

SEX EDUCATION ADVISORY COMMITTEE PROCEDURES MANUAL



**Clark County School District
Las Vegas, Nevada**

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Board of Trustees
Deanna L. Wright, District A
Chris Garvey, District B
Linda E. Young, District C
Larry P. Mason, District D
Terri Janison, District E
Carolyn J. Edwards, District F
Sheila R. Moulton, District G

Superintendent of Schools
Dr. Walt Rulfes

Curriculum and Professional Development Division
Dr. Brenda-Larsen-Mitchell, Executive Director
Mary Pike, Director of K-12 Science, Health, and Foreign Language
David A. Miller, Coordinator of K-12 Science and Health
Shannon LaNeve, Health Project Facilitator

Revisions Approved by the Sex Education Advisory Committee

Clark County School District
Curriculum and Professional Development Division
3950 S. Pecos-McLeod
Las Vegas, NV 89121

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CLARK COUNTY SCHOOL DISTRICT SEX EDUCATION ADVISORY COMMITTEE

INTRODUCTION

The Sex Education Advisory Committee Procedures Manual was developed within the context of Nevada Revised Statute 389.065 (NRS 389.065) and Clark County School District Regulation 6123. Related documents include the *Sex Education Operational Guide for K-12 Curriculum Development*, the Sex Education Approved Materials Database, and K-12 curriculum documents.

SEX EDUCATION DEFINITION

The Clark County School District's sex education instruction is abstinence-based. It includes objective information regarding human growth and development (reproductive systems and the birth process), decision-making skills, awareness of sexual responsibility, and current information about Acquired Immune Deficiency Syndrome (AIDS) and sexually transmitted diseases. Abstinence-based sex education teaches that abstinence is the only 100 percent effective method for avoiding sexually transmitted infections (STIs) and unintended pregnancy, while also teaching about contraception. It teaches interpersonal and communication skills which assist young people to develop their own values, goals, and opinions. See Appendix A for NRS 389.065 and Appendix B for CCSD Regulation 6123.

SEX EDUCATION ADVISORY COMMITTEE ORGANIZATION AND OPERATIONAL PROCEDURES

I. PHILOSOPHY

An educational program concerning human sexuality is most meaningful if the program is sensitive to community needs. In 1987 the Nevada State Legislature adopted a law that amended Chapter 389 of the Nevada Revised Statutes to require each district to establish a course, or unit of a course, in sex education and related matters. To ensure a well-balanced program that allows for the varied values and standards each student brings to the classroom, the law also requires the establishment of a community advisory committee. This committee provides a forum for the exchange of ideas between the community and school, as well as input, support, understanding, and constructive criticism.

II. MEMBERSHIP

A. Members

1. Section 389.065 of the Nevada Revised Statutes requires the establishment of an advisory committee. “Each Board of Trustees shall appoint an advisory committee consisting of:
 - a. Five parents of children who attend schools in the district; and
 - b. Four representatives, one from each of four of the following professions or occupations:
 1. Medicine or nursing
 2. Counseling
 3. Religion
 4. Pupils who attend school in the district; or
 5. Teaching.”
2. Per CCSD Regulation 6123 a male and female student will be appointed as non-voting members to serve as a resource to the community.
3. Nominees for this committee will come through the Board of Trustees. Every attempt will be made to maintain a balance of membership. The committee will consist of nine members.

B. Tenure and Responsibilities

1. Members will serve a four-year term and may be reappointed at the discretion of the Board of Trustees.

2. Members will attend regular or called meetings. Any member of the committee who is absent from three consecutive meetings without justified reason, as determined by the committee chairman, Board of Trustee representative, or Curriculum and Professional Development Division (CPDD) liaison, will be considered to resign from the committee.
3. A chairman and vice-chairman will be elected by the committee for a two-year term. The chairman and vice-chairman may serve more than one term.
 - a. The chairman shall:
 - i. Preside over all meetings of the committee.
 - ii. Coordinate the meeting schedule with the CPDD.
 - iii. Act as a liaison between the Board of Trustees, CPDD, and committee members.
 - iv. Interview applicants with the Board of Trustee Representative for selection.
 - b. The vice-chairman shall:
 - i. Assist the chairman as requested.
 - ii. Preside over meetings in chairman's absence.
4. A representative from the CPDD will serve as a liaison between the Board of Trustees and the Sex Education Advisory Committee.
 - a. The liaison shall:
 - i. Gather, review, and document materials for presentation to the committee.
 - ii. Prepare and present reports to the Board of Trustees.
 - iii. Maintain records of actions and recommendations of the sex education advisory committee.
 - iv. Provide information and curriculum documents to teachers, parents, and administrators as needed.
 - v. Receive nominations to the committee
 - vi. Make recommendations to the Board of Trustees for approval and notify applicants of the Board of Trustee's decision.
 - vii. Make recommendations to the Board of Trustees for approval of sex education materials.
 - viii. After Board of Trustee approval, add sex education materials to the CCSD Sex Education Materials Database.

