



Book	POLICY MANUAL
Section	SERIES 4000 - INSTRUCTION
Title	USE OF FEATURE FILMS/VIDEOS IN THE SCHOOL
Number	4811
Status	Active
Adopted	June 7, 2006
Last Revised	January 29, 2009
Last Reviewed	February 25, 2015

The Board of Education recognizes that while certain feature films/videos have educational value when used in the proper context, not all films are appropriate for use in classrooms.

In order to attain the balance in allowing teachers flexibility to use appropriate educational materials and protecting students from inappropriate materials, the attached regulation sets guidelines for the use of such materials. Films are to be used only in the context of legitimate educational purpose with a clear connection to the curriculum in accordance with the District Curriculum for the class in which it is shown. Films/Videos cannot be a "Friday movie day" and cannot serve as a reward.

Under special circumstances and with the written approval of the building principal, an audience rated R film may be used to purposefully support and enhance learning. When planning to use an audience rated R film in school, the teacher must seek the written approval of the building principal at least five days prior to showing. Prior parental consent will be required before a student views an audience rated R film. Edited or unrated films/videos will be treated as an audience rated R film and follow the same approval procedures.

The teacher shall submit in writing to the principal the following information on the particular audience rated R film (EXHIBIT 1):

1. Title and brief description
2. Purpose of the showing
3. Alignment with course objectives
4. Proposed date of showing
5. When and how parents will be notified and grant consent

Teachers are required to preview all film media before showing to students.

If a parent does not grant consent for his/her child to view a particular feature film, then a parallel assignment must be given to provide students with a similar learning experience.

Adoption Date: 6/7/2006, Revised: 1/29/2009; Reviewed: 02/25/2015



Book	POLICY MANUAL
Section	SERIES 4000 - INSTRUCTION
Title	USE OF FEATURE FILMS/VIDEOS IN THE SCHOOL REGULATION
Number	4811R
Status	Active
Adopted	August 1, 2009

Definitions

Full length feature films refer to offerings that are teacher selected for viewing in a venue other than the classroom setting and are shown in their entirety in a single sitting and are directly related to curriculum or a lesson (i.e. field trip to theater).

Edited segments refer to portions of a film or video that are directly related to curriculum or a lesson. The viewing of any of these edited segments may not exceed more than 15 minutes of any one instructional period. (A full length feature film may be shown only in edited segments in the classroom setting.)

Teacher-Selected Film or Video

A teacher-selected film or video is one that is selected for use by an individual teacher for use when student participation is required.

A film or video, or list of films or videos, which are teacher-selected or prepared, will be presented to the principal or designee for possible review prior to use. The teacher will certify that the film or video has been reviewed.

A teacher-selected film and video list shall be available to all students and parents prior to viewing. This list will be updated throughout the school year if additional films or videos requiring student permission slips are to be shown. The teacher will certify to the principal or designee that the collection has been reviewed.

Elementary (Grades K-5)

Only a "G" rated film or video may be shown in an elementary school classroom without written parent approval, but must have approval of the building principal or designee.

Elementary school students will not be allowed to view or listen to a "PG" rated film or video unless they have returned, to the teacher, the permission slip saying it is OK to view and/or listen to the presentation, and the permission slip is signed by the parent/guardian.

One copy of the permission slip for each "PG" rated film or video will be filed in the principal's office. This copy of the permission slip will include the approval date from the building principal or designee.

An excerpt from a film or video may be used to illustrate an instructional point; however, if the film or video is rated "PG", the excerpt must have approval of the building principal or designee and the parent or guardian.

A film or video with a rating of "PG-13", "R", "NC-17", Mature, Non-Rated or "X" will not be approved or used in an elementary classroom.

Middle School (Grades 6-8)

Only "G" rated films or videos may be shown in a middle school classroom without written parent approval, but must have approval of the building principal or designee.

Teachers must receive approval of the building principal or designee before showing a "PG" rated film or video.

