

CHARLOTTE COUNTY PUBLIC SCHOOLS

MM/AV FORM 2

LESSON PLAN GUIDE FOR MM/AV MATERIALS (30-DAY NOTICE REQUESTED)

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class

Date

School

Rating of Materials

Title of Materials

- **State format**
- **Length (min/hr) of materials**
- **Producer**
- **Production/Copyright Date(s)**
- State the specific date(s) the materials will be used in class with students
- What portion of the material will be used? (min/hr)
- State the SPECIFIC educational objective and course standard(s) that supports the use of this material
- What is the expected educational result after using this material?
- Prepare a list of alternative materials and assignments that will be used for students not given parental permission to view and use the MM/AV materials. **NOTE:** Assignments must be the same or similar in nature and may not be punitive. Themed resources and same assignments must be provided.
- Handouts and appropriate materials for use should accompany lesson plans.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

Signatures above represent that the notification for intent to use MM/AV materials was received by the principal and/or the principal's designee, and that the lesson plan was received on the date above for a prompt review. The principal will submit MM/AV Form 3 with his or her decision for use. Files must be kept for a period of 4 years.