

**Billings School District 2**

**STUDENTS**

Instructional Resources and Textbook Adoption

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

1. The primary responsibility for selecting 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 materials is that these materials further an educational purpose and are directly related to course goals and objectives.
3. 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. Multimedia and digital media materials, 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" in 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 multimedia and digital media materials, selection should take into account the following guidelines for K-12:
  - K-5 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.
  - 6-8 For these grade levels (ages 12-14), only videos, DVD's and TV programming that meet the resource guidelines and are rated G, PG, TV-Y7 may be shown without parental permission. Showing TV-Y7-FV, TV-PG and PG-13 movies requires parental 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 resource guidelines and are rated G, PG, PG-13, TV-7-FV and TV-PG may be show without parental permission, but still require parental notification and opt-out if containing mature subject matter. TV-14 and R-rated movies may be shown if their use serves an educational purpose

connected to the curriculum, and parents must be notified in advance of a scheduled showing. NC-17 movies cannot be shown to this age group.

6. If for educational reasons, materials that contain mature subject matter the teacher may do so under the following conditions:
  - Apply all review, selection, 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.
  - 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 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 opting out will be provided with the parental notification letter. This form will include the title(s) sources, and copyright years to be shown their ratings if applicable, and the educational purposes.
  - 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 without prejudice (i.e. grading practices, participation in future activities, access to resources, etc.).
  - 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.

