

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 221.1
PROGRAM**

GUIDELINES FOR USE OF AUDIO -VISUAL RESOURCES

Information is available in a variety of media formats in addition to print. Efforts will be made by school librarians and other staff to provide access to such resources as videos, DVDs, sound recordings, internet sites, subscription databases and computer software that support the entire curriculum.

Electronic information resources available via the internet, including subscription reference databases, should be considered as reference resources when possible. Information traditionally available in print reference resources, including encyclopedias, almanacs, etc. is often available in the electronic medium and is updated regularly. Reference databases also provide in-depth articles, current research and quality primary sources, in a format that is convenient to use. All information provided via the internet is pursuant to Administrative Regulation #218, "Internet and Public Network Acceptable Use."

Guidelines for use of Audio-Visual Resources

- I. The use of audio visual resources must be limited to a specific educational purpose. Professional staff should weigh the value of the audiovisual material use against the instructional time it consumes. General selection criteria should include the following;
 - a. Quality of the overall work
 - b. Fair and accurate representation of fact
 - c. The reputation and significance of the writer, director, and/or performer
 - d. Critical acclaim of the work itself

- II. The showing of commercial movies in their entirety is strongly discouraged and shall be approved in very few circumstances. These conditions are:
 - a. If there is no other audiovisual material that addresses the concept being taught and the movie is accurate in its content
 - b. The value of the movie is so great that it warrants being shown in its entirety
 - c. It is written into a board-approved curriculum

- III. Selecting audiovisual and media resources for student use requires the following:
 - a. The teacher is expected to preview the media material.
 - b. The teacher is expected to demonstrate that the use of media material is appropriate to the age and maturity level of the student, that it contributes to an appropriate classroom instructional objective, and that it does not otherwise consume instructional time.

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- c. In situations where a movie rating is old or if a movie is not rated at all, a teacher should consult a resource such as <http://www.mpa.org/ratings/what-each-rating-means> to determine whether the material is appropriate for its intended use.
- d. It is the responsibility of the school principal to ensure that district guidelines and administrative regulations are followed.

Elementary (Grades K-5)

- a. The Principal must be notified when a G-rated film or audio visual resource is used in their entirety in the classroom.
- b. PG-rated (or the equivalent) commercial or off-air films or video tapes will not be shown unless the Principal determines that the audio visual resource has been selected in accordance with state statute and district administrative regulations. All materials must be consistent with district curriculum guidelines and instructional objectives.

Prior to using a PG-rated film, the teacher must submit the form titled Request to Utilize a Commercial or Off-Air Film or Video Tape and Film and Video Classification Guide (both found in the appendix of this regulation) to the Principal for consideration. Approval for classroom use of a PG-rated film requires the Principal's signature on the form.

If a PG rated film is approved by the Principal, the teacher must then notify the parents of the intent to show the film. Using the form titled Parent Notice and Permission (found in the appendix of this regulation) teachers must obtain the signature of the parent or guardian prior to the student being permitted to view a PG-rated audio visual resource in the classroom. This process is to be used for any PG-rated (or equivalent) material used during the year.

Parents shall have the opportunity to opt their student out of any movie. Teachers will provide an educationally relevant alternative lesson for students who have opted out of any movie. Students opting out shall be treated discreetly and with respect.

- c. PG-13 and R-rated films (or the equivalent) will not be shown in the elementary schools.
- d. Any materials recorded from off-air TV/Cable/Satellite and used in the district should be used in compliance with Public Law 94-553, Sections 106 and 107, of the Copyright Revision of 1976.
- e. Specific materials used in established district programs, such as Sex Education, Family Life, AIDS Education, and Child Assault Prevention, should be used only in accordance with established administrative regulations and Nevada Revised Statute 389.065

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Middle School (Grades 6-8)

- a. The principal must be notified when any G and PG (or equivalent) rated, or non-rated audio visual resources are used in their entirety in the classroom.
- b. PG-13 rated (or equivalent) commercial or off-air films or video tapes will not be shown unless the Principal determines that the audio visual resource has been selected in accordance with state statute and district administrative regulations. All materials must be consistent with district curriculum guidelines and instructional objectives.

