INSTRUCTION
Instructional Materials and Equipment
Program and Supplemental Instructional Electronic Media
Identification, Evaluation, and Approval

This regulation supersedes Regulation 3007.2.

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. Identification block has been changed to update the department.

B. Sections IV.A.1. and IV.A.2. have revised in their entirety.

C. Section IV.A.3. has been revised in its entirety to include television ratings.

D. Section IV.A.4. has been clarified.

E. In the attachments, the information has been updated, renumbered, and terminology has been revised for clarity.

F. The references have been updated.

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 use stand-alone electronic media that meet one of the following criteria:

   a. Meets guidelines per section IV.A.2. for use without prior approval.

   b. Is approved by the principal or program manager with a signed approval form on file in the principal’s office or a designated location. (Attachment A is required for media segments over 20 minutes. Attachment B is required for excerpts from R-rated films or TV-MA programs.)

   c. Is approved by a central office content coordinator for division-wide use.

   d. Is part of a centrally purchased resource or FCPS-produced program such as:

      (1) Online library database;

      (2) Video streaming database;

      (3) Online textbook;

      (4) FCPS-produced programming such as Fairfax Network.
2. Schools may approve supplemental stand-alone electronic media without prior approval only if it meets each of the following criteria. Media that does not meet all criteria must undergo the local school committee approval process with a signed Attachment A on file or for R-rated films, Attachments B and C on file.

Before showing stand-alone electronic media to students, school-based personnel must view it in its entirety to verify that it:

a. Is no longer than 20 minutes in total.

b. Supports and enhances the Program of Studies (POS) or FCPS-approved course curriculum.

c. Is an appropriate part of the unit of study.

d. Is age-appropriate and grade-appropriate. Media that contains sensitive or controversial material shall undergo the local committee review process and a signed Attachment A is required on file.

e. Follows Regulations 3011 and 3280. (The teacher shall consider issues such as cultural or ethnic differences, language or word choice, religion, disabilities, violence, and implied or explicit sexual situations.)

f. Follows copyright restrictions as outlined in Regulation 1425 and FCPS Copyright Guidelines. (The media must be legally obtained, used as part of a face-to-face instructional setting, and must be used to teach specific objectives in the approved curriculum, not for entertainment purposes.)

3. Schools may approve supplemental stand-alone electronic media longer than 20 minutes 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 form in Attachment D.

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 in their entirety 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, TV-PG, PG-13 TV-14, TV-MA, and R-rated programs shall not be used. In grades 7 and 8, PG, TV-PG, PG-13, and TV-14 programs, or excerpts of these programs, may be used with advance written notification to parents. TV-MA and R-rated programs shall not be used.

(4) In grades 9 through 12, the committee may approve excerpts from TV-MA or R-rated programs. The following additional guidelines shall be followed:

(a) Completion of the form, Local School Approval of an Excerpt from TV-MA or 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 C). This notification must be sent home at least two weeks in advance of using the excerpt from the TV-MA or R-rated media. A separate notification must be sent for each TV-MA or R-rated program used.

(c) Written permission must be received from students’ parents before viewing.

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

(5) After committee review, 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.

4. Materials approved for local school use do not have to be reapproved annually. Local approval by one school does not transfer to any other school. 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 forward them to the ISD curriculum 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 3008, Instructional Technology Identification, Evaluation, and Approval
Regulation 3011, Treatment of Women and Minority Groups in Instructional Materials
Regulation 3013, School Library Collection Development
Regulation 3280, Controversial Issues

Attachments

FAIRFAX COUNTY PUBLIC SCHOOLS
Local School Approval of an Excerpt from TV-MA or 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__

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 C) 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  
Parent or Guardian Notification

Use of an Excerpt From TV-MA or 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 TV-MA or R-rated electronic media. Parents or guardians must provide written permission before students can view this material.

Teacher’s name: _____________________________________________________________

Course: ____________________________________________________________________

Title of the video: _____________________________________________________________

Date when the video 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
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 __________________________

<table>
<thead>
<tr>
<th>Required Members</th>
<th>Optional Additional Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Librarian</td>
</tr>
<tr>
<td>Classroom Teacher</td>
<td>Teacher or Specialist</td>
</tr>
<tr>
<td>Classroom Teacher</td>
<td>Teacher or Specialist</td>
</tr>
<tr>
<td>Parent</td>
<td>Teacher or Specialist</td>
</tr>
<tr>
<td>Parent</td>
<td>Student (High School only)</td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>Title or Series:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum:</td>
</tr>
<tr>
<td>Topic(s):</td>
</tr>
<tr>
<td>Circle Appropriate Level(s): K 1 2 3 4 5 6 7 8 9 10 11 12 Parent Professional Restricted</td>
</tr>
<tr>
<td>Vendor/Publisher:</td>
</tr>
<tr>
<td>Web Site:</td>
</tr>
<tr>
<td>School:</td>
</tr>
<tr>
<td>Date Submitted:</td>
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<td>Requested by:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Department or Curriculum Area(s):</td>
</tr>
<tr>
<td>Reviewed by:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
</tbody>
</table>

Provide a brief description or annotation:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Explain the relevance to the Fairfax County Program of Studies:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Principal's or Program Manager's Signature: ____________________________   Date: ________________