

INSTRUCTION

Instructional Materials and Equipment

Program and Supplemental Instructional Electronic Media Identification, Evaluation, and Approval

This regulation supersedes Regulation 3007.

I. PURPOSE

To establish the procedure for the identification, evaluation, and approval of program and supplemental instructional electronic media.

II. DEFINITIONS

A. Basal Materials

Instructional materials approved by the School Board through a formal process for use in all schools.

B. Program Materials

Instructional materials approved through a formal departmental review process for use by all students in a specific curriculum or program.

C. Supplemental Instructional Materials

1. Instructional materials approved for classroom use by a departmental office.
2. Instructional materials approved for classroom use by a local school.

D. Electronic Media

Videocassettes, videodiscs, audiocassettes, DVDs, and CDs.

Note: The current version of Regulation 6760 governs the approval of library materials, defined as any books, periodicals, or nonprint items that are purchased or accepted as a gift by a school's library media center. The current version of Regulation 1425 details copyright restrictions that must be followed.

E. Departments

1. Instructional Services Department (IS)
2. Department of Information Technology (IT)
3. Department of Special Services (DSS)

III. SUPPLEMENTAL INSTRUCTIONAL ELECTRONIC MEDIA

A. Action by Schools

1. Schools may purchase or place in any school collection only electronic media that is listed in the approved instructional materials (AIM) database, designated as approved instructional materials in the Fairfax County Public Schools (FCPS) Library Catalog, or approved by the principal or program manager with a copy of the signed approval form (Attachment A or Attachment B for excerpts from R-rated programs) on file in the principal's office or a designated location.
2. Schools may approve supplemental electronic media not listed in the AIM database for local school use by taking the following actions:
 - a. In each school, the principal shall establish a standing supplemental instructional materials review committee, including the principal or his or her designee, a minimum of two classroom teachers, and two parents. The librarian and/or reading teacher may be considered for additional membership on the committee. At the high school level, a student may also serve on the committee with the permission of his or her parents. The principal shall forward the names of the committee members using the attached form (Attachment C) to the assistant superintendent, IS, by the last school day in September of each year.
 - b. The committee serves as an oversight committee reviewing materials as requested, using the following criteria:
 - (1) Supports the Program of Studies (POS) and the Standards of Learning (SOL).
 - (2) Presents accurate content clearly and logically.
 - (3) Is age-appropriate and grade-appropriate.
 - (4) Is an appropriate part of the unit of study

All materials approved at the local school level must be reviewed in relation to the current versions of Regulations 3011 and 3280. The committee shall consider issues such as cultural or ethnic differences, language or word choice, religion, disabilities, violence, and implied or explicit sexual situations.

- c. The committee shall adhere to the criteria listed above as well as to the following guidelines:

- (1) Approval of feature-length films should be carefully considered in light of the amount of instructional time that would be used.
- (2) Copyright restrictions should be strictly followed as outlined in the current version of Regulation 1425.
- (3) In grades kindergarten through 6, PG, PG-13, and R-rated programs shall not be used. In grades 7 and 8, PG and PG-13 programs, or excerpts of these programs, may be used with advance written notification to parents. R-rated programs shall not be used.
- (4) In grades 9 through 12, the committee may approve excerpts from R-rated programs. The following additional guidelines shall be followed:

- (a) Completion of the form, School Approval of an Excerpt From R-Rated Electronic Media (Attachment B) including the signature of the department chair and the principal or program manager.
- (b) Written notification to parents (Attachment D). This notification must be sent home at least two weeks in advance of using the excerpt from the R-rated media. A separate notification must be sent for each R-rated program used.
- (c) Written permission from students' parents.

- (5) Information obtained from the excerpt from the R-rated program shall not be included in an assessment unless this information was also obtained from other course activities or from the alternate instructional activity.

d. The principal or his or her designee shall authorize use of electronic media by signing an approval form (Attachment A or Attachment B for excerpts from R-rated programs). A file of all signed approval forms shall be kept in the principal's office or designated location.

3. Materials approved for local school use do not have to be reapproved annually. Electronic media used by parent teacher associations for their own purposes do not have to be approved.

B. Adding Electronic Media

Attachment E shall be used by schools to request inclusion of electronic media in the AIM database or designated as approved in the FCPS Library Catalog. Schools complete appropriate sections of Attachment E and send it to the media resource specialist, Department of Information Technology, Nancy F. Sprague Technology Center.

C. Action by Departmental Offices

The actions described in this section shall be undertaken independently, in their respective areas of responsibility, by appropriate offices in each department.

1. An office may approve materials and add them to the AIM database or designate them as approved in the FCPS Library Catalog by completing the following actions:

- a. Curriculum specialists or curriculum review committees, under the direction of the curriculum coordinator for the subject area, evaluate electronic media and recommend that the item be approved.
 - b. A director or his or her designee approves the recommendation.
2. A departmental office may delete materials from the AIM database or have the FCPS approved materials notation removed from the title record in the FCPS Library Catalog by action of the director or designee.

