

CHARLOTTE COUNTY PUBLIC SCHOOLS

Audiovisual Instructional Materials Use Procedures

Section 1

PURPOSE

The purpose of this document is to establish clear direction and consistent procedures for the use of audiovisual materials for student instruction and classroom use. These resources are to be used for curricular purposes. Audiovisual materials include both commercially and locally produced materials.

All instructional resources, including audiovisual materials, must:

- ◆ be consistent with School Board of Charlotte County policies, educational goals, and the objectives of specific courses and/or activities
- ◆ be consistent with Florida Statutes 1006.34 (2) (b), and relevant to the Sunshine State Standards
- ◆ adhere to federal and state copyright laws, including but not limited to Public Law 94-533, The Copyright Act and School Board of Charlotte County Policy #2520, 2530, and 2531
- ◆ reflect the best teaching practices based on age appropriateness and instructional relevance

SELECTION

Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.

Materials to be used in the instruction of students must be carefully selected for their quality and relevance to the instructional goals.

Criteria

Professionally recognized criteria for the selection of audiovisual materials include:

- ◆ authority – qualifications of the author
- ◆ appropriateness of content to users – concepts are presented at the users’ developmental level
- ◆ scope – purpose, depth of coverage, uniqueness
- ◆ accuracy – opinions distinguished from facts, timely, impartial
- ◆ treatment – gets the users’ attention, free of stereotyping, appropriate to the situation in which it will be used
- ◆ arrangement and organization – content flows logically, arrangement facilitates use
- ◆ literary merit – theme, organization, credibility, unity of literary elements
- ◆ instructional design – meets expectations of learner or teacher, encourages problem solving, understanding of ideas
- ◆ special features – maps, charts, illustrations, glossaries, teacher’s guides, bibliographies

SOURCES OF AUDIOVISUAL MATERIALS USED IN INSTRUCTION

Materials may include, but not be limited to those:

- ◆ purchased by a teacher, media specialist, or administrator in the school
- ◆ purchased to support an adopted textbook
- ◆ provided or recommended by a district department
- ◆ donated by a parent, community member, organization, etc.
- ◆ chosen from teacher's personal collection
- ◆ provided by agencies to the school, such as Before and After School Child Care
- ◆ rentals
- ◆ provided by district units such as Media Resource Center or Special Projects Center
- ◆ provided by the public library or other lending agencies

COPYRIGHT ADHERENCE

All materials used in Charlotte County schools, whether from school collections or outside sources, must be used in accordance with federal and state copyright laws, including but not limited to Title 17 USC.

Section 2

GUIDELINES FOR USE OF AUDIOVISUAL MATERIALS IN THE CLASSROOM

- ◆ Preview the materials to be sure it matches your lesson plan and is grade level appropriate.
- ◆ Review any teacher's guide or accompanying material, blackline masters, question and answer sheets that can be duplicated for classroom use or create your own questions about the material.
- ◆ Play the materials for the class.
- ◆ Follow-up the viewing with discussions and/or handouts.

Section 3

RESPONSIBILITY

Responsibility for the use of audiovisual materials within the school includes assuring their quality, relevance to the learning task, age appropriateness, and adherence to copyright laws.

Principal

As instructional leader, the principal has overall responsibility for the materials used in the school and classroom. This includes materials that are purchased for school collections, provided by agencies outside the local school, brought in by parents or non-educators, rented from commercial enterprises, or produced by students or faculty for use in the school. The principal is responsible for creating and implementing procedures to assure that audiovisual materials used in the school conform to School Board of Charlotte County Policy #2520, 2530, and 2531, including appointing a school *Audiovisual Materials Review Committee*, as the need arises.

Teachers

Teachers are directly responsible for those materials used in their classroom, whether from sources inside or outside the school or produced by or for the students.

Section 4

PROCEDURE

Teachers wishing to use audiovisual materials, including but not limited to video tape, CD ROM or DVD movies for instructional use in classroom need to complete **CCPS Video Use Planning Notification Form AVG # 8** and send to school principal/designee. This may also be completed in electronic form and sent to school principal/designee.

Teachers must obtain written parental permission before using PG rated materials with students in elementary schools and PG-13 materials with students in middle schools. R rated materials are restricted in K-12 schools. High schools may seek an exemption for using R rated materials, as outlined below.

