

**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. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

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.

Advertising materials of commercial, political or religious nature should not be displayed or distributed in the schools or on the school grounds. Students may not be used as agents for distributing nonschool materials to the homes without the approval of the Superintendent. The use of commercial coupons and certificates as rewards and incentives for students may be used only when approved by the school principal. The principal shall be responsible for determining if such practice is in the best interest of students.

**Films**

When a teacher desires to show a film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with district criteria for the selection of instructional materials. All films must be appropriate for the curriculum and the students' ages.

District staff has access and may use videos available to them through the San Diego County Office of Education, the district Library, and school level purchase. Videos from other sources may be used if the following conditions are met:

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS** (continued)

1. All videos may only be used as part of a systematic course of instruction. Videos can only be used as part of face-to-face teaching activities. A video must address a specific educational objective.
2. Videos cannot be shown for recreation or entertainment.
3. Videos rated other than "G" may not be used without first securing principal and then parent/guardian permission.
4. Individual educators may record a broadcast program and use off-air recordings once for each class in the course of relevant teaching activities during the first 10 consecutive days and repeat once only when instructional reinforcement is necessary. Broadcast programs are television programs transmitted for reception by the general public without charge. After the first 10 consecutive school days, educators may use off-air recordings to the end of the 45 calendar day retention period for evaluation purposes only. Upon conclusion of the 45 calendar day retention period, all off-air recordings shall be erased or destroyed immediately. Individuals who wish to retain programs beyond the 45-day period need to obtain written approval of appropriate copyright holders.
5. Staff cannot record and/or use programs that have been aired on subscription/pay channels (i.e. HBO, Showtime, Disney, etc.) unless authorization has been received, in writing, from the subscribing agency. Fair use guidelines do not apply to cable and pay TV.

*Legal Reference:*

EDUCATION CODE

233.5 *Duty re 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*

COURT DECISIONS

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