See also the current versions of:

- Regulation 1425, Reproduction and Use of Copyrighted Materials
- Regulation 3005, Program and Supplemental Instructional Print Materials Identification, Evaluation, and Approval
- Regulation 3011, Instructional Materials—Treatment of Women and Minority Groups
- Regulation 3280, Controversial Issues
- Regulation 6760, School Library Media Centers Collection Development

Attachments

Fairfax County Public Schools

School Approval of Electronic Media (Videocassette, Videodisc, Audiocassette, DVD, CD)

School: _____ Date: _____

Curriculum Area: _____ Grade Level: _____

Title: _____

Format: ___ Videocassette ___ Videodisc ___ Audiocassette ___ DVD ___ CD

Rated: ___ No Rating ___ G ___ PG ___ PG-13 ___ Other _____
(explain)

List the POS or SOL objectives that this material supports:

Requester: _____

Reviewed by: _____
(Committee members)

Approved: _____ Date: _____
(Principal's or designee signature)

This completed form shall be kept on file in the principal's office or a designated location.

Fairfax County Public Schools
School Approval of an Excerpt From R-Rated Electronic Media in
Grades 9 Through 12
(Videocassette, Videodisc, Audiocassette, DVD, CD)

Teacher(s): _____ Date _____

Title of electronic media: _____

Course in which excerpt will be used: _____

Date and location of classes in which the excerpt will be used: _____

Grade Level(s): 9 10 11 12 Format: videocassette videodisc
....., audiocassette DVD CD

Explain the relevance of the excerpt to the Program of Studies and/or Standards of Learning.
Identify specific objectives.

Summarize the rationale for use of this excerpt: _____

Attach a copy of the Parent or Guardian Notification (Attachment D) that will be used if the
use of this excerpt is authorized. Include a description of an appropriate alternate
instructional activity that will be used with those students who do not return the permission
form.

Reviewed by: _____
(Committee Members)

Department Chair Approval: _____ Date: _____
(Signature)

Principal Approval: _____ Date: _____
(Signature)

Keep this completed form on file in the principal's office or a designated location.

**Fairfax County Public Schools
School Supplemental Instructional Materials Review Committee**

This committee may approve print supplemental materials and electronic media for local school use only. See the current versions of Regulations 3005 and 3007.

School: _____

Principal's Signature

Date

Required Members	Optional Additional Members
Administrator	Librarian
Classroom Teacher	Reading Teacher
Classroom Teacher	Teacher
Parent	Teacher
Parent	Teacher
	Student (at the high school level for electronic media only)

Send to:

Assistant Superintendent
Instructional Services

DUE DATE: Yearly on the Last School Day in September

**Fairfax County Public Schools
Parent or Guardian Notification**

Use of an Excerpt From R-Rated Electronic Media in High School

In accordance with Regulation 3007, parents or guardians must be notified when a teacher plans to use an excerpt from R-rated electronic media. Parents or guardians must provide written permission before students can view this material.

Teacher's name: _____

Course: _____

Title of the electronic media: _____

Date when the electronic media will be shown: _____

Description of the excerpt(s) to be used:

Instructional value of the excerpt(s) and connections to the Program of Studies and Standards of Learning.

A description of the alternate instructional activity for students who do not view the media is attached. These students will not be tested on the specific material contained in the media unless this information was also included in other class activities.

Name of student: _____

Class period: _____

I approve my child's viewing of the media described above.

I do not want my child to view this media and request that she or he be provided with the alternate activity.

Parent or Guardian Signature: _____

Date: _____

Please return this form to the teacher by _____.

Fairfax County Public Schools
Local School Request for Divisionwide Approval of Electronic Media
(Videocassette, Videodisc, Audiocassette, DVD, CD)

Schools use this form only to recommend electronic media for inclusion in the approved instructional materials (AIM) database or designated as approved instructional materials in the FCPS Library Catalog. Schools send this form to the media resource specialist, Nancy F. Sprague Technology Center, room 23, and keep a copy for their records.

Title or Series:	
Curriculum:	
Topic(s):	
Circle Appropriate Level(s): K 1 2 3 4 5 6 7 8 9 10 11 12 Parent Professional Restricted	
Vendor:	
Vendor Address:	
E-Mail Address or Web Site:	
School:	Date Submitted:
Department or Curriculum Area(s):	
Reviewed by:	Position:
Requested by:	Position:

Provide a brief description or annotation:

Explain the relevance to the Fairfax County Program of Studies (POS) and the Virginia Standards of Learning (SOL):

Format:	<input type="checkbox"/> Videocassette	<input type="checkbox"/> Videodisc	<input type="checkbox"/> Audiocassette	<input type="checkbox"/> DVD	<input type="checkbox"/> CD	<input type="checkbox"/> CD-ROM
Is this item in the approved instructional materials database (AIM)?				<input type="checkbox"/> Yes		<input type="checkbox"/> No
Does the electronic media present accurate content clearly and logically?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the electronic media age-appropriate and grade-appropriate?					<input type="checkbox"/> Yes	<input type="checkbox"/> No

Principal or Program Manager's Signature: _____ Date: _____