Elementary Teachers

Elementary teachers requesting instructional use of PG rated material need to complete **CCPS Elementary Lesson Planning Guide for PG Rated Audiovisual Material Use Form AVG # 9** and send to school principal/designee. **Form AVG #5 is used for parent/guardian permission.**

Middle School Teachers

Middle school teachers requesting use of PG-13 rated material for instruction need to complete **CCPS Middle School Lesson Planning Guide for PG-13 Audiovisual Materials Use Form AVG # 10** and send to school principal/designee. **Form AVG #6 is used for parent/guardian permission.**

High School Teachers

If a high school teacher wishes to use R rated audiovisual material for instruction, they are to follow the instructions below on the **CCPS Guidelines for Requesting the Use of R Rated Movie for Instruction**. The principal will submit the approved package to the District Audiovisual Review Committee for final approval. **R rated materials are not allowed for use below grade 9.**

Guidelines for Requesting the Use of R Rated Movie for Instruction

Step 1. The teacher must submit an initial lesson plan to the appropriate department chair to do the initial screening on any R rated movie they wish to show in class.

Step 2. The teacher will be given the **CCPS Lesson Planning Guide for “R” Rated Audiovisual Material Use form AVG #3** to complete. The copy of the movie they plan on showing will be included with the completed AVG #3 form. All of the above should be submitted to the school principal/designee as soon as possible or at least four weeks prior to classroom use date.

Step 3. The principal/designee will submit the approved movie package to the Audiovisual District Review Committee.

Step 4. The teacher and the principal/designee will be informed in writing of the committee’s decision on Form AVG #4. If request is denied, reasons for denial will be given.

Step 5. The teacher must send the **CCPS Parent/Guardian Permission to View Audiovisual Materials with MPPA Rating of “R” form AVG # 7** to all parents of students who will view an approved R rated movie. **No student will be allowed to view material without a signed parent form granting permission to view movie.**

Step 6. Movie day. The teacher must inform all students that an alternative assignment is an option. The alternative assignment cannot and will not be punitive in nature.

Section 5

REVIEW PROCESS

School Audiovisual Material Review Committee

Audiovisual materials from outside the school collection or even those contained in the school collection or provided by the district, must be previewed by the teacher prior to use with students for content and relevance. If a concern arises, review of material by a school audiovisual review committee may be sustained. See review process below.

School collections contain a wide variety of resources. They may be relevant to the school's curriculum, but not to every grade level or instructional objective.

Materials from outside the school collection need even closer scrutiny prior to showing since the criteria used for their selection is unknown.

From time to time, materials from within the school collection may need to be evaluated to determine their relevancy to instruction or retention in the school collection. Materials coming from outside sources may need to be evaluated as they come into the school. A committee from the school community called the School Audiovisual Material Review Committee should be convened, as needed, to determine the disposition of audiovisual materials that are questioned.

The committee, assembled by the principal, should be composed of five people including an administrator, a teacher, and the media specialist. The remaining members should have expertise in the area of immediate concern, so the committee may change as needed.

The committee should use the **School Audiovisual Materials Review Committee Report Form AVG # 1** to determine the disposition of the item in question.

District Audiovisual Review Committee

The committee assembled by the Superintendent should be composed of five people including an administrator, a teacher and a parent. The remaining members should have expertise in the area of curriculum being considered. The committee is convened as needed; to determine the disposition of R rated audiovisual materials requested for instructional use by a school principal.

Section 6

MOVIE RATING GUIDE

MPAA (Motion Picture Association of America) Ratings

Audiovisual materials rated by MPAA must be used only as follows:

- G General Audiences – Suitable for all ages. Nothing that would offend parents for viewing by children. Use only for instruction, not entertainment.

- PG Parental Guidance Suggested – Some material may not be suitable for children. Parental guidance suggested. May contain material some parents might find unsuitable for their children. Prohibited in elementary schools without prior written parental permission.

- PG-13 Parents Strongly Cautioned – Some material may be inappropriate for children under 13. Parents are alerted to be cautious. Some material may be inappropriate for pre-teenagers. Permitted in middle schools with prior parental permission; prohibited in elementary schools.

- R Restricted – Under 17 required accompanying parent or adult guardian. Contains some adult materials. Parents are urged to learn more about the film before taking their young children with them. Prohibited in Charlotte County grades Pre-K-8. Permitted with special permission, grades 9-12.

