

Instruction

AUDIO VISUAL MATERIALS

Selection Procedures, Curriculum Relevancy and Content

All film/video cassettes shall be from the approved Los Angeles County Office catalogs.

In addition, district-purchased films and video cassettes may be used for classroom instruction.

Before using films/video cassettes not on the county or district lists/catalogs, teachers will obtain authorization from school site administrators using a district form (see E 6162), thereby, monitoring the legal and appropriate use of this media. These films/video cassettes shall meet certain technical standards and present information appropriate to the subject and be suitable to the instructional level. The organization and content shall support the instructional objectives being taught.

Audio Visual Equipment Inventory

The coordinator of educational media services shall be responsible for maintaining a district inventory as well as a building-by-building audio visual equipment inventory, in cooperation with the building principal.

The district inventory register shall include:

1. Type of equipment
2. Brand and model
3. Manufacturer's serial number
4. Item cost and funding source
5. Date purchased and P.O. number
6. District assigned number
7. Current location in the district
8. Ultimate disposition

The building copy of the inventory register shall include all of the above plus the location in the school.

The district warehouse receiving department shall forward information on all newly purchased equipment to the coordinator of educational media services.

The district maintenance repair department shall forward information on all non-repairable equipment to the coordinator of educational media services.

Audio Visual Materials (continued)

Audio Visual Equipment Inventory (continued)

Each building principal shall report any missing audio visual equipment to the district business office.

The district business office shall forward information of all equipment reported missing or stolen to the coordinator of educational media services.

The coordinator of educational media services shall update the district master copy and forward this information to the respective schools twice a year.

The building principal or his designee shall update the school audio visual equipment inventory register twice a year.

The coordinator of educational media services shall complete all necessary county, state and federal forms for the reporting of any required status reports on the district audio visual equipment and forward them to the required agency.

Complaint Procedure

Complaints will follow the same procedures as stated in Board policy 6161.5, Reconsideration of Materials.