Prior to using a PG-13 (or equivalent) rated film, the teacher must submit the form titled Request to Utilize a Commercial or Off-Air Film or Video Tape and Film and Video Classification Guide (both found in the appendix of this regulation) to the Principal for consideration. Approval for classroom use of a PG-13 film requires the Principal's signature on the form.

If a PG-13 (or equivalent) rated film is approved by the Principal, the teacher must then notify the parents of the intent to show the film. Using the form titled Parent Notice and Permission (found in the appendix of this regulation) teachers must obtain the signature of the parent or guardian prior to the student being permitted to view a PG-13 rated audio visual resource in the classroom. This process is to be used for any PG-13 (or equivalent) rated film used during the year.

Parents shall have the opportunity to opt their student out of any movie. Teachers will provide an educationally relevant alternative lesson for students who have opted out of any movie. Students opting out shall be treated discreetly and with respect.

- c. R-rated films will not be shown.
- d. Any materials recorded from off-air TV/Cable/Satellite and used in the district should be used in compliance with Public Law 94-553, Sections 106 and 107, of the Copyright Revision of 1976.
- e. Specific materials used in established district programs, such as Sex Education, Family Life, AIDS Education, and Child Assault Prevention, should be used only in accordance with established administrative regulations and Nevada Revised Statute 389.065

High School (9-12)

- a. The Principal must be notified when any G, PG (or equivalent) rated, or non-rated audio visual resource is used in their entirety in the classroom.

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- b. PG-13 rated (or equivalent) commercial or off-air films or video tapes will not be shown unless the Principal determines that the audio visual resource has been selected in accordance with state statute and district administrative regulations. All materials must be consistent with district curriculum guidelines and instructional objectives.

Prior to using a PG-13 (or equivalent) rated film, the teacher must submit the form titled Request to Utilize a Commercial or Off-Air Film or Video Tape and Film and Video Classification Guide (both found in the appendix of this regulation) to the Principal for consideration. Approval for classroom use of a PG-13 film requires the Principal's signature on the form.

If a PG-13 (or equivalent) rated film is approved by the Principal, the teacher must then notify the parents of the intent to show the film. Using the form titled Parent Notice and Permission (found in the appendix of this regulation) teachers must obtain the signature of the parent or guardian prior to the student being permitted to view the audio visual resource in the classroom. This process is to be used for any PG-13 (or equivalent) rated film used during the year.

Parents shall have the opportunity to opt their student out of any movie. Teachers will provide an educationally relevant alternative lesson for students who have opted out of any movie. Students opting out shall be treated discreetly and with respect.

- c. R-rated, NC-17, and X-rated films will not be shown.
- d. When unrated commercial films and videos from an outside source are shown at any grade level in its entirety, the Principal must be notified and his/her written approval given. For this purpose, use the Request to Utilize a Commercial or Off-Air Film or Video Tape and Film and Video Classification Guide forms found in the appendix of this regulation. The Principal will determine whether written parental approval shall be required. No such resource shall be shown unless the Principal determines that it has been selected in accordance with state statute and district administrative regulations. All materials must be consistent with district curriculum guidelines and instructional objectives.
- e. Any materials recorded from off-air TV/Cable/Satellite and used in the district should be used in compliance with Public Law 94-553, Sections 106 and 107, of the Copyright Revision of 1976.
- f. Specific materials used in established district programs, such as Sex Education, Family Life, AIDS Education, and Child Assault Prevention, should be used only in accordance with established administrative regulations and Nevada Revised Statute 389.065

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Violence/Profanity/Nudity/Sexual Implications

Resources containing or depicting frequent and /or excessive violence, profanity, nudity, or explicit sexual situations are not to be used in schools. Resources that have been approved by the Family Life Committee are permitted for use within the appropriate venue, course, or program. When using resources documenting historically significant or educationally relevant events, activities, music, or art, the teacher is expected to use the highest level of professional discretion when selecting resources for use in the classroom. If at any time a teacher is uncertain whether a resource being considered for use with students is appropriate, the Principal should be consulted.

If through editing, objectionable material can be eliminated from the resource and if the Principal agrees that the changes allow the resource to meet the guidelines set forth in this regulation, the teacher may utilize the edited version.

Adopted: October 1, 1983
Revised: March 24, 2009
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