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560 USE OF MULTIMEDIA IN THE CLASSROOM

I. PURPOSE

Multimedia is an essential resource in classrooms, and its use can enrich lessons and deliver content in unique and meaningful ways. Due to the wide range of multimedia materials available, the following recommendations should be used to guide the use of multimedia in the classroom. Multimedia includes, but is not limited to: videos, television programming, digital media, audio recordings, posters and works of art.

- A. The use of multimedia in the classroom will be for educational purposes, and materials used in the classroom should significantly contribute to the attainment of the educational objectives of the course, lesson or activity.
- B. In order to ensure the best use of limited instructional time, teachers will consider an appropriate balance between the instructional time given to the use of multimedia and other meaningful instructional strategies.
- C. The use of multimedia for purposes other than direct instruction must be pre-approved by the building principal.

II. GENERAL STATEMENT OF POLICY

Teachers will exercise sound professional judgment regarding age-appropriateness of multimedia to be used in the classroom. Multimedia that is sourced from the internet or other digital provider will be previewed by the teacher prior to utilizing in the classroom. Artistic merit and historical context will also be criteria to be considered when choosing multimedia to meet course objectives. In the case of theater-released movies which carry a Motion Picture of America Association rating, additional discretion will apply.

A. Grades K-5

- 1. Movies rated G may be shown.
- 2. Movies rated PG must be pre-approved by the building principal and parental permission will be sought.
- 3. Parents may contact the teacher and request that their child opt out of the movie. In that case, an alternative movie or assignment meeting the same

educational objective will be provided.

B. Grades 6-12

1. G and PG movies may be shown.
2. Regarding movies with a rating that exceeds the age of the students in the classroom (i.e. PG-13 in the middle school or R in the high school):
 - a. If a portion of the movie to be used is a short segment, which does not contain any of the content for which the film was given the rating, the segment may be used following prior approval of the building principal.
 - b. For PG 13 movies in the middle school: if the teacher is showing a large portion of the movie, or the movie in its entirety, the use of the movie must be agreed-upon by the building level department and pre-approved by the building principal. In addition, parental permission will be sought using a form specifically describing the content of the film and its educational purpose.
 - c. For R rated movies in the high school: if the teacher is showing a large portion of the movie, or the movie in its entirety, the use of the movie must be agreed-upon by the building level department, pre-approved by the site-based team and the principal. Furthermore, parent permission will be sought using a form specifically describing the content of the film and its educational purpose.
 - d. An alternative movie/or assignment meeting the same educational objective will be provided for students whose parents choose that they opt out of the movie.

III. RECONSIDERATION OF MULTIMEDIA IN THE CLASSROOM

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain multimedia. Interested persons may request an opportunity to review multimedia materials and submit a request for reconsideration of the use of certain multimedia.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of multimedia.
- C. Such procedure shall be an addendum to this policy.

Reconsideration Of Multimedia Procedure

(Addendum)

I. Initial response

When a parent or guardian has a concern about a multimedia resource, the concern should be directed to either the teacher or building principal. If the concern is directed to the teacher, the teacher should notify the building principal. If the concern is directed to the building principal, he/she shall likewise notify the teacher.

If discussion between the parent/guardian and the teacher does not resolve the concern, a meeting shall occur between the parent/guardian and the teacher to allow the parent/guardian to express the concern and to allow the teacher to explain the selection rationale for the multimedia material and its intended use in the curriculum. If these explanations do not resolve the issue, the teacher may offer an alternative resource. While an alternative may be offered, the student must complete the learner outcomes and performance standards for which the resource was initially selected.

II. Formal Complaint

If the issue is not resolved using the Initial Response, the principal will inform the parent of the procedure for the reconsideration of a multimedia resource, and the parent/guardian will be given the Request for Reconsideration of Multimedia Resources. Use of the questioned multimedia shall not be restricted during the reconsideration process.

III. Procedures

Upon receipt of the complaint form from the complainant, copies are sent to:

1. The department chairperson or grade level chairperson
2. The teacher in whose class the materials were used
3. The building principal
4. The superintendent of schools
5. The Review Committee

The complainant shall be notified by written notice that the Reconsideration Form has been received. The written notice will include the date, time, and place of the public hearing review of the multimedia materials.

IV. Review Committee

There shall be separate K-5 and 6-12 review committees. Three parents will be appointed by the school board from a list of parents provided by the superintendent. The parents shall be appointed to the committee as necessary in response to a reconsideration request and shall serve a three-year term. The principal of the building concerned shall appoint a BEA representative and a media specialist for each reconsideration. The director of curriculum and instruction will also serve on each review committee.

A moderator, who is not a member of the committee, will be appointed by the Superintendent and will facilitate the reconsideration hearing, which shall be open to the public. Public notice of the meeting shall be posted three days in advance of the meeting. The procedures for the reconsideration hearing will be:

1. Persons who wish to address the Review Committee shall register before the meeting at the meeting location.
2. Those addressing the committee may submit written documents.
3. The committee shall have the right to question presenters, but are not to debate the merits of a particular argument with presenters.
4. The committee will reconvene after the public hearing to evaluate the multimedia material and make a recommendation to the School Board, with supporting documentation.
5. The Review Committee shall submit all accumulated documentation, notes, testimony records, and meeting minutes to the school district office.
6. The School Board will make the final determination concerning the multimedia reconsideration.

VI. Resolution

Once a multimedia material has been reconsidered it may not be reconsidered again for two calendar years. If a multimedia material is removed, it may be submitted for inclusion in the curriculum after two calendar years using this Reconsideration Of Multimedia Procedure.

REQUEST FOR RECONSIDERATION OF MULTIMEDIA RESOURCES

Request initiated by _____ Date _____

Address _____ Phone _____

E-Mail _____

Multimedia of Concern

Studio/Producer _____

Title _____

MAPP Rating _____

Type of resource _____

(movie, digital resource, etc.)

Location Being Used _____

(School Building/Class/Teacher)

1. Have you watched or listened to the entire selection? ____yes ____no
2. Specific concerns regarding the multimedia resource in question: (Please cite specific language, scenes, sections etc.)
3. Why do you object to this material?
4. What would you like the school to do about this material?
5. In its place, what material would you recommend?

(Signature)

(Date)

Please return this form to the Director of Curriculum and Instruction

GUIDING PRINCIPALS FOR THE REVIEW COMMITTEE

1. The work shall be evaluated based on its merit as a whole and the appropriateness of individual sections relative to the age of the students for which it is intended.
2. If the multimedia material being challenged is part of instructional curricula, the material shall be evaluated within its context in the curriculum and consideration will be given to its instructional purpose.
3. If the material that is being challenged is a part of the library collection or a classroom resource, the committee will consider the difference between library or resource materials and curriculum materials required for all students. If the multimedia is a library or resource material, the principles of intellectual freedom, the right of access to materials, and the professionalism of the certified staff must be upheld while reevaluating the material in question.
4. Education must reflect the diversity and debate inherent in a democratic society.
5. The ratings system developed and employed in the music, motion picture, and television industries should not be the only guide for determining the suitability of materials to be used in classroom instruction.
6. The review committee will consider national critic reviews and/or awards.
7. The committee may consider the material's use in other school districts.
8. The committee will consider the developmental appropriateness of the material for the age group with which it is being used.
9. The committee will consider the vision and goals of the School District.