

Administrative Regulation

District, Audio-Visual Materials, Selection of

A. Audio-Visual Materials Defined

District audio-visual materials are those materials circulated by Audio-Visual Services that provide supplementary instructional support through DVD's, video cassettes, CD-ROMs, and/or other audio-visual services such as video and audio duplication.

B. Rationale for Selection and Purchase of Audio-Visual Materials

1. Audio-visual materials shall be selected and purchased to serve one or more of the following purposes: (a) to provide additional resources to meet the individual maturity, ability and needs of students; (b) to support selected and/or adopted K-12/Adult instructional materials; (c) to meet community needs; and (d) to replace materials that are obsolete.
2. In addition to meeting the purposes for selection and purchase of audio-visual materials, all materials shall: (a) conform to Board Policy 6150 and Administrative Regulation 6150.1 relating to controversial issues and (b) conform to Board Policy 6155 and Administrative Regulation 6155.1 relating to sponsored materials (free, rental, or sale).

C. Procedural Responsibilities

1. The department of Audio-Visual Services shall have the responsibilities for:
 - a. The administration of procedures for study, evaluation, and selection of audio-visual materials
 - b. The appointment, organization, and implementation of evaluation committees
2. Audio-Visual Services shall have the following responsibilities:
 - a. Provide preview materials to committee members that meet the appropriate instructional objectives
 - b. Provide committee members with information to ensure compliance with Education Code, Sections 60040-60047

- c. Provide committee members with Audio-Visual Materials Evaluation Form (9808.80*)
- d. Provide committee members with information concerning current availability of materials through district audio-visual services
- e. Provide the departments of K-6 and 7-12 Instruction a list of titles recommended for purchase and their cost

D. Audio-Visual Materials, Review and Selection of

- 1. a. Teachers shall be asked to evaluate audio-visual materials as needed.
 - b. Teacher selection for review of audio-visual materials shall reflect the grade level requirements for the subject area(s) under consideration.
 - c. Teachers must respond to all information requested on the evaluation form and complete the form with his/her signature.
2. Other Subject Area Needs

The Audio-Visual Services department shall respond to other audio-visual needs identified by principals, department chairpersons, and/or teachers through the approval of K-12 Educational Services and K-6 or 7-12 Instruction departments.

E. Controversial Audio-Visual Materials, Handling of Complaints

Procedures for handling complaints shall conform to Board Policy 6150 and Administrative Regulation 6150.2.

F. Restricted Audio-Visual Materials

- 1. Some district audio-visual materials, such as those approved by the Board for use in the Family Life section of Health Education, may be restricted for use in certain subject areas. Restricted materials fall into three categories: (a) controversial issues; (b) specifically adopted programs for Family Life and Family Living; (c) drug abuse, tobacco, and alcohol. Such material may be used only by the teachers instructing in these subject areas and only when approved by the school principal.
- 2. Restricted instructional material, both written and audio-visual in nature, will be selected in the following manner:

- a. An evaluation of restricted materials used in the district will be completed every three years under the administration of the Director of 7-12 Instruction.
- b. New or additional materials of written or audio-visual nature will be recommended to the Board for purchase.
- c. Only those restricted instructional materials approved by the Board may be purchased.
- d. At the K-6 level, Health-Restricted videos “Boy to Man”, “Girl to Woman, and “Just Around the Corner for Girls” are selected by the Department of Child Welfare and Attendance. Audio visual materials on smoking are selected by the Director of K-6 Instruction.

G. Audio-Visual Catalogs

Audio-Visual catalogs shall identify those materials for “Restricted” and general use. Catalogs will be revised as needed with supplements issued each year.

H. Audio-Visual Materials, Determination of Obsolescence and Disposal of

1. Audio-visual materials may be considered obsolete when the materials:
 - a. Do not meet the requirements of the state legal compliance code
 - b. Lack curriculum relevance or viewer interest
 - c. Are so damaged as to be non-usable
 - d. Contain outdated information which makes it instructionally inappropriate
2. Obsolete audio-visual materials may be disposed of in the following manner:
 - a. Distributed to school libraries (non-restricted only)
 - b. Donation to county free libraries or other state institution
 - c. Donation to any nonprofit charitable organization
 - d. Sale for a nominal fee for use within the state of California to any organization which agrees to use the material solely for educational purposes

- e. Material which is non-usable and is unsuited for donation, sale or distribution may be sold for scrap or destructed in an economical manner.

I. Audio-Visual Materials, Other Provisions

1. Nothing in the definition, procedures, or guidelines for selection shall be construed to authorize use of audio-visual materials which have been specifically disapproved by the Board of Education for use in this district.
2. District audio-visual materials may be duplicated or reproduced when consistent with the provisions of the Copyright Revision Act, PL-94-533.

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Ref: EC Sections 39651, 51550, 60000, 60013, 60017, 60040-60047, 60110, 60500, 60510, 60530

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