

**CULVER CITY HIGH SCHOOL**  
**REQUEST TO USE NON-APPROVED VIDEO INSTRUCTIONAL MATERIALS**

Teacher: \_\_\_\_\_ Request Date: \_\_\_\_\_

Video: \_\_\_\_\_ Date to be shown in class: \_\_\_\_\_

Course: \_\_\_\_\_ Period(s): \_\_\_\_\_

Educational objective(s) to be achieved: \_\_\_\_\_

\_\_\_\_\_

1. All non-approved instructional video materials must be approved for use in the educational program by the site principal.
2. The selected instructional video must enhance an approved class/course or school objective. In addition, the teacher shall determine that there are no suitable, approved materials available which are appropriate in teaching to the objective.
3. The teacher shall review the selected instructional video and determine that it is appropriate for the subject content area and maturity level of the students.
4. Instructional videos shall not be used in lieu of an appropriately prepared lesson.
5. Instructional videos shall be used to enhance literary works and not in lieu of the manuscript form of literature.
6. Videos shall not be used during scheduled class time for entertainment. If videos are used as a reward, they must be part of an incentive program which is approved by the principal.
7. The principal shall determine if the teacher shall be responsible for advising parents of the title and content when using non-approved instructional videos. (It is recommended that teachers prepare class/course descriptions which state goals, objectives, and instructional materials. The class/course description should be disseminated to all parents.)
8. Teachers are required to excuse the students of parents who object to their student being exposed to the non-approved instructional videos. (Non-approved videos, in this case, are videos, which do not meet the definition of approved videos, but have been approved by the site principal.) Appropriate supplemental materials shall be assigned to the students in order that he/she may keep up with the class.
9. Teachers shall abide by all copyright laws and regulations.
10. Teachers shall file and obtain approval of a "Request to Use Non-Approved Instructional Materials" form with the site principal.

The teacher's signature indicates that he/she is aware of the above information, and intends to follow the guidelines.

☐ Approved ☐ Not Approved

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

☐ Approved ☐ Not Approved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date