

Charlotte County Public Schools – Procedures for Multi-media/Audio  
Visual Materials and Use



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Revised, 2017

Professional staff should be aware of the multi-media/audio visual policy and procedures. School leaders should review the policy, administrative procedures related to the policy, and forms related to the procedures, annually, with teaching staff.

Multi-media/audio visual materials selected for student instruction and classroom use must be age-appropriate and relevant to the specific instructional goal(s). MM/AV materials in the school collection and those selected for use from outside the school collection must be chosen based on personal preview, reviews and/or recommendations from professional publications, or have been recommended for use by the District.

No advance notification is requested for MM/AV materials that accompany an adopted textbook series in use in CCPS. Teachers wishing to use multi-media (MM)/Audio Visual (AV) instructional materials must comply with SB Policy 2540. Any exception must follow the following procedures:

- A. Advance notification of intent to use MM/AV that requires exception
  1. Teachers are required to complete (electronically) form **MM/AV 1, Notification for Intent to Use MM/AV Instructional Materials**, and form **MM/AV 2, Lesson Plan Guide for MM/AV Materials**.
  2. After completion of the forms 1 and 2, the completer sends them, electronically, to the principal or his/her designee for review.
  3. The principal or his/her designee is to review the forms promptly. If questions arise as to the connection of the curricular materials, the principal/designee is to discuss the topic with the teacher. The material in question should be available for review. The principal/designee will complete **MM/AV Form 3 Principal Review of MM/AV Materials**.
  4. All correspondence (forms and attachments) should be kept on file (digitally or paper copy) by the principal or principal's designee for a period of four (4) years.
  5. If the principal/designee denies the use of the MM/AV materials, the principal will submit the rationale for denial electronically to the teacher.
    - a. A teacher who does not agree with the principal's/designee's determination has the right to pursue remedies available under the Academic Freedom provisions. The teacher may ask for a Division of Learning (DOL) review with the appropriate Director, Media Liaison, and appropriate Curriculum Specialist. The teacher must fill out **Form MM/AV 4, Request for Second Review of MM/AV Materials**. All other forms must be supplied along with this form. (Forms MM/AV 1-3).
    - b. The teacher should deliver the form, electronically, to all stakeholders (listed in a., above).
    - c. The Division of Learning review and response should occur within two (2) working weeks (10 school days). **Form MM/AV 5, Second Review Decision for Use of MM/AV Materials**, will be returned, electronically, by the Director at the appropriate level.

- B. Once permission is obtained for exception to the MM/AV Use Policy, parents must be informed in writing.
1. **Form MM/AV 6, Permission to View**, provides a letter of parent/guardian permission with information for an informed decision. The school principal will keep all permissions on file for a period of four (4) years.

### **PURPOSE**

The steps above are purposeful for the clear and consistent procedures for the use of MM/AV materials for instruction in the classroom. These materials include both commercially- and locally-produced materials offered to school districts.

All instructional resources must:

- be consistent with CCPS School Board policies, educational goals, and the objectives of specific courses.
- be consistent with Florida Statutes 1006.34 (2)(b), and relevant to the Florida Standards
- adhere to federal and state copyright laws and CCPS School Board Policy 2540
- reflect best teaching practices, based on age-appropriateness and instructional relevance

### **SELECTION**

- In addition to the purpose above, objectives for selection include, but are not limited to:
  - Age-appropriateness and accurate in content
  - Authority of author/qualifications etc.
  - Of quality language and format
  - Of literary, aesthetic, social, and/or educational value
  - Free of bias (noting bias exists in all mediums)
  - Free from gratuitous violence, offensive language and/or nudity
  - Relevant to the Standards being taught in one's classroom
  - May be instrumental in helping students to gain awareness and understanding of the many contributions made to our society by a diverse population

### **COPYRIGHT ADHERENCE**

- All materials used in Charlotte County Public Schools, whether from school collections or outside sources, must be used in accordance with federal and state copyright laws. (Example: PL 94-533 The Digital Millennium Copyright Act, 1998 and Fair Use guidelines, which provide some exemptions for educators, and/or Becker – Copyright **Resources**)

**MOVIE RATING GUIDE**

G	General audiences/suitable for all ages. These movies do not contain offensive materials that parents would object to student viewing. Use only for instruction, not entertainment.
PG	Parental guidance is suggested. Some material may not be suitable for young children. May contain what some parents would find objectionable content. Prohibited in elementary schools without prior exception and parental permission.
PG-13	Parents Strongly Cautioned. Some material may be inappropriate for children under the age of 13. Permitted in middle schools with prior exception and parental permission.
R	Restricted for individuals under 17 years of age. Contains some adult materials. Parents are urged to learn more about the film before taking young children to view. Prohibited in Charlotte County Public Schools K-8, allowable in grades 9-12 with exception and parental permission.
NC-17	No Children under 17 permitted. Off limits to all students in Charlotte County Public Schools. No exception is rendered.

**TV RATING GUIDE**

TV-Y	All Children. This program is designed to be appropriate for all children. Whether animated or live-action, the themes and elements in this program are specifically designed for a very young audience, including children from ages 2-6. This program is not expected to frighten younger children. Use only for instruction, not entertainment.
TV-Y7	Directed to Older Children. This program is designed for children age 7 and above. It may be more appropriate for children who have acquired the developmental skills needed to distinguish between make-believe and reality. Themes and elements in this program may include mild fantasy violence or comedic violence, or may frighten children under the age of 7. Therefore, parents may wish to consider the suitability of this program for their very young children. Use only for instruction, not entertainment.
TV-Y7,FV	Directed to Older Children, Fantasy Violence. For those programs where fantasy violence may be more intense or more combative than other programs in this category, such programs will be designated TV-Y7-FV. Use only for instruction, not entertainment.
TV-G	General Audience. Most parents would find this program suitable for all ages. Although this rating does not signify a program designed specifically for children, most parents may let younger children watch this program unattended. It contains little or no violence, no strong language and little or no sexual dialogue or situations. Use only for instruction, not entertainment.
TV-PG	Parental Guidance Suggested. This program contains material that parents may find unsuitable for younger children. Many parents may want to watch it with their younger children. The theme itself may call for parental guidance and/or the program may contain one or more of the following: some suggestive dialogue, infrequent coarse language, some sexual situations, or moderate violence. Prohibited in elementary schools without prior exception and parental permission.
TV-14	Parents Strongly Cautioned. This program contains some material that many parents would find unsuitable for children under 14 years of age. Parents are strongly urged to exercise greater care in monitoring this program and are cautioned against letting children under the age of 14 watch unattended. This program may contain one or more of the following: intensely suggestive dialogue, strong coarse language, intense sexual situations, or intense violence. Permitted in middle schools with prior exception and parental permission.
TV-MA	Mature Audience Only. This program is specifically designed to be viewed by adults and therefore may be unsuitable for children under 17. This program may contain one or more of the following: crude indecent language, explicit sexual activity, or graphic violence. Prohibited in Charlotte County Public Schools K-8, allowable in grades 9-12 with exception and parental permission.