

Process for Video Approval and Use

The following steps are provided in order to facilitate the process of getting a film approved for viewing, acquiring proper parent permission, and ultimately using a film to enhance an adopted course of study:

1. Check with department chair to be sure film has been viewed by the department and has been approved for viewing by a majority of the department members as per AR6161.1(d)
2. Request permission from the principal for use **at least 15 days prior** to planned viewing. Use the “Petition for Approval of a Rated Film” form.
3. **After** approval for the film has been received, send a copy of the policy with the approved permission slip to parents. This must be done **at least 10 days prior** to planned viewing.
4. Monitor signatures on the permission forms for validity. If you question a signature, call the parent to verify permission.
5. Prepare students for the film, making sure they understand its relationship to the curriculum.
6. Follow-up with discussion after section or the whole film as appropriate to relate video material specifically to the course content.