Billings School District 2

STUDENTS

Instructional Resources and Textbook Adoption

Supplemental and Incidental Resources

Definitions:

Supplemental Resources: Those instructional materials that support or enhance but do not replace adopted primary resources and curriculum. These materials should address instructional needs of students, particular to their class members.

Incidental Resources: Those instructional materials used occasionally within classrooms at the discretion of a classroom teacher—for example, news broadcasts, newspaper articles, film, and videos.

Guidelines for Selection and Use of Primary, Supplemental, and Incidental Resources

1. Teachers have the primary responsibility for selecting supplemental and incidental materials to enhance the District’s adopted curriculum is dependent on the level and scope already established in the policy.

2. The basis for selecting supplemental or incidental materials is that these materials further an educational purpose and are directly related to course goals and objectives.

3. When selecting supplementary or incidental materials, teachers and administration review their content and consider the issues of violence, profanity, historical accuracy, or prurient subject matter in the selection process.
   - When selecting materials, teachers and administrators must review their content and consider the issues of violence, profanity. Prurient subject matter, cultural concerns, and historical accuracy in the selection process.

4. Supplemental or incidental Multimedia and digital media materials, particularly films, videos, and DVDs, may not be used in classrooms only for entertainment or recreational purposes. For example, videos may not be shown as rewards for good behavior or as “filler” en lieu of instruction.

   The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying and using of audio, visual, or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research, but not for entertainment purposes.

5. In terms of video/DVD/TV multimedia and digital media materials, selection should take
into account the following guidelines for K-12:

- **K-6**  For this age group, only videos, DVD’s and TV programming that meet the supplemental and incidental resource guidelines and are rated either G or TV Y-7 should be used. PG movies or TV – PG require parental permission. PG-13 and TV-14 cannot be shown to this group.

- **7-6-8**  For these grade levels (ages 12-14), only videos, DVD’s and TV programming that meet the supplemental and incidental resource guidelines and are rated G, PG, TV-Y7 may be shown without parental notification permission. Showing TV-Y7-FV, TV-PG and PG-13 movies requires parental notification permission. TV-14, TV-MA, R and NC-17 cannot be shown at this age group.

- **9-12** For these grade levels (ages 14-19), only videos, DVD’s and TV programming that meet the supplemental and incidental resource guidelines and are rated G, PG, PG-13, TV-7-FV and TV-PG may be shown without parental notification permission, but still require parental notification and opt-out if containing mature subject matter. PG and R-rated movies may be shown if their use serves an educational purpose connected to the curriculum. NC-17 movies cannot be shown to this age group. Parents must be notified in advance of a scheduled showing of an R-rated movie. NC-17 movies cannot be shown to this age group.

6. If for educational reasons, a teacher wishes to use supplemental or incidental materials that contain mature subject matter (movies, DVD’s or TV programming with ratings requiring parental guidance), the teacher may do so under the following conditions:

- **Apply all review, section, and approval criteria established by applicable policy and law regardless if they have an established rating system or not.**

- Parents are notified in advance about the materials and have the option to excuse their children from being exposed to materials at school that are rated as requiring parental guidance or are for mature audiences.

- At the middle school and high school levels, Teachers will compile a list of the materials they intend to use that are rated as needing parental guidance for their respective age groups. These lists will be prepared at the beginning of each term and will be mailed by administration to parents or guardians. Parents or guardians not wishing their children to view particular materials must “opt out” by notifying the teacher in writing that they do not wish to have their children participate. A form for opting out will be provided with the parental notification letter. This form will include the title(s) of the film(s) to be shown and their ratings.

- During the term, if a middle school or high school teacher wants to add additional mature material to the course, after receiving administrative approvals, the teacher must notify all of the parents of his/her students in writing of the upcoming use of mature viewing material and must receive written agreement from parents indicating either that they permit their children to view the materials or are “opting out” of that material on behalf of their children. A form for opting in or
Students excused from use of certain supplemental or incidental materials must be
provided a valid, equivalent educational assignment.

Students who will be doing the alternative assignment do not need to report to the
classroom on the date the mature materials will be shown. Instead these students
may report directly to the library or an alternative setting where they can complete
their alternative assignments.

Teachers will respect the choices of students and parents regarding opting out of
certain supplemental or incidental materials.

Students whom parents have requested removal from an elective course will
receive partial credits based upon the amount of time and grades on assignments
completed.

Implementing Policy 2310 Instructional Resources and Textbook Adoption

Cross References:  Policy 6430 Development of Administrative Procedures
                 Procedure 2310-P1 Textbook Adoption Procedure
                 Procedure 2310-P3 Guidelines for Movies, Videos, DVD’s on Bus
                    Trips
                 Policy 2312 Copyright
                 Policy 2330 Academic Freedom and Controversial Issues

Legal References:  17 USC 101-1010 Federal Copyright Law of 1976

Procedure History:
Issued by Superintendent on: March 8, 2005
Presented to Board on: March 21, 2005
Revised on: