

Multimedia Instruction Material Selection Policy

The appropriate use of multimedia materials, when their content is directly related to and supportive of the course and class objectives, can enrich classroom instruction. However, the use of inappropriate materials is contrary to district policy and is not acceptable. The following procedures have been developed to ensure the appropriateness of multimedia materials used for instruction at San Benito High School.

Showing of Multimedia Materials

All films, CD's, videodiscs, software, etc. are to be previewed in their entirety by the teacher prior to use in the classroom. Such procedures will assure: 1) compliance with appropriateness for student viewing, 2) the alignment of such material with the District Curriculum, and 3) eligibility for G, PG, or PG-13 rating.

The use of any multimedia materials which is eligible for G, PG, or PG-13 rating when their content is directly related to and supportive of the course and class objectives is an appropriate supplement to instruction.

The use of any multimedia materials which is not eligible for G, PG, or PG-13 rating is an inappropriate supplement to instruction and strictly prohibited. It may result in disciplinary action against the employee, unless all the following steps occur:

For Rated Material: Individual Teacher-Individual Multimedia Material

To use multimedia material that **DOES NOT** have a G, PG, or PG-13 rating, the following must occur:

1. The video must be reviewed in advance of use by the teacher and the Multimedia Approval Form completed. The teacher must submit this form to the appropriate division chairperson and the Director of Educational Services. The teacher must receive written approval by the appropriate division chairperson and the Director of Educational Services.
2. The teacher must send a written letter home to all students' parents prior to, providing advanced cautionary warning, so that parents can make the decision about the movie viewing of their students. The advanced cautionary warning shall have informed the parents of the following topics:
 - a. the rating of the video.
 - b. the teacher's analysis as to the reasons for the rating
 1. how the following elements are treated in the video: theme, violence, language, nudity, sensuality, drug abuse.

- c. the teacher's intended instructional objective
 - d. the teacher's justification for using the video to support instruction.
 - e. the parents' right to choose that their student not view the video.
 - f. how and by what date the parent must express the objection to the teacher.
3. The teacher must allow at least 3 days to elapse from the time it can be reasonably expected that the parents have been informed of the teacher's plans before showing the video in question.

For Non-Rated Material: Individual Teacher-Individual Multimedia Material

To use multimedia material that is NOT RATED the following must occur:

1. The teacher must have previewed the multimedia material in its entirety prior to use in the classroom.
2. The teacher must evaluate the multimedia material as to theme, violence, language, nudity, sensuality, drug abuse and how these elements are treated on-screen by the film maker. If the teacher is certain that the intended multimedia material would receive a G, PG, or PG-13 rating, the teacher may use the multimedia material. If the teacher does not believe that the intended multimedia material would receive a G, PG, or PG-13 rating, the teacher must implement the following steps:
3. The teacher must submit the completed Multimedia Approval Form to the appropriate division chairperson and the Director of Educational Services. The teacher must have received written approval by the appropriate division chairperson and the Director of Educational Services.
4. The teacher must send a written letter home to all the students' parents providing advanced cautionary warning, so that parents can make the decision about the movie viewing of their students. The advanced cautionary warning shall have informed the parents of the following topics:
 - a. that video is not rated.
 - b. in the teacher's analysis, there is some reason to think that this movie would not receive a G, PG, or PG-13 rating and review those reasons, including how the following elements are treated in the video: theme, violence, language, nudity, sensuality, drug abuse.
 - c. the teacher's intended instructional objective.
 - d. the teacher's justification for using it to support instruction.
 - e. the parents' right to choose that their student not view the video.
 - f. how and by what date the parent must express the objection to the teacher.

5. The teacher must allow at least 3 days to elapse from the time it can be reasonably expected that the parents have been informed of the teacher's plans before showing the video in question.

