

INSTRUCTION

Instructional Materials and Equipment

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

This regulation supersedes Regulation 3007.1.

I. PURPOSE

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

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Sections I., III.A, III.B., III.C., IV.A. and IV.C. reflects updated review evaluation, and approval processes for instructional stand alone electronic media.
- B. In section IV.D., “stand alone electronic media” is defined.
- C. Updated application process has been added to the Attachments.

III. DEFINITIONS

A. Basal Materials

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

B. Program Materials

Instructional materials approved through a formal review process by the Instructional Services Department (ISD) for instructional need, content and technology 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. Stand Alone Electronic Media

Any audio, video, text, or other content contained on DVDs, CDs, videodiscs, audiocassettes, videocassettes, or other external storage devices. Stand alone electronic media does not include software applications requiring installation.

Note: The current version of Regulation 3008 governs the approval of instructional technology products that include application service providers (ASP), server applications, web based applications, software applications requiring installation, and services requiring subscriptions or student accounts. Regulation 3005 governs the approval of print media. Regulation 3013 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. The current version of Regulation 1425 details copyright restrictions that must be followed.

E. Departments

1. Instructional Services Department (ISD)
2. Department of Information Technology (DIT)
3. Department of Special Services (DSS)

IV. SUPPLEMENTAL INSTRUCTIONAL STAND ALONE ELECTRONIC MEDIA

A. Action by Schools—for Individual School Use

1. Schools may purchase or place in any school collection only stand alone electronic media that is designated as approved instructional materials in the Fairfax County Public Schools' (FCPS) Library Catalog or list of supplemental materials provided by a content area. Additionally, stand alone electronic media may be purchased that is 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 stand alone electronic media 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 parental permission. The principal shall keep records of the names of the committee members using the attached form (Attachment C).
 - b. The committee serves as an oversight committee reviewing materials as requested, using the following criteria:
 - (1) Supports the Program of Studies (POS).
 - (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) Feature-length films are not recommended due to the impact on instructional time.

(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 must be received from students' parents.

(d) 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.

(5) The principal or his or her designee shall authorize use of stand alone electronic media. 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. Stand alone electronic media used by parent teacher associations for their own purposes do not have to be approved.

B. 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 by completing the following actions:
 - a. Curriculum specialists or curriculum review committees, under the direction of the curriculum coordinator for the subject area, evaluate the electronic media and recommend that the resource be approved.
 - b. A director, designee, or School Board approves the recommendation.
 - c. Once approved, curriculum coordinators complete Attachment E for inclusion in the FCPS Library Catalog.
2. A departmental office may remove approved materials from the FCPS Library Catalog by action of the director or designee.

C. Action by Schools—for Divisionwide Use

Attachment E shall be used by schools to request approval for divisionwide use of electronic media. Schools complete appropriate sections of Attachment E and send it to the ISD content coordinators. One of the following three actions will occur:

1. Divisionwide approval.
2. Returned to school for local school approval.
3. Approval rejected.

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 3013, School Library Media Centers Collection Development

Regulation 3008, Program and Supplemental Instructional Technology Identification,
Evaluation, and Approval

Fairfax County Public Schools
Local School Approval of Standalone Electronic Media

School: _____ Date: _____

Curriculum Area: _____ Grade Level: _____

Title:

Format: ___Videocassette ___Audiocassette ___DVD ___CD ___Other

Rated: ___No Rating ___G ___PG ___PG-13 ___Other _____(explain)

List the POS objectives that this material supports:

Requestor:

Reviewed by:

(Committee members)

Approved: _____ Not Approved: _____

Reason: _____

(Attach relevant documents)

Date: _____
(Signature of principal or his or her designee)

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

Fairfax County Public Schools
Local School Approval of an Excerpt from R-Rated Electronic Media in
Grades 9 Through 12

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 __audiocassette __DVD __CD __Other

Explain the relevance of the excerpt to the Program of Studies.
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
Local 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)

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

COMPLETION 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 excerpts(s) to be used:

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

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
Request for Divisionwide Approval of Electronic Media

Use this form to recommend electronic media for divisionwide approval.

- Schools send this form to the appropriate ISD content coordinator.
- Content coordinators send this form to Library Services for inclusion in FCPS Library Catalog

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:
Format: <input type="checkbox"/> Videocassette <input type="checkbox"/> Audiocassette <input type="checkbox"/> DVD <input type="checkbox"/> CD <input type="checkbox"/> CD-ROM <input type="checkbox"/> Other	

Provide a brief description or annotation:

Explain the relevance to the Fairfax County Program of Studies:

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