



# Monument Academy

## *Board of Directors Governance and Policy*

Policy Name: IIAC-MA	Selecting Supplementary Materials and Video Resources
Policy Number:	IIAC-MA
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Category:	Education
Author:	Director of Academics
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### **Introduction:**

Supplemental instructional materials shall support Monument Academy's approved primary curriculum as enrichment, extension or to provide additional instructional supports for differentiated instruction. Supplementary materials should be aligned with our mission, vision, goals, curriculum objectives, and academic standards.

### **Definition:**

Supplementary instructional materials shall be defined as any instructional materials other than primary materials including, but not limited to, books, novels, supplementary reading and informational materials, periodicals, newspapers, slides, models, videos, maps, electronic audio/visual educational resources, internet resources and software which relate directly to the curriculum and are available for teacher use and/or student selection. Materials are considered supplementary materials when they are used for enrichment for less than 25% of the instruction of a course or subject area.

### **Guidelines:**

1. All movies, videos, video clips and online supplemental sources must be previewed by the teacher and must comply with applicable copyright laws\*\* (see below). Administrative approval of rated movies may be required as specified below in paragraphs #5, #6 and #7.
2. All materials must be clearly related to and be of equal instructional value in support of the standards/goals of the MA course curriculum. Supplemental materials should not be utilized to supplant or replace primary curriculum. When using supplemental materials, teachers shall provide appropriate introductory and follow up activities.
3. Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are: \*directly related to the course of study in which they are being used; \*appropriate for students' ages and maturity levels; \*consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with MA standards and criteria, the teacher shall confer with

the principal or designee before using them. The use or reproduction of all supplementary instructional materials shall be in accordance with federal copyright law.

4. The use of video resources solely for entertainment and reward purposes during instructional time need to be approved by the Principal. When using video resources, teachers shall be prepared to respond to the following:
  1. What is the rating of the video?
  2. Will this video resource enrich and support the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the students, and the standards of the community.
  3. Does the video resource contain any violence, nudity, or language which may be offensive or profane? If so, can those parts be edited out?
  4. What are the connections between the video and content standards?
  5. What are the instructional goals?
5. At the elementary level, only G rated videos may be shown. PG, PG-13, NC-17, R and X rated videos may not be shown.
6. At the middle school level, G, PG, and PG-13 rated videos may be shown. PG and PG-13 videos may only be shown with prior administrative approval and parent permission slips which include the rationale for showing the video and the reason for the rating. R, NC- 17, and X rated videos may not be shown.
7. At the high school level, R-rated videos may be shown. R rated videos may only be shown with prior administrative approval and parent permission slips which include the rationale for showing the video and the reason for the rating. In addition, only relevant clips from R rated videos that support the curricular objectives will be shown to students (e.g., students will not be required to watch an entire movie or video when the relevant information lasts only 15 minutes). Due to the R rating, precautions will be taken (e.g., skipping a scene) to prevent students from viewing inappropriate material. It is an expectation that the instructor will preview (before showing to students) all R rated movies and videos used in the classroom to support curricular objectives. NC-17 and X rated videos may not be shown.
8. When selecting supplementary materials, the Worksheet for Selecting Supplementary Materials (MA- IJ-E-1) should be used. As per the Worksheet, when seeking principal approval for the use of supplementary instructional materials and videos, the Worksheet form should be submitted to the principal. The administrator should retain a copy of the form.
9. A principal and/or administrative supervisor should be informed in advance when a teacher plans to use any materials that contain potentially problematic or controversial topics. These topics should follow all Board of Directors' resolutions and policies.
10. Principals and curriculum supervisors may recommend the purchase of supplemental materials within budgetary constraints. The purchase of the supplemental materials is subject to approval by the principal. Any materials considered to be controversial shall be reviewed and approved prior to procurement.
11. If deemed necessary, the principal will always have the ability to institute parent notification/ permission obtained prior to student use of any supplemental materials.

\*\*Copyright law: (as referenced in #1)

According to copyright law, any gathering of people outside of a normal circle of family or social acquaintances to view a program and/or video would constitute a public performance of that program. Public performance rights are protected by copyright law, and royalties must be paid, or permission must be obtained from the copyright holder to conduct a public performance. (NOTE: It is possible to purchase public performance rights for individual videos or a set of videos – check with the school librarian to find out if your school has done this.)

Exceptions to this law are when an educator invokes the “fair use” exemption for performance or display of works in schools. To do this, all four of the following requirements must be met:

1. The performance must be presented by instructors or pupils.
2. The performance must occur during face-to-face teaching activities.
3. The performance must take place in a classroom or similar place of instruction (including the library) in a nonprofit education institution.
4. The performance must be legally acquired (or legally copied).

*Reference: Simpson, Carol. (2001). (3<sup>rd</sup> ed.) Copyright for Schools. Worthington, OH: Linworth Publishing*

#### **LEGAL REFS.:**

C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)