- NC-17 No Children Under 17 Permitted – Patently adult. Off-limits to children under 17. Prohibited in Charlotte County Pre-K-12 schools.

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School Audiovisual Materials Review Committee Report

School: _____ Date: _____
Title of Material: _____
Format of Material: _____ Production Date: _____
Producer: _____ Length: _____
Reason for Review of Material: _____

This committee:

- Previewed the material in its entirety
- Applied School Board Policy # 4.21, 4.22 and 4.30 and Audiovisual Materials use Guidelines in examining the material
- Evaluated the material and found it to be:

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Consistent with the educational goals of Charlotte County Schools and the objectives of specific course(s) and/or activitie(s)
<input type="checkbox"/>	<input type="checkbox"/>	Of literary, aesthetic, social, or educational value
<input type="checkbox"/>	<input type="checkbox"/>	Free of bias
<input type="checkbox"/>	<input type="checkbox"/>	Instrumental in helping students gain awareness and understanding of the many contributions made to our society by our diverse population
<input type="checkbox"/>	<input type="checkbox"/>	Age appropriate and accurate in content
<input type="checkbox"/>	<input type="checkbox"/>	Relevant to the Sunshine State Standards
<input type="checkbox"/>	<input type="checkbox"/>	Of quality in language and format
<input type="checkbox"/>	<input type="checkbox"/>	Free of offensive language, violence, or nudity

The material should be:

- Retained in the collection for general use
- Retained in the collection for use only in the following grade(s)/course(s) _____
- Removed from the collection and restricted from use in the school

/	/
Print Name Signature	Print Name Signature
/	/
Print Name Signature	Print Name Signature
/	/
Print Name Signature	Print Name Signature

CHARLOTTE COUNTY PUBLIC SCHOOLS

District Audiovisual Materials Review Committee Report

School: _____ Date: _____

Title of Material: _____

Format of Material: _____ Production Date: _____

Producer: _____ Length: _____

Reason for Review of Material: _____

This committee:

- Previewed the material in its entirety
- Applied School Board Policy # _____ and Audiovisual Materials Guidelines in examining the material
- Evaluated the material and found it to be:

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Consistent with the educational goals of Charlotte County Schools and the objectives of specific course(s) and/or activitie(s)
<input type="checkbox"/>	<input type="checkbox"/>	Of literary, aesthetic, social, or educational value
<input type="checkbox"/>	<input type="checkbox"/>	Free of bias
<input type="checkbox"/>	<input type="checkbox"/>	Instrumental in helping students gain awareness and understanding of the many contributions made to our society by our diverse population
<input type="checkbox"/>	<input type="checkbox"/>	Age appropriate and accurate in content
<input type="checkbox"/>	<input type="checkbox"/>	Relevant to the Sunshine State Standards
<input type="checkbox"/>	<input type="checkbox"/>	Of quality in language and format
<input type="checkbox"/>	<input type="checkbox"/>	Free of offensive language, violence, or nudity

The material should be:

- Retained in the collection for general use
- Retained in the collection for use only in the following grade(s)/course(s) _____
- Removed from the collection and restricted from use in the school

_____/_____
Print Name Signature

_____/_____
Print Name Signature

_____/_____
Print Name Signature

_____/_____
Print Name Signature

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Parent/Guardian Permission to View

Audiovisual Materials with MPAA Rating of PG13

School: _____ Date: _____

Dear Parent/Guardian:

Students in my class(s) have been studying _____.
To support this unit, I plan to use a video rated **PG13: PARENTS STRONGLY CAUTIONED** by the Motion Picture Association of America.

The video, entitled: _____,
is being shown because it will _____
_____.

Viewing of this video is not mandatory. An alternate assignment related to the unit being taught will be provided if you do not grant permission for your child to view this video.

Brief description of Alternative Assignment: _____

Teacher: _____ Course/Grade: _____

Principal's Signature: _____

Parent/Guardian who wish to view material prior to classroom use, should contact the school principal.

Yes, I grant permission No, I do not grant permission

for my child, _____ to view the title listed above.

Signature of Parent/Guardian

Date

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Video Use Planning Notification

Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.

