

QUICK SCREEN CHECK LIST  
For approving  
COMPLEMENTARY INSTRUCTIONAL MATERIALS  
FILM AND VIDEO TAPES

No "PG-13," "R," or "X" rated video/films may be shown to any student and only "G" rated video/films may be shown to elementary students. In selected cases, "PG" videos may be shown to students in grades 7-12 if previewed in total and approved in writing by the principal.

Use this form to request approval for all video tapes and films used in the classroom other than video resources adopted for district wide use as primary and secondary resources for implementing the adopted curriculum.

**Step one:** If, in your professional judgment, the material meets all the requirements listed on the reverse side of this sheet, you may use the video/film with administrative notification according to building procedures. **You must document the title and length of video/film in your lesson plan.**

**Step two:** If your review of the material fails to meet all the criteria listed on the other side of this sheet, please complete the items below and **submit the form and video/film** to the building administrator for approval two weeks before intended showing date.

Title of video/film: \_\_\_\_\_ Film rating: \_\_\_\_\_

Length of video/film: \_\_\_\_\_ Obtained from: \_\_\_\_\_

For use in what age/grade and subject area: \_\_\_\_\_

How will the video/film be used in the lesson and/or unit? How will it be related to the learning objectives?

I have previewed this material in its entirety. \_\_\_\_\_  
Signature of teacher Date

(Circle one) **This material has been approved or disapproved because:**

\_\_\_\_\_  
Signature of Building Instructional Materials Committee Date

\_\_\_\_\_  
Signature of Principal Date

**Definition:** Complementary instructional resources shall consist of those resources selected to enrich or extend the curriculum. These materials represent all materials used in the classroom other than textbooks or other resources adopted for district wide use as primary and secondary resources for implementing the adopted curriculum.

CRITERIA FOR SELECTION AND USE  
(from Administrative Procedures No. 2310 P-1)

Please answer (Y) yes or (N) no: Where appropriate, is (or does) this resource:

- |   |   |   |
|---|---|---|
| Y | N | consistent with district philosophy of education, general instructional goals, program goals and objectives, and district policies and regulations?                                       |
| Y | N | support and enrich the curriculum, considering the varied instructional needs, abilities, and maturity levels of students served?   |
| Y | N | stimulate student growth in conceptual thinking, factual knowledge, physical and emotional well-being, literary appreciation, and development of aesthetic values and ethical standards?  |
| Y | N | of sufficient variety so as to objectively present differing views of issues, controversial or otherwise, in order that young citizens may develop analytical and decision making skills? |
| Y | N | contribute to developing and understanding the diversity of American life?  |
| Y | N | present the concerns of and is responsive to the contributions of both sexes?   |
| Y | N | provide models for the development of self respect, pride and an appreciation of differences?   |
| Y | N | reflect a respect for the worth and dignity of people?  |

If you answered NO to any of the above questions, please complete Step 2 and submit the form and the instructional materials to your building administrator for approval.

QUICK SCREEN CHECK LIST FOR BIAS OR CONTROVERSY

Please answer (Y) yes or (N) no

- |   |   |  |
|---|---|--|
| Y | N | Are racially derogatory terms used in the material?                        |
| Y | N | Are there any minority characters portrayed stereotypically?               |
| Y | N | Does this material contain racial, ethnic, age or sexual bias?             |
| Y | N | Does this resource contain obvious controversial or sensitive material?    |
| Y | N | Does this resource contain only the viewpoint of a special interest group? |

QUICK SCREEN CHECK LIST FOR PURPOSE

Please answer (Y) yes or (N) no

- |   |   |                               |
|---|---|-------------------------------|
| Y | N | Used for reward/entertainment |
| Y | N | PG rated                      |