



Melrose Public Schools Procedures for Presentation of Media to Students

Students learn “from” media and technology, and they learn “with” media and technology. The following procedures define Media as a combination of video and/or streaming on-line web sites viewed in classrooms and/or on field trips.

1. Video recordings include, but are not limited to, DVDs, videocassettes, and/or streaming videos.
2. Video recordings shown at schools must be relevant to the curriculum being studied and appropriate for the ages and maturity levels of students being taught.
3. All DVDs, videocassettes, and/or streaming videos must have prior approval of the department chair and/or principal before they may be shown in the classroom.
4. All video recordings and streaming videos shown in the classroom must directly relate to the curriculum and lesson objectives.
5. Effective Classroom Use of Videos, DVDs, Movies, and Other Audiovisual Material
 - Videos, DVDs, and movies should not be used as an incentive for completing classroom work.
 - Videos, DVDs, movies, or other audiovisual material shown in the classroom should be directly related to a state standard for that class.
 - Instructional strategies that maximize instructional time should always be employed when using clips from DVDs, videocassettes, and/or streaming videos in the classroom.
 - Show only relevant clips.
 - Inform students of the instructional purpose before showing a video clip.
 - Discuss the concepts students will be learning.
 - Stop and start the video to integrate other instructional activities.
6. Video recordings not owned by Melrose Public Schools and/or not rated by the Motion Picture Association of America (MPAA) must be thoroughly reviewed by teachers prior to their use and approved by the principal and/or department chair.
7. Privately purchased video recordings are sold with a home use only agreement, not with public performance rights. These videos may be used in a school if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward or recreational use); and (c) use must take place in face-to-face instruction.
8. Rented video recordings may be used in schools if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward or recreational use); and (c) use must take place in face-to-face instruction.
9. Video recordings made by taping off the air for use at schools may be used if fair-use guidelines for copyright are followed. A recording taped off of commercial, “free” television may be shown within ten consecutive school days of its broadcast. After that time, the only use that can be made of the recording is for teacher

evaluation. The video recording may not be used in schools after the forty-five day period outlined in fair use guidelines. A recording taped from a public broadcast channel generally must be used within seven school days of its broadcast and erased after forty-five days. A recording may only be used once by individual teachers in the course of relevant teaching activities. No recordings may be duplicated from paid cable or satellite television, with the exception of designated educational entities such as Cable in the Classroom.

10. Parents at all grade levels are encouraged, to the extent practicable; to preview a film rated PG, PG-13 or R.
11. Students whose parents either deny permission or who do not send a signed permission slip to the teacher will be provided a meaningful educational alternative to viewing the video, DVD, or movie.

GUIDELINES FOR TEACHERS:

Elementary Schools - Grades K-5

All videos, DVDs, and/or movies shown at the K-5 level in the district and/or as part of a field trip will be rated or comply with the G ratings as established by the MPAA unless a waiver has been granted. This regulation is to be adhered to for the following reasons:

1. Respect for families.
2. The concern for valuable instructional time being used for the showing of movies.
3. The need to focus on student achievement and primary academic areas and for character education issues related to the content of some movies.

Waivers may be granted for videos, DVDs and/or movies that comply with the rating structure for PG films at the K-5 level according to the district's procedures. The staff member making the request will:

1. Preview the entire video, DVD, or movie.
2. Fill out the PG waiver request form.
3. Turn the form into the school principal for denial or approval.
4. The principal may submit the form to the director of curriculum for the approval/disapproval decision if he/she chooses.

When a video, DVD, or movie that complies with the PG rating structure has been approved, the staff member using the media must secure signed copies of the Parental Consent Letter for Media Viewings from the parents of the students involved in order for them to see the video, DVD, or movie. Notification shall provide at least five days for parent response before the use of the film.

No videos, DVD's or movies that comply with the rating structure for PG-13, R or NC-17 films will be shown in grades K-5.

