

### Use of Non – NPS Instructional Materials Authorization Form

Permission must be obtained from the building principal to show any video that is not owned by Norfolk Public Schools or to use any non-NPS instructional materials (book, literature, music, lyrics, video, picture, photograph, image, etc.) that contain sexually explicit or potentially controversial content.

Teacher: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

☐ I am requesting to show a video not owned by Norfolk Public Schools

Video title: \_\_\_\_\_

Date to be shown: \_\_\_\_\_ Length of the video: \_\_\_\_\_

Video rating: G, PG, PG-13, (videos with an R, NC-17, or X rating cannot be shown)

Is the video copyright covered under the district's Swank Movie License? Yes/No

☐ I am requesting to use instructional materials (book, literature, music, lyrics, video, picture, photograph, image, etc.) not owned by Norfolk Public Schools that contain sexually explicit or potentially controversial content.

\*Parents must be informed 30 days prior to its approved use of any instructional material that contains sexually explicit content (see *VA Code § 22.1-16.8*) therefor this form is to be submitted to the building principal at least 45 days in advance.

Please provide additional information for the request(s) above:

- Identify the curriculum standards to be addressed by the requested materials:
- Explain why the requested materials are necessary for teaching the standards:
- Provide a description of the requested materials:
- Please provide a detailed description of any objectionable segments of the video or instructional materials:

☐ Approved ☐ Not Approved

\_\_\_\_\_  
Principal's Signature and Date