



ADMINISTRATIVE PROCEDURE

REVIEW BY CITIZENS OF FILMS USED IN INSTRUCTION OF STUDENTS

6180.5

Procedure No.

December 6, 1976

Date

- I. **PURPOSE:** To provide guidelines for making films used in educational functions available to citizens for review.
- II. **POLICY:** Films scheduled for viewing by students, grades K-12 shall be made available for viewing by citizens in accordance with Administrative Procedures provided by the Superintendent of Schools. (Board Policy 6180.5)
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:
 - A. **Educational Film:** A film used in the educational processes of the Prince George's County Public Schools as listed in the annotated film catalog held by each school.
 - B. **Audiovisual Center:** The Prince George's County Public Schools structure housing audiovisual management located at 4800 Varnum Street, Bladensburg, Maryland.
- IV. **PROCEDURES:** The following procedures apply to making films available for review by citizens:
 - A. **Notification of the Public of Film Review Availability:** Board notification to the community of the availability of films for review by citizens will be made through school system publications and through newspapers.
 - B. **Review of Film List:** Citizens may come to any school of the Prince George's County Public School System and upon proper request to the principal will be offered the opportunity to review the film catalog held by that individual school and select such films as are desired for review.
 - C. **Facilities for Review of Films:** The Audiovisual Center will provide space and facilities as needed to review of films by citizens.
 - D. **Arrangements for Film Review:** The citizen concerned may make arrangements with the Audiovisual Center for a scheduled time to review the film on the Audiovisual Center premises. Films shall not be taken from the Audiovisual Center.
- V. **RELATED PROCEDURES:** Administrative Procedure 6180.3 pertaining to Challenge or Contest by Parents of the Appropriateness of Instructional Materials for an Individual Student.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Director of Educational Services and updating will be accomplished as may be appropriate from time to time.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.
- VIII. **EFFECTIVE DATE:** December 6, 1976.

Approved by:
Edward J. Feeney
Superintendent of Schools