

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Governing Board encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. When the materials are in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Films /Video/DVD/or Other Similar Media

When a teacher desires to show a film /video/DVD/or other similar media that has not been approved by the district or county for use in the grade level taught, the teacher shall confer with the principal or designee before showing the media. All media must be appropriate for the curriculum and the students' ages.

If the teacher has any questions about how established district criteria apply to the media, he/she shall confer with the principal or designee before showing the media.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6144 - Controversial Issues)

Legal Reference: (see next page)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

18111 *Exclusion of books by governing board*

44806 *Duty re instruction in morals, manners and citizenship*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included*

51550 *Sex education materials*

60010 *Definitions*

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Policy
adopted: December 12, 2000
Revised: August 21, 2001

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

1. The teacher must review all motion pictures to be shown to students prior to screening.
2. Copyright (federal law). All copyrighted instructional materials used in the classroom must meet the following four criteria. This is the educational exemption of the federal copyright law. The material must be:
 - a. A planned part of the instructional unit or lesson being taught
 - b. Used in face-to-face instruction led by a teacher or student
 - c. Shown in a classroom environment (classroom, school library)
 - d. Be legally acquired
3. Motion pictures must be:
 - a. Owned by the school or district library and that purchase approved by the school board, or
 - b. On the list of instructional materials approved by the Tulare County Board of Education (search at www.erslibrary.org), or
 - c. Approved by the school site principal for one-time use through the attached “Supplemental Instructional Materials Approval Form”

Any motion picture shown in grades Kindergarten through 8 must be rated “G” according to the United States Motion Picture rating system.

The teacher wishing to show these videos must screen all films before showing to determine if there is any objectionable material in the production. The objectionable materials must be reported on the “Supplemental Materials Approval/Recommendation Form (Attachment A).” Objectionable material includes but is not limited to nudity, sexual situations, swearwords, drug use, violence, intolerance, cruelty to animals, and disregard for the environment (ed code 60040-60048.)

A video that does not meet the criteria in part II or is marked as “parental permission required” in the TCOE or VUSD library catalogs may not be shown unless all parents/guardians are given:

1. An opportunity to review the material

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

2. An opportunity to refuse that their student see the material:
 - a. To refuse, a parent or guardian must sign and return the “Parent Permission for Viewing Supplementary Instructional Material” (Attachment B) before the showing. This form is attached.

STAFF NOTE: This policy applies to videos shown to after school programs, parent groups, for general curricular use or non-curricular entertainment anywhere any time on school grounds, and to videos shown on bus trips sponsored by the school, whether these are supplied by school personnel, students, or parents. In these situations, showing motion pictures which do not have public performance rights is a violation of federal copyright law.

Regulation
approved: June 23, 2003

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California



Visalia Unified School District
Supplemental Instructional Materials Approval Form

INSTRUCTIONS: This form must be completed and approved by your principal or a designated school administrator prior to classroom use of any instructional materials not adopted by Visalia Unified School District.

Title: _____ Author: _____

Type of material:

video DVD CD-ROM Audio CD Audio tape print other _____

Copyright date: _____ Length: _____ Source: off air recording
 rental or purchase
 public library
 other _____

The material will be used in this class: _____ Number of students: _____

The particular instructional unit is (attach lesson plan if possible): _____

Portion of the material to be used:

start page or time: _____ end page or time: _____

Sensitive content	Yes or no; pages or times	Sensitive content	Yes or no; pages or times
Nudity		Violence	
Sexual situations		Glamorization of drugs/tobacco/alcohol	
Profanity		Dangerous behavior	
Sex ed/Sexually transmitted diseases		Insensitivity to ethnicity, elders, environment, animals	
Brand names emphasized		Insensitivity to the environment	

Note: If any box is marked Yes, the parental permission form must be sent home with all students.
Instructor: State reason for using material. Cite standard addressed.

I certify that this is a legally obtained copy of the material _____ (initial)

I certify that I have previewed the material completely _____ (initial)

Date material will be used in the class(es) _____

Instructor's Signature: _____ date: _____

Approved by: _____ date: _____

This material is approved for use only on the dates listed above with the listed class(es).



Parental Permission Denial Form
Supplemental Instructional Materials

Dear Parent or Guardian:

Visalia Unified School District Policy encourages teachers to select and use enrichment materials to supplement district approved curricula. The following materials have been selected by your child's teacher and have been approved for use by the principal of the school. Because portions of the material contain content of a sensitive nature, you are being notified of its use and you have the option of withholding permission for your child to use the material. District policy provides that an assignment of equal value will be provided for students who do not participate in this part of the lesson.

Title of material: _____ Author: _____

This is a ___motion picture (VHS, DVD) ___audio (CD, cassette) ___article/book ___other _____

Teacher: _____ Class or subject: _____

Curricular Objective: _____

Significance of selected material: _____

Sensitive content: ___ swearing ___ sexual situations ___ intolerance ___ other (describe)

Date of intended use _____ time _____

Please call your student's teacher with any questions or concerns.

Teacher's phone: _____ Best time to call _____

Please return the attached form only if you wish your student to be excused from participating in this part of the lesson. An alternative assignment will be given.

I do not wish (student name) _____ to participate in the use of or viewing of (title) _____ in (teacher) _____'s class.

Signature of parent or Guardian _____ Date _____

I understand that my student is responsible for completing an alternative assignment.

Return to student's teacher by _____ only if you deny permission for your student to participate.