

**SOUTH MIAMI SENIOR HIGH SCHOOL  
DVD/VHS SHOWING REQUEST FORM**

**This form must be completed and submitted prior to the showing of all videos.**

**I. General Information**

Teacher's Name: \_\_\_\_\_

Date Form Received by the Media Center Staff: \_\_\_\_\_

Date of Showing: \_\_\_\_\_ Room #: \_\_\_\_\_ Periods: \_\_\_\_\_

Title of Film: \_\_\_\_\_ Rating: \_\_\_\_\_

Length of Film: \_\_\_\_\_ Length of Segment to be Shown: \_\_\_\_\_

**II. Video Source - Check One Below:**

- \_\_\_\_\_ Video recording obtained from SSMH Library Media Center
- \_\_\_\_\_ Video recording obtained from the MDCPS Film and Video Library
- \_\_\_\_\_ Video recording copied from broadcast on WLRN-TV, Channel 17, or Teacher's Choice.
- \_\_\_\_\_ Original video recording produced by teacher of student with minimal use of copyrighted visual or music.
- \_\_\_\_\_ Video recording obtained from rental source.

**III. Curriculum**

Sunshine State Standards (CBC's): \_\_\_\_\_  
(Correlation to State Curricular Standards)

**IV. Equipment - Check One Below:**

- \_\_\_\_\_ Program will be shown from my personal VCR/DVD in the classroom
- \_\_\_\_\_ Program will be shown in my classroom from a VCR/DVD checked out from the Library Media Center
- \_\_\_\_\_ Program will be shown via closed circuit broadcasting in the room

**Check Below:**

- \_\_\_\_\_ I am familiar with the Copyright and Fair Use Guidelines.
- \_\_\_\_\_ I have previewed the above video and have found it appropriate and correlated to the curriculum that I am teaching.
- \_\_\_\_\_ I am aware that copyright law does not permit the showing of a prerecorded video for rewards, recreation, or entertainment.
- \_\_\_\_\_ I am aware that School Board Policy does not permit the showing of prerecorded videos using questionable language nor R, NC-17, X, or unrated ratings. (**EXCEPTIONS** stipulated below.)

**Important Notice:**

The use of material related to controversial topics, such as sex, and/or religion, as well as movies with an "R" or above rating must be approved. Any instructor intending to use such materials for teaching purposes must submit an outline of the content of the material to the assistant principal for curriculum. If material is deemed suitable for classroom use, but "parental guidance is recommended", parent permission slips must be completed, signed and returned to the assistant principal of curriculum. Only the students returning the completed parent signed form will attend the movie showing(s) in question.

\_\_\_\_\_  
TEACHER'S SIGNATURE      DATE

\_\_\_\_\_  
ASSISTANT PRINCIPAL OF CURRICULUM      DATE

**Attach a copy of lesson/worksheet that will be used.**