

## **Supplementary Materials Selection and Adoption (Use of Materials not Owned by the District)**

A teacher occasionally may need to use supplementary materials which they personally own or which are available for rent or free loan from sources other than those owned or operated by the District. In such cases, the materials in use will not have been selected in accordance with Board policy. Therefore, all such uses of books, periodicals, newspapers, campaign and advertising materials, pictures, diagrams, maps, charts, slides, motion picture films, video tapes or DVDs, slides, audio tapes or CDs, computer programs, and web-based resources which are not the property of the District will be subject to the following conditions:

1. Any use of the items listed above must be approved by the principal in advance. Each principal may specify the acceptable means for notification by teachers of their intent to use such material and the amount of advance notice required. Appropriate choices for means of notification may be the teacher's lesson plans, written memorandum or oral comment. The principal will discuss the use with the teacher if more information is needed or if a concern exists.
2. Some rented or borrowed motion pictures in video tape or DVD format display the warning "For Home Use Only." Such video tapes may be used legally in a school only for instruction. Uses which could be construed primarily as entertainment are not permitted.
3. Film, video tape or DVD programs which are not owned by the District and which have motion picture industry ratings other than "G" may not be used in a school without the teacher first notifying all parents of students who will see the program. A parent must notify the teacher that their child may view such a program or the student will be given an alternate assignment and excused from viewing the program.
4. Any use of material not owned by the school or District must demonstrably support the District's curriculum and the principles of instructional materials selection listed in Board Policy IJ.

Approved October 22, 1986  
Revised June 11, 2008

St. Vrain Valley School District RE-1J, Longmont, Colorado