Middle school students will not be allowed to view or listen to a "PG/PG-13" rated film or video unless they have returned, to the teacher, the permission slip saying it is OK to view and/or listen to the presentation, and the permission slip is signed by the parent/guardian.

One copy of the permission slip for each "PG/PG-13" rated film or video will be filed in the principal's office. This copy of the permission slip will include the approval date from the building principal or designee and the parent or guardian.

An excerpt from a film or video may be used to illustrate an instructional point; however, if the film or video is rated "PG/PG-13", the excerpt must have approval of the building principal or designee.

A film or video with a rating of "R", "NC-17", Mature, Non-Rated or "X" will not be approved or used in a middle school classroom.

High School (Grades 9-12)

Only a "G", "PG", or "PG-13" rated film or video may be shown in a high school classroom without written parent approval, but must have approval of the building principal or designee.

Teachers must receive approval of the building principal or designee before showing an "R" rated film or video.

High school department heads will screen all Mature or Non-Rated foreign and older films that existed before the rating system was in place, or any film or video with an "R" rating.

High school students will not be allowed to view or listen to an "R" rated film or video unless they have returned, to the teacher, the permission slip saying it is acceptable to view and/or listen to the presentation, and the permission slip is signed by the parent/guardian.

One copy of the permission slip for each "R" rated film or video will be filed in the principal's office. This copy of the permission slip will include the building principal's or designee's signature and approval date.

An excerpt from a film or video may be used to illustrate an instructional point; however, if the film or video is rated "R", the excerpt must have approval of the building principal or designee and the parent or guardian.

A film or video with a rating of "NC-17", Mature, Non-Rated or "X" will not be approved or used in a high school classroom.

Challenged Materials Procedures

The following procedures are established for all instructional materials placed in question by an individual, group or organization. These procedures must be followed in the order presented below:

Complaints shall be communicated to the person or persons primarily responsible for the utilization of the material. Every effort shall be made to resolve the concern about the material.

If the concern is not resolved through an informal process, the complainant may appeal to the Deputy Superintendent for Instruction.

The Deputy Superintendent shall appoint an Ad-Hoc Committee, which will include representation from the appropriate curriculum committee and an invitation to the complainant, to re-evaluate the material with the specific objections in mind as it relates to the educational program.

The Deputy Superintendent shall within thirty (30) school days after receipt of the written complaint, submit the recommendation of the Ad-Hoc Committee to the Superintendent who will affirm or deny the recommendation.

Instructional materials being re-evaluated shall not be removed from use until a final decision has been made and the complaint process has been completed.

Requirements for Choosing a Film or Video

If a particular film or video requires parent permission, secure this well in advance. It is required that the film be reviewed by the building principal or designee at the secondary level or by the building principal or designee at the elementary level, prior to its being shown.

If the film or video is taped off-air, rented, or purchased from a commercial vendor, find out about and comply with copyright regulations.

Opportunities will be given to access equivalent knowledge as is contained in the film for students who are unable or choose not to view the film.

Credit that is given to the student who completed the alternative assignment must be equal to that given to the students who viewed the film.

The alternative assignment must be equal in degree of difficulty to that of watching the film.



Book POLICY MANUAL
 Section SERIES 4000 - INSTRUCTION
 Title USE OF FEATURE FILMS/VIDEOS IN THE SCHOOL EXHIBIT
 Number 4811-EXHIBIT 1
 Status Active
 Adopted June 7, 2006
 Last Revised January 28, 2009

USE OF FEATURE FILMS/VIDEOS IN THE SCHOOL

EXHIBIT 1

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

Permission for Use of Feature Films Form

Teacher: _____

Building: _____

Grade Level: _____

Film Title: _____

Brief Film Description: _____

Purpose for the showing: _____

Alignment with course objectives: _____

Date of Showing: _____

When and how parents will be notified and grant consent: _____

Other comments: _____

Principal's Signature

Date

Approved: _____

Disapproved: _____

Adopted: June 7, 2006

Revised: January 28, 2009