Teacher Name: _____ Date: _____

Title and Rating of Video: _____

Day/Date/Class period when the video is scheduled to be viewed: _____

Check Source of Video:

Special Projects

School Collection

Outside of School Collection (See CCPS Audiovisual Materials Use Guidelines)

Brief Description of the curriculum connection:

This presentation meets the CCPS Audiovisual Materials Use Guidelines. Yes No

Signature of Teacher _____ Date _____

Procedure

Professional staff should be in possession of the CCPS Audiovisual Materials Use Guidelines. These guidelines should be reviewed periodically. These guidelines must be adhered to.

Teachers are requested to complete this form and return it to the principal/designee at the school. For reasons of expediency it is preferred that this notification be done **electronically**. No advance notification is requested for AV materials that accompany a textbook series in use in the CCPS.

The principal/designee is to review the form promptly. If questions arise as to the connection of the AV to the curriculum, the principal/designee is to discuss the topic with the teacher. If the principal/designee refuses to permit the use of the AV materials, the principal will submit the reasons for that decision in writing to the teacher. If the teacher does not agree with the principal's decision, the teacher has the right to pursue remedies available under the Academic Freedom provision in the collective bargaining agreement.

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Middle School Lesson Planning Guide for
PG-13 Rated Audio-visual Material Use

Teacher Name _____

School Name _____

Grade level and subject area material will be used:

Grade _____ Subject _____

Title of PG-13 rated material _____

Format _____ Length (hr./min.) _____

Producer _____ Production Date _____

1. State specific date and length of time materials will be used, if approved by committee.

2. State compelling reason for use of materials.

3. What portion of material will be used? (hr./min.)

4. State specific educational objective and/or Sunshine State Standard that supports use of this material.

5. What is the expected educational result after using this material?

6. List alternative material(s) that will be used for students not given parent permission to use the stated PG-13 rated audio-visual materials.

(Attach any additional relevant materials regarding lesson.)

Quick Reference Guide

Off-Air Videotaping for Classroom Use

1. Privilege only for nonprofit educational institutions
2. Programs taped must be used directly for instruction and not for entertainment
3. Programs may only be taped from open-air broadcast stations for which no payment is made to receive programs
4. Program taped may be kept 45 calendar days after taping, then must be erased
5. During 45 day period, may only be used with students during first 10 consecutive school days
6. Recordings may only be made at the request of teachers
7. No broadcast program may be recorded off-air more than once for the same teacher, no matter how many times broadcast
8. Limited number of copies may be made to service all teachers requesting use, but all governed by same 10 day use, 45 day erasure period
9. Program must be recorded in its entirety and may not be altered (edited)

Taping From Satellite or Cable for Classroom Use

1. Requires permission of the copyright holder
2. Payment of appropriate fees for satellite broadcasts
3. Permissible when copyright holder offers rights without requesting (Ex. Cable in the Classroom programming; C-Span; special satellite broadcasts)
4. May tape programs from cable that may also be received on local, open air broadcast stations (Same channel you can receive with “rabbit ears” is carried on cable”)

Utilizing Videotapes With The Home Use Only Warning Label

1. Purchased videos may be used for direct instruction only and may not be used for entertainment
2. Rental videos may be used for direct instruction only and may not be used for entertainment. However, if a school or individual signs a membership form or rental agreement limiting the use of the videos to “Home Use Only”, this constitutes a contract and the video would not be able to be used in the classroom
3. Libraries may acquire and loan videos
4. Libraries wishing to make videos available for public viewing in the library would need to obtain public performance rights

Using Videos On Closed Circuit Systems

It would be permissible to show the following types of video programs on a CCTV system **within a single institution**. All programs may only be used for direct instruction, not entertainment.

1. Videos purchased by the educational institution with closed circuit rights
2. Videos for which the copyright holder has granted closed circuit use rights: (Ex. Cable In The Classroom Programming)
3. Videos produced by the institution and not containing copyrighted material (unless permission has been obtained)
4. Simultaneous transmission of live broadcasts
5. In general, most instructional programs purchased from instructional production companies. However, some may charge for closed circuit rights or may permit CCTV use (read literature carefully)
6. In general, most programs provided by state departments of education, higher education governing boards or state library systems. (Check to verify)

The following programs remain questionable as to whether they may be used on closed circuit systems: (Current legal interpretations lean more toward the **not permissible** side)

1. Programs taped off-air under the 10 day use, 45 day erasure guidelines
2. Purchased or rental videos with the "Home Use Only" label