III. MEETINGS

A. Parliamentary Procedures

1. Meetings will be conducted according to Parliamentary Procedures.

B. Meeting Schedule

1. Regular meetings will be held three times during the year in October, February, and May.
2. Special meetings will be called by the chairman, any five members, or the CPDD liaison of the committee as deemed necessary or advisable for the performance of duties.
3. If no requests for review of materials have been received, the CPDD liaison may cancel a scheduled meeting. Notice of cancellation will be sent to members ten days before the planned meeting date.
4. Successive meeting dates may be set at the conclusion of each meeting. Notices of regular meetings will be sent to members ten days before the meeting. All notices will include time, place, and purpose.

C. Open Meeting Law

1. The Sex Education Advisory Committee is required to function under the open meeting law. This requires that the agenda be posted three full working days before the meeting in four public locations.
2. Per NRS 241.020(3)(a) a copy of the notice must be posted in at least four places not later than 9 a.m. of the third working day before the meeting. The notice must be posted at the principal office of the public body. The notice must be posted at a minimum of three other separate, prominent places within the jurisdiction of the public body.

D. Quorum

1. A majority of the advisory committee will constitute a quorum to conduct business.

E. Voting

1. Only members on the Sex Education Advisory Committee roster are eligible to vote.

2. Members cannot be represented by proxy. However, members can submit individual evaluations on materials they have previewed when they must be absent from a regular or special meeting for discussion purposes only.
3. The committee must vote on each item presented unless the item is tabled.
4. In order for an item to pass, it must be approved by a majority of members present.
5. All copyrighted materials mailed to committee members for review must be brought to the Sex Education Advisory Committee meeting and left at adjournment. These materials will be shredded by CPDD staff.
6. Members may also attend a meeting and vote on agenda items via telephone if necessary.

F. Minutes

1. The CPDD liaison will be responsible for recording minutes and providing copies of the minutes to members of the committee.

IV. MEMBERSHIP FUNCTIONS

A. Responsibilities of Members of the Sex Education Advisory Committee include:

1. “Advise the district concerning the content of and materials to be used in a course of instruction established pursuant to this section, and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the Board of Trustees.” (NRS 389.065)
2. Evaluate and review materials based on the *Sex Education Operational Guide for K-12 Curriculum Development* established by the Board of Trustees.
3. Impartially preview curriculum and resources which are considered for classroom use in units concerning the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome (AIDS), as per Chapter 389 of NRS.

4. Analyze and study curriculum resources for appropriateness, and then recommend approval or rejection of materials that could be included in classroom use, including any suggestions for revision or editing.
5. Complete an evaluation form and vote on each item reviewed. A record will be kept of evaluations. All records will be maintained by CPDD.

V. MATERIALS SELECTION

A. Preview Procedures

1. CCSD administrators, school counselors, school nurses, and/or teachers may provide materials for review by the Sex Education Advisory Committee.
2. A Sex Education Materials Review Request (Appendix C) and the material to be reviewed will be sent to the liaison from the CPDD one month prior to the scheduled meeting.
3. The CPDD will conduct a departmental review of all materials or curriculum requests.
4. All instructional materials for classroom use that include information on human reproduction, related communicable diseases, sexual responsibilities, and AIDS must be reviewed by The Sex Education Advisory Committee and approved by the Board of Trustees.
5. Media, books, pamphlets, charts, kits, displays, models, curriculum, guides, or other materials assumed appropriate for classroom instruction must be submitted to the CPDD liaison with The Sex Education Materials Review Request.
6. Presented materials are reviewed in their entirety unless agreed upon by the voting members.
7. Persons submitting materials for review may attend the meetings and, for a reasonable time, address the committee regarding the request.
8. All instructional materials which have been reviewed by the committee and approved by the Board of Trustees will be added to the CCSD Sex Education Approved Materials Database on a yearly basis.
9. The CPDD liaison may remove outdated or inaccurate materials from The Sex Education Approved Materials Database. The updated list will be provided to members.

VI. AMENDMENTS

A. Changes to Procedures

Any and all amendments to the *Sex Education Operational Guide for K-12 Curriculum Development* and/or the *Sex Education Advisory Committee Procedures Manual* shall be subject to approval by the Board of Trustees.

Appendix A

NRS 389.065

NRS 389.065 Instruction on acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility.

1. The board of trustees of a school district shall establish a course or unit of a course of:

- (a) Factual instruction concerning acquired immune deficiency syndrome; and
- (b) Instruction on the human reproductive system, related communicable diseases and sexual responsibility.

