

Professional staff should be aware of the multi-media/audio visual policy and procedures. School leaders should review the policy, administrative procedures related to the policy, and forms related to the procedures, annually, with teaching staff.

Multi-media/audio visual materials selected for student instruction and classroom use must be age-appropriate and relevant to the specific instructional goal(s). MM/AV materials in the school collection and those selected for use from outside the school collection must be chosen based on personal preview, reviews and/or recommendations from professional publications, or have been recommended for use by the District.

No advance notification is requested for MM/AV materials that accompany an adopted textbook series in use in CCPS. Teachers wishing to use multi-media (MM)/Audio Visual (AV) instructional materials must comply with SB Policy 2540. Any exception must follow the following procedures:

- A. Advance notification of intent to use MM/AV that requires exception
 1. Teachers are required to complete (electronically) form **MM/AV 1, Notification for Intent to Use MM/AV Instructional Materials**, and form **MM/AV 2, Lesson Plan Guide for MM/AV Materials**.

- B. Once permission is obtained for exception to the MM/AV Use Policy, parents must be informed in writing.
 1. **Form MM/AV 6, Permission to View**, provides a letter of parent/guardian permission with information for an informed decision. The school principal will keep all permissions on file for a period of four (4) years.

PURPOSE

The steps above are purposeful for the clear and consistent procedures for the use of MM/AV materials for instruction in the classroom. These materials include both commercially- and locally-produced materials offered to school districts.

All instructional resources must:

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MOVIE RATING GUIDE

G	General audiences/suitable for all ages. These movies do not contain offensive materials that parents would object to student viewing. Use only for instruction, not entertainment.
PG	Parental guidance is suggested. Some material may not be suitable for young children. May contain what some parents would find objectionable content. Prohibited in elementary schools without prior exception and parental permission.
PG-13	Parents Strongly Cautioned. Some material may be inappropriate for children under the age of 13.