Middle School - Grades 6-8

All feature videos, DVDs and movies shown at the 6-8 level in the district and/or as part of a field trip will be rated or comply with the G ratings as established by the MPAA unless a waiver has been granted. Waivers may be granted for videos, DVDs and movies that comply with the rating structure for PG or PG-13 films at this level by following the district's procedures. The staff member making the request will:

1. Preview the entire film.
2. Fill out the PG waiver request form.
3. Turn the form into the school principal for denial or approval. The principal will respond promptly to staff members with approval or denial of the request.
4. The principal may submit the form to the director of curriculum for the approval/disapproval decision if he/she chooses.

When a video, DVD, or movie that complies with the PG or PG-13 rating structure has been approved, the staff member using the media must secure signed copies of the Parental Consent Letter for Media Viewings from the parents of the students involved in order for them to see the video, DVD, or movie. Notification shall provide at least five days for parent response before the use of the film.

No videos, DVDs, or movies that comply with the rating structure for R or NC-17 films will be shown in the middle schools.

High School

All videos, DVDs and movies shown at the 9-12 level in the district and/or as part of a field trip will meet the rating structure of G or PG as established a by the MPAA unless a waiver has been granted. Waivers may be granted for PG-13 or R films at this level by following the district's procedures. The staff member making the request will:

1. Preview the entire video, DVD, or movie.
2. Fill out the PG comparable waiver request form.
3. Turn the form into the school principal for denial or approval. The principal will respond promptly to staff members with approval or denial of the request.
4. The principal may submit the form to the director of curriculum for the approval/disapproval decision if he/she chooses.

When a video, DVD, or movie that complies with the PG-13 rating structure has been approved, the staff member using the media must secure signed copies of the Parental Consent Letter for Media Viewings from the parents of the students involved in order for them to see the video, DVD, or movie. Notification shall provide at least five days for parent response before the use of the film.

No videos, DVDs, or movies that comply with the rating structure for R or NC-17 films will be shown in the high school.

Melrose Public Schools
PARENTAL CONSENT LETTER FOR MEDIA VIEWINGS

Date

Dear Parent/Guardian:

On (*date*), I intend to show the video/DVD in class or as part of a field trip (*video title*) as part of our study of (*describe unit of study*). The purpose for showing this video in class is (*explain how use of the video relates to the unit of study and supports the instructional goals and objectives*). In addition to watching the video, the students will (*describe learning activities related to the video the students will participate in*)

This letter is being sent to you in accordance with Melrose Public Schools system guidelines for use of video recordings in the classroom. Because this video has a rating of (*insert rating*), district procedures requires parental permission. Please complete and return the form below to indicate whether or not you are giving permission for your child to view this video. Students who do not have parental approval will be given an alternate assignment to complete.

If you have any questions about this video, please feel free to contact me at (*phone number and/or email address*)

Sincerely,

(*Teacher's signature*)

.....

Name of Student _____

_____ I give permission for my child to view (*title of video*) *

_____ I do **not** give permission for my child to watch the video. I request my child be given the alternate assignment.

Parent/Guardian Signature

Date

* ***Failure to respond will be interpreted as your giving consent.***

Melrose Public Schools

TEACHER WAIVER REQUEST FORM FOR MEDIA PRESENTATIONS

Date of Request for Waiver: _____

Name of video, DVD, or movie: _____

Rating of video, DVD, or movie: _____

School: _____

Signature of Teacher: _____

(This waiver request verifies that I have previewed the entire video, DVD, or movie and make a commitment to its educational value and its appropriateness for my students)

Signature of Principal: _____

Grade Level/Class Subject: _____ / _____ / _____

This waiver request is **approved/not approved** for showing to students in the above instructional context. See attached memo describing this decision. Referral to the Director of Curriculum by the principal for approval/disapproval is optional.

Director of Curriculum

Please respond to the following questions:

1. Describe the core knowledge and skill addressed in this video, DVD, or movie in relation to the curriculum and assessment framework of the district.

2. How will this video, DVD, or movie be used in support of the academic goals of the school and of your classroom?

3. What aspects of the video, DVD, or movie might be considered controversial in the eyes of parents? How will these issues be addressed in classroom instruction?

MPAA Ratings

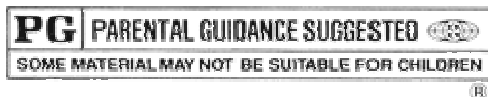
NR (Not Rated)

This film has not yet been rated by the MPAA.



