

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 6011 - Academic Standards)

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

(cf. 6163.1 - Library Media Centers)

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

(cf. 6162.6 - Use of Copyrighted Materials)

Supplementary Materials Aligned with Common Core Standards

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

Supplementary instructional materials shall not supplant the use of basic texts or other adopted materials. Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

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

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6144 - Controversial Issues)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

233.5 *Duty regarding instruction in morals, manners, and citizenship*

18111 *Exclusion of books by governing board*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included*

51933 *Sex education materials*

60010 *Definitions*

60050 *Social content review of instructional materials*

60060-60062 *Requirements of publishers*

60200.7 *Suspension of state instructional materials adoptions*

60226 *Learner verification of instructional materials*

60242 *Uses of instructional materials funds*

60400 *Adoption of high school instructional materials*

60605.8 *Common Core Standards*

60605.86-60605.88 *Supplemental instructional materials aligned with Common Core Standards*

60811.3 *English language development standards*

COURT DECISIONS

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

Fowler v. Board of Education of Lincoln County, (1978) 819 F.2d 657

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy
adopted: December 12, 2000
revised: August 21, 2001
revised: April 9, 2013

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
2. An opportunity to refuse that their student see the material:

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

- 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.



Visalia Unified School District
Supplemental Instructional Materials Approval Form

Instructors: 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.