For an Entire Course: Rated or Non-Rated

1. To gain approval to show a video that is not rated G, PG, or PG-13 or if the multimedia material is not rated and is not certain to receive a G, PG, or PG-13 rating, the division must submit for course approval.
2. If it is approved, the video may be used in the manner expressly stated in the Multimedia Approval Form by any teacher in the course to support the objective outlined in the Multimedia Approval Form so long as:
 - a. The teacher has sent a written letter home to all students' parents providing advanced cautionary warning, so that parents can make the decision about the movie viewing of their students. The advanced cautionary warning shall have informed the parents of the following topics:
 - 1). the video is not rated or of its rating if it has one
 - 2). in the teacher's analysis, there is some reason to think that this movie would not receive a G, PG, or PG-13 rating or has received a rating other than G, PG, or PG-13 and review those reasons, including.
 - a) how the following elements are treated in the video: theme, violence, language, nudity, sensuality, drug abuse.
 - 3). the teacher's intended instructional objective.
 - 4). the teacher's justification for using the video to support
 - 5). instruction.
 - 6). the parents' right to choose to have their student not view the video.
 - 7). how and by what date the parent must express the objection to the teacher.
 - b. The teacher must allow at least 3 days to elapse from the time it can be reasonably expected that the parents have been informed of the teacher's plans before showing the video in question.

Example Note to Parents

Dear Parent,

I plan to show _____ in my _____ class. Because of violence and occasional profanity, this video has been R rated.

The historical dispute between the Irish and the English has been extremely violent over a period of 300 years. In recent time bombings, shootings, and stone-throwing have become part of the reality of life in the struggle between the British and the Irish. This video illustrates the effect violence may have in changing political and social position. As we study the American Revolution, the violent conflict between the British and the Irish provides a current event with deep historical roots on which students may draw parallelism to the events surrounding our own American Revolution, and revolutions in general. If you need more details concerning the rationale for showing this video, please don't hesitate to contact me. Please let me know by _____ if you have an objection to your student's viewing the video, so that I can assign an alternative location and activity for you students at the time the class views this video.

Instructional Video Use Guidelines

When videos are used, the following guidelines shall be followed:

1. Videos will relate to the objectives of the course of study for the course being taught.
2. The teacher will explain to the student how the information in the video or is to be used by the student to develop an understanding of the objective.
3. Students are to be actively engaged with the material presented. Teachers will prepare meaningful activities to assess student learning from the video such as appropriate discussions, written assignments, CFU, projects, quizzes, tests, etc.
4. To avoid repetition of videos in different divisions, the divisions will compile a list of the most commonly used videos in their courses. The division chairs will then confer to eliminate duplication.
5. Prior to showing box office successes, teachers should poll their classes to determine the extent of prior viewing. If over 33% of the students have viewed the media, the media cannot be shown during class time. The use of excerpts, or edited versions, as opposed to full length features is preferred. It is appropriate to provide extra credit for students who view assigned videos outside of class time.
6. Providing an appropriate video for use by a substitute teacher is an acceptable practice when the video complies with the above guidelines.

If these guidelines are ignored, the following actions may be taken:

- Conference between teacher, administrator, and division chairperson.
- General Observation and inclusion in Evaluation.

**San Benito High School District
Multimedia Approval Form
For R-Rated Movies**

Date: _____

Title: _____ Rating: _____

Course: _____ Grade: _____ Request for Approval: _____

1. The instructional course objective which this media is intended to support:

2. The need to use this particular medium to support the learning objective:

3. Reason for the R rating or possible R rating:

4. The planned manner for addressing the inappropriate portions of the medium with the students:

I have reviewed the video prior to submitting this request for use. It meets the standards of suitable pedagogy; has aesthetic value; is appropriate to the grade level; is relevant to the content area curriculum; and develops and expands the concept of the course objective.

Teacher

Date

I certify that the above stated course objective is an integral part of the curriculum and can be enhanced by this video.

Site Administrator

Date

Approved:

Director of Educational Services

Date