2. Each board of trustees shall appoint an advisory committee consisting of:

- (a) Five parents of children who attend schools in the district; and
- (b) Four representatives, one from each of four of the following professions or occupations:
 - (1) Medicine or nursing;
 - (2) Counseling;
 - (3) Religion;
 - (4) Pupils who attend schools in the district; or
 - (5) Teaching.

This committee shall advise the district concerning the content of and materials to be used in a course of instruction established pursuant to this section, and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the board of trustees.

3. The subjects of the courses may be taught only by a teacher or school nurse whose qualifications have been previously approved by the board of trustees.

4. The parent or guardian of each pupil to whom a course is offered must first be furnished written notice that the course will be offered. The notice must be given in the usual manner used by the local district to transmit written material to parents, and must contain a form for the signature of the parent or guardian of the pupil consenting to his attendance. Upon receipt of the written consent of the parent or guardian, the pupil may attend the course. If the written consent of the parent or guardian is not received, he must be excused from such attendance without any penalty as to credits or academic standing. Any course offered pursuant to this section is not a requirement for graduation.

5. All instructional materials to be used in a course must be available for inspection by parents or guardians of pupils at reasonable times and locations before the course is taught, and appropriate written notice of the availability of the material must be furnished to all parents and guardians.

(Added to NRS by 1979, 836; A 1987, 1734)

Appendix B

CLARK COUNTY SCHOOL DISTRICT REGULATION 6123 INSTRUCTION IN THE HUMAN REPRODUCTIVE SYSTEM, RELATED COMMUNICABLE DISEASES, SEXUAL RESPONSIBILITY, AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

- I. The Board of School Trustees authorizes the establishment of units of instruction on the human reproductive system, related communicable diseases, sexual responsibility, and Acquired Immune Deficiency Syndrome.
 - A. Recognizing the sensitive nature of this area of instruction, the Board shall appoint an advisory committee consisting of:
 1. Five parents of children who attend schools in the Clark County School District.
 2. Four representatives, one from each of four of the following professions or occupations:
 - a. Medicine or nursing.
 - b. Counseling.
 - c. Religion.
 - d. Pupils who attend school in the district, or
 - e. Teaching.
 3. A male and female student will be appointed as non-voting members to serve as a resource to the committee.
 - B. This committee shall advise the Superintendent, who shall advise the Board concerning the content of and materials to be used in the units of instruction and the recommended grade levels for which the instruction is offered. The final decision on these matters will be made by the Board.
 - C. The concepts and topics for each grade or course are contained in the district's Sex Education Operational Guide for K-12 Curriculum Development. Teaching units will be prepared and instruction will be based within specific guidelines contained in this document.
 - D. All instructional materials used in classroom presentations must be reviewed by the Sex Education Advisory Committee and approved by the Superintendent, and then presented to the Board for approval. New materials or those not previously approved may be submitted to the Instructional Division for appropriate action.
 - E. The subjects of the units of instruction may be taught only by a teacher or school nurse whose qualifications have been previously approved by the Superintendent and the Board.
 - F. The parent or guardian of each student to whom the units of instruction are offered must first be furnished written notice that the instruction will be offered. The notice must be given in the usual manner used by the district to transmit written material to parents and must contain a form for the signature of the parent or guardian of the student consenting to

the student's attendance. Upon receipt of the written consent of the parent or guardian, the student may attend the instruction. Any student who does not have written consent must be excused from such attendance without any penalty as to credits or academic standing.

- G. All instructional materials to be used in the units of instruction must be available for inspection by parents or guardians of students at reasonable times and locations prior to the actual instruction. Appropriate written notice of the availability of the material must be furnished to all parents and guardians.

Legal Reference: NRS Section 389.065

Courses of Study Review Responsibility: Instructional Division

Adopted: [6123: 8/13/81]

Revised: 9/24/81; 10/9/90; 3/24/92

Pol Gov Rev: 6/28/01

Appendix C

SEX EDUCATION MATERIALS REVIEW REQUEST

Please send this form to K-12 Science, Health and Foreign Language
Suite 2-D, CPD Center
or by fax at 855-9773.

Employee Name: _____

Work Location: _____

Description of Material(s): _____

Printed Materials

Title: _____

Publisher: _____

Date of Copyright: _____ Suggested Grades: _____

Course Name and Number: _____

State the need for the use of this educational material: _____

Audiovisual Materials

Title: _____

Publisher: _____

Date of Copyright: _____ Suggested Grades: _____

Course Name and Number: _____

State the need for the use of this educational material: _____

Other

Title: _____

Publisher: _____

Date of Copyright: _____ Suggested Grades: _____

Course Name and Number: _____

State the need for the use of this educational material: _____

.....
Signature of Employee _____

Date received at Curriculum and Professional Development _____