

Regulation 8330R.2

Instruction

**SUPPLEMENTAL
RESOURCE REQUEST
PROCESS**

The West Irondequoit Central School District supports the strategic use of supplemental resources, such as media and outside speakers to enhance our instructional program. It is our expectation that teachers who utilize media in their classrooms comply with NYS regulations, Federal Copyright Laws and WICSD policy.

Specific to Media Use: We recognize that a variety of media can be leveraged as instructionally to provide students experiential context and/or to directly model artistic and literary elements. The Motion Picture Association of America (MPAA), Internet Movie Database (IMDb) Parent's Guide, Common Sense Media and the Parental Advisory label (PAL) provide guidance to schools and to the public regarding the suitability of media for certain audiences based on content. Classroom teachers planning to incorporate media in their classrooms that is rated outside of the recommended age group of their students should initiate the process outlined below.

When films/media are to be used outside of the instructional day (ie: Lunchtime, Before/After School Clubs, etc.) only those steps marked with an * must be completed. If portions of a film have been carefully censored for age-inappropriate content by the classroom teacher, this process is not mandatory.

Specific to Speakers: We recognize that speakers will come into our classrooms bringing with them their own perspectives. Teachers are expected to work with any invited speakers to ensure that the content the speaker intends to share meets the following criteria:

- Aligns with course curriculum
- Adheres to our District Code of Conduct
- Aligns with the District DEI Policy and the NYS Culturally Responsive and Sustaining Education Framework
- Is age appropriate for intended student audience

One month prior to classroom usage:

1. * Initiating Teacher(s) submit the request form (8310F.1) in its entirety to the appropriate Director of Instruction. Include all participating teachers in this request.
2. * Director of Instruction reviews request, assures alignment to criteria articulated in this Regulation, and submits to the Building Principal for final review.
3. Approval/Disapproval will be communicated to classroom teachers prior to release of parental notice and permission form.

Two weeks prior to classroom usage:

1. * Parental permission slip sent to parents, either electronically or in hard copy form.
2. * Parent responses are recorded by the classroom teacher or advisor, and held on file. Open, proactive communication between families and classroom teachers is expected as any questions arise.

3. If consent is not provided, students are to be provided the alternate learning experience.

Note: Alternate learning experiences will be clearly aligned with the standards, providing equitable access to content that is both rigorous and engaging. Upon request, the alternate experience is to be made available to parents in advance.

This process is to be completed each year the media is utilized in the classroom.

Developed by District Curriculum Council
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