staff members should be conducted by the Committee to determine opinions with respect to strengths and

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weaknesses of materials currently in use. Ideas for changes should be solicited. Later, these can be used to help determine which series will be selected.

- (b) Selection of textbook series to be reviewed: In the core areas such as math, science, reading, social studies and language arts, the Committee shall try to limit preliminary reviews to a maximum of eight (8) series. After the preliminary textbook series have been reviewed, two (2) finalists should be selected, and publishers may be invited to make a presentation.
- (c) Make final recommendations to the Associate Superintendent, Educational Services.

The Review Process

1. Each Committee member could be responsible for reviewing a specific publisher's series, or the materials for a specific grade level.
2. As each series is reviewed, one rating sheet should be used to compare all series of the same discipline. A specific rating sheet should be developed for each subject area.
3. The Committee should evaluate materials for grade appropriate readability level.

Selection of Finalists

1. Selection of finalists will be done by a majority vote of Committee members.
2. Publishers of the two finalists may be invited to make individual presentations for the Committee and any other interested faculty members.
3. There should be a separate rating sheet for the evaluation of the finalist series.
4. The target date for final selection should be determined by the Selection Committee. However, the final selection should be made not later than April 1 of each year. Recommendations of supporting materials should follow the same schedule as the final selection of textbooks. Ancillary materials will only be ordered after the committee has narrowed the textbook selection to 2 – 3 choices.

Permission to Conduct a Pilot Study

1. Recommendations concerning possible pilot programs will be made to the Associate Superintendent, Educational Services.
2. Individual schools initiating pilot studies will budget for the total cost of the program.
3. Approval for pilot studies will be given by the Associate Superintendent, Educational Services, after approval has been granted by the Superintendent of Public Instruction.

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County Adoption of Pilot Program

1. A Textbook Committee will evaluate the results of the pilot study. The evaluation will be completed in writing on forms prepared by the District for this purpose.
2. The Textbook Committee will submit the recommendation to the Associate Superintendent, Educational Services, for final action.
3. The results of all textbook pilot studies will be presented to the State Department of Education for possible state adoption.

Adopted: April 15, 1981
Revised: December 1, 1983
September 13, 1999
December 18, 2007
March 24, 2009