

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION: MEDIA

In order for media supplementary materials to be utilized for the most effective contribution to the instructional program, the following regulations are established for every staff member and school organization using media supplementary materials. For the purposes of these guidelines, the term “media supplementary materials” shall mean all media forms including, but not limited to, television programs, videotapes, laser discs, tape recordings, computer software, computer programs, and so forth.

1. The chosen topic to be shared through media supplementary materials must be directly related to the applicable Board-adopted course of study goals and objectives for the class/students as recipients of the media.
2. Media supplementary materials specified in Board-adopted courses of study and curriculum guides and those resources contained in the building’s media center collection may be utilized for classroom instruction at the discretion of staff members.
3. Staff members who wish to utilize media supplementary materials which are not included in the parameters of item #2 above must consider the following criteria in the selection process:
 - A. educational significance;
 - B. clarity, adequacy and scope of presentation
 - C. validity, accuracy, objectivity, up-to-dateness, and appropriateness of the presentation;
 - D. high degree of comprehensibility and user appeal;
 - E. high artistic quality and literary style;
 - F. age appropriateness and suitability for the students/grade level at which the media is to be used;
 - G. direct relationship to the applicable Board-adopted course of study goals and objectives for the students/grade level at which the media is to be used; and,
 - H. a “G” rating or the equivalent under other established video rating systems, unless the media is produced by a responsible publisher of educational media or unless the media is a film from a literature book in a Board-adopted course of study or curriculum guide, or is on the district’s core literature list.
4. The staff members who wish to utilize media supplementary resources must follow the designated building process for informing the building principal of intended use and obtaining approval. Each building principal is to inform his/her staff members of the specific process to be followed. It is required that, prior to use in instruction, a staff member personally previews the intended media supplementary material and has full knowledge of the content to be used in the instruction. Staff members may not use any media supplementary materials which they have not personally previewed.

The selection and use of media supplementary materials in controversial areas of the curriculum shall first be approved by the building principal after consultation with the Curriculum Department. Staff members are encouraged to consider showing only a portion of media supplementary materials to illustrate their curricular objective, as opposed to showing an entire media supplementary material.

5. The staff member utilizing media supplementary materials continues to be responsible for the instruction of the students prior to, during, and after the usage of the media. At no time will media supplementary materials substitute for the teacher's instructional duties or be allowed to give the teacher time free from teaching responsibilities. Further, at no time will media supplementary materials be used solely for purposes of student entertainment, except as a part of a formal student rewards program.
6. Failure to adhere to these regulations constitutes a violation of Board policy and may be grounds for disciplinary action.

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