



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Selecting Age-Appropriate Supplementary Materials/Copyright Rules Procedure
Policy Number:	IIAC-TCA-E-1
Original Date:	4/1/2010
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Category:	Instruction
Author:	Deans of Educational Philosophy
Cabinet Approval:	Director of Academic Services

INTRODUCTION

When supplemental instructional materials are selected, they shall support curriculum standards. From time to time, some materials that contribute to the curricular goals may contain subject matter that is objectionable to some parents or students. In balancing academic freedom with the individual's freedom of choice, use these guidelines:

1. All rated movies and videos, and video clips in elementary, must be previewed by the teacher and must comply with applicable copyright laws*. Administrator approval need not be provided for films specifically produced for educational purposes, such as for example, resources included in Discovery Streaming or other programming such as NOVA, Reading Rainbow, and Bill Nye the Science Guy, among others. Administrative approval of rated movies may be required as specified below in paragraphs 4, 5 and 6.
2. All materials must be clearly related to and supportive of the standards/goals of the course curriculum. They must also be of equal educational value as other alternatives. The use of film resources solely for entertainment purposes during instructional time is not acceptable.
3. When using film resources, teachers shall be prepared to respond to the following:
 - a. What is the rating of the film?
 - b. Will this film resource enrich and support the educational objectives of the curriculum, taking into consideration the varied interests, abilities, intellectual development and maturity levels of the pupils, and the standards of the community?
 - c. Does the film resource contain any violence, nudity, or language which may be offensive or profane? If so, can those parts be edited out?
 - d. What are the connections between the film and content standards?
 - e. What are the instructional goals?
 - f. What alternative activities will be assigned for those students who do not have permission to view the film resource?
 - g. How will classroom discussion of the material include students who participated in the alternative activity?
4. At the elementary level, only G movies may be shown. PG, PG-13, NC-17, R and X rated movies may not be shown.

5. At the middle school level, G, PG, and PG-13 movies may be shown. PG and PG-13 movies may only be shown with prior administrative approval and parent permission slips which include the rationale for showing the movie or video and the reason for the rating. R, NC-17, and X rated movies may not be shown.
6. At the high school level, R-rated movies or videos may be shown. R rated movies may only be shown with prior administrative approval (IIAC-TCA-E-4) and parent permission slips which include the rationale for showing the movie or video and the reason for the rating. In addition, only relevant clips from R rated movies 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 movies may not be shown.
7. When selecting supplementary materials, the District Twenty Worksheet for Selecting Supplementary Materials (Policy IIAC-E-2) should be used. When seeking approval to show a movie or video, or in elementary, a video clip, teachers should submit a Request for Administrator Approval to Show Film Resource (Policy IIAC-TCA-E-4). The administrator should retain a copy of Form IIAC-TCA-E-4.
8. The department chairperson and administrative supervisor should be informed in advance when a teacher plans to use any materials that contain potentially problematic topics.

* According to copyright law, any gathering of people outside of a normal circle of family or social acquaintances to view a program (videos or DVDs included) 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 in the course of 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). (3rd ed.) Copyright for Schools. Worthington, OH: Linworth Publishing.

The following are examples of what would be inappropriate use of videos and DVDs and do not constitute a complete listing of inappropriate uses:

1. The program is an off-air recording the teacher had made over a year ago to show students in last year’s class. (Off-air recordings have their own set of rules about when they must be erased – usually one year.) [Illegal copy]
2. Rent a movie and make a copy of the tape. [Illegal Copy]
3. The program is shown on a bus on the way to a class field trip. [Not in a classroom]
4. Disney videos (for example) are shown every Friday as part of the curriculum in a SPED class – because the teacher says it is in a student’s IEP. [An IEP cannot stipulate that federal law be violated (Simpson, 42) – Not in the course of face-to-face teaching activities.]
5. A class wins the contest to collect the most canned goods for a food drive. They watch Finding Nemo as a reward. [Not in the course of face-to-face teaching activities.]

If the teacher is in doubt about whether the use contemplated is inappropriate and this procedure does not provide sufficiently specific guidance, the teacher must consult with the appropriate principal or administrator prior to using the material. The administrator may choose to consult with legal counsel.

This TCA Policy replaces ASD20 Policy IIAC-E-1.

Cross Reference:

IIAC-TCA	Selection of Instruction Materials and Textbooks Policy and Procedures
IIAC-TCA- E-1	Selecting Age-Appropriate Supplementary Materials/Copyright Rules Procedure
IIAC-TCA-E-3	New Course Approval Procedure for JH, HS & CP
IIAC-TCA-E-4	Request for Administrator Approval to Show a Film Resource
IIAC-TCA-E-5	Curriculum Evaluation Form
IIAC-TCA-E-6	Phases 1 & 2 New Course Approval Forms
ASD20 EGAAA	Duplication of Copyrighted Material
ASD20 EGAAA-R	Reproduction and Use of Copyrighted Material
ASD20 IIAC-E-2	D20 Worksheet for Selecting Supplementary Materials
ASD20 IMB	Teaching About Controversial Issues
ASD20 IMB-R	Criteria for Teaching About Controversial Issues
ASD20 JB	Equal Educational Opportunities

Policy Revision History

Date	Revision Details	Revised By
4/17/2013	Reformatted policy into new template. Completed annual review and policy update.	Deans of Educational Philosophy
5/22/2015	Updated policy and renamed policy from IIAC-TCA to IIAC-2-TCA to be consistent with ASD20.	Dean of Secondary Educational Philosophy
9/13/2019	Updated cross-reference policies.	Compliance Specialist
4/16/2020	Updated cross-reference policies	Compliance Specialist
5/5/2022	Policy updated. Policy renumbered from IIAC-TCA-E-2 to IIAC TCA-E-2 to be consistent with D20 policies.	Deans of Educational Philosophy
9/1/2023	Updated cross-referenced policies.	Compliance Officer