G: "General Audiences-All Ages Admitted."

This is a film which contains nothing in theme, language, nudity and sex, violence, etc. which would, in the view of the Rating Board, be offensive to parents whose younger children view the film. The G rating is not a "certificate of approval," nor does it signify a children's film. Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in G-rated films. The violence is at a minimum. Nudity and sex scenes are not present; nor is there any drug use content.



PG: "Parental Guidance Suggested. Some Material May Not Be Suitable For Children."

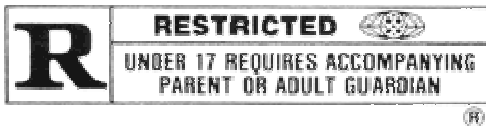
This is a film which clearly needs to be examined or inquired into by parents before they let their children attend. The label PG plainly states that parents may consider some material unsuitable for their children, but the parent must make the decision. Parents are warned against sending their children, unseen and without inquiry, to PG-rated movies. The theme of a PG-rated film may itself call for parental guidance. There may be some profanity in these films. There may be some violence or brief nudity. But these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG-rated film. The PG rating, suggesting parental guidance, is thus an alert for examination of a film by parents before deciding on its viewing by their children. Obviously such a line is difficult to draw. In our pluralistic society it is not easy to make judgments without incurring some disagreement. So long as parents know they must exercise parental responsibility, the rating serves as a meaningful guide and as a warning.



PG-13: "Parents Strongly Cautioned. Some Material May Be Inappropriate For Children Under 13."

PG-13 is thus a sterner warning to parents to determine for themselves the attendance in particular of their younger children as they might consider some material not suited for them. Parents, by the rating, are alerted to be very careful about the attendance of their under-teenage children. A PG-13 film is one which, in the view of the Rating Board, leaps beyond the boundaries of the PG rating in theme, violence, nudity, sensuality, language, or other contents, but does not quite fit within the restricted R category. Any drug use content will initially require at least a PG-13 rating. In effect, the PG-13 cautions parents with more stringency than usual to give special attention to this film before they allow their 12-year olds and younger to attend. If nudity is sexually oriented, the film will generally not be found in the PG-13 category. If violence is too rough or persistent, the film goes into the R (restricted) rating. A film's single use of one of the harsher sexually-derived words, though only as an expletive, shall initially require the Rating Board to issue that film at least a PG-13 rating. More than one such expletive must lead the Rating Board to issue a film an R rating,

as must even one of these words used in a sexual context. These films can be rated less severely, however, if by a special vote, the Rating Board feels that a lesser rating would more responsibly reflect the opinion of American parents. PG-13 places larger responsibilities on parents for their children's moviegoing. The voluntary rating system is not a surrogate parent, nor should it be. It cannot, and should not, insert itself in family decisions that only parents can, and should, make. Its purpose is to give prescreening advance informational warnings, so that parents can form their own judgments. PG-13 is designed to make these parental decisions easier for films between PG and R.



R: "Restricted, Under 17 Requires Accompanying Parent Or Adult Guardian."

In the opinion of the Rating Board, this film definitely contains some adult material. Parents are strongly urged to find out more about this film before they allow their children to accompany them. An R-rated film may include hard language, or tough violence, or nudity within sensual scenes, or drug abuse or other elements, or a combination of some of the above, so that parents are counseled, in advance, to take this advisory rating very seriously. Parents must find out more about an R-rated movie before they allow their teenagers to view it.



NC-17: "No One 17 And Under Admitted."

This rating declares that the Rating Board believes that this is a film that most parents will consider patently too adult for their youngsters under 17. No children will be admitted. NC-17 does not necessarily mean "obscene or pornographic" in the oft-accepted or legal meaning of those words. The Board does not and cannot mark films with those words. These are legal terms and for courts to decide. The reasons for the application of an NC-17 rating can be violence or sex or aberrational behavior or drug abuse or any other elements which, when present, most parents would consider too strong and therefore off-limits for viewing by their children.

Source: Motion Picture Association of America

([Visit MPAA](#) for more information on the movie ratings system.)