

**SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

NO-4570

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CLASSIFICATION INSTRUCTION, INSTRUCTIONAL SERVICES

EFFECTIVE 1-8-71

SUBJECT INSTRUCTIONAL TELEVISION

REVISED 3-25-92

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing organization and utilization of various types of television in schools.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy: F-1100, F-5000, F-5450; Ed. Code 51870-76, 41920; Admin. Code, Title 5, Sec. 19500-09.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Mathematics/Science/Educational Technology Unit, School Services Division.
2. Instructional television programs and associated materials are developed and distributed to assist classroom instructional programs and to provide immediate access to the world outside the classroom.
3. Responsibilities
 - a. Local schools operate closed circuit television (CCTV) systems under direction and control of site principals; the instructional television (ITV) building representative serves as focal point of contact.
 - b. District
 - (1) Responsibility for organization and implementation is vested in the Mathematics/Science/Educational Technology Unit, School Services Division.
 - (2) Information and assistance are available from the office of the multimedia system specialist.
 - c. County Department of Education. Instructional Television Services (ITVS) operates a regional nonbroadcast telecommunications facility which is shared by 43 public school systems (including San Diego Unified School District), community college districts, and other local public agencies. This county service:
 - (1) Produces, acquires, and distributes television lessons and series for in-school use and for inservice teacher training and publishes schedules and teachers' guides. (Representatives of the district are involved in creation of local TV programming and in selection of programming from outside sources.)
 - (2) Produces a variety of other materials supporting television such as films, filmstrips, audio-tapes, and printed materials.

- c. 3. c. (3) Serves as a resource for the use and development of instructional television in the district and in schools.

4. Organization and Functions of ITVS

- a. The Executive Advisory Committee recommends decisions on operations, budget, and programming. Its six members include one from San Diego Unified School District (assistant superintendent, School Services Division, Area III).
- b. The Curriculum Planning Council makes basic recommendations on programs to be acquired or produced and their scheduling. Members include selected administrators, curriculum workers, and teachers; San Diego Unified School District has two members.
- c. Subject area committees examine needs and recommend to the Curriculum Planning Council acquisition or production of programs. These include one committee of curriculum workers and teachers for each subject area; at least one member of each committee is from San Diego Unified School District.

5. Educational television programs may be distributed by:

- a. County ITFS (instructional television fixed service): A basic system composed of a four-channel ITFS private microwave system. Signals are converted to television channels 7, 9, 11, and 13 at school sites and distributed to classrooms. A special receiving antenna at the school site and connection to the school CCTV system are required.
- (1) Programs for grades K-6: Provided daily during school hours; scheduling reflects subject areas and grade-level balances.
- (2) Programs for grades 7-12: Scheduled daily so teachers may record programs for use at times convenient to instructional schedules.
- (3) Services. ITVS provides teacher guides and other support material upon request. Teachers may phone in requests for any of the 150 series listed in the ITV Catalogue for showing at times convenient to individual schedules on the ITPS system. Any series can be acquired for a nominal fee.
- b. Broadcast signals : Programs broadcast by commercial television stations (channels 6, 8, 10, 39, 51, and 69) or public television (channel 15).
- (1) Programs broadcast on any TV station may be utilized for instructional purposes as appropriate. Videotaping of broadcast programs is subject to copyright laws. (See Procedure No. 7038.)

C. 5. b. (2) Teacher guides often are provided by sponsoring companies and mailed directly to schools.

c. Cable television: Programs received or originated by a community antenna company and redistributed to subscribers via cable. Two cable TV franchises (Cox Cable TV and Southwestern Cable TV) operate within the boundary lines of San Diego Unified School District.

(1) Cable companies must offer schools a free hook-up to the cable system (a cable drop) and free monthly service if the cable passes adjacent to the school. (A "drop" is connected to the site CCTV system..)

(2) ITFS channel 7 is fed to schools and homes via cable TV; each cable TV company carries ITFS channel 7 on its educational access channel.

(3) Many distant broadcast signals, satellite services (such as C-SPAN, live coverage of Congress), and local origination channels are available for instructional use via cable TV.

(4) Schools receiving cable TV service should check with the cable company for channels on which various services are received.

d. Closed circuit TV (CCTV): Programs distributed throughout the school (via coaxial cable) from a central location and received only by those TV sets connected to the system. An amplifier, related signal processing equipment, cable, and conventional TV receivers are required.

(1) CCTV may be used for in-school distribution of programs received ITFS, broadcast, and/or cable TV.

(2) If TV production equipment is present on site, the CCTV system may be used for live or pre-recorded distribution of site-originated programs.

e. Site-produced programs : Programs produced by site staff to meet instructional needs, increase communication, or document special activities. Portable video tape recorder(s) and camera(s), or site studio facilities, are required. Facilities for in-school origination of TV programming vary from site to site.

D. IMPLEMENTATION:

1. Advice or assistance is available from the instructional media consultant.

2. Program schedules are distributed by ITVS, San Diego County Department of Education.

D. 3. Request forms for teacher guides and other supportive materials (E.I.) are completed and returned to ITVS office.

4. To provide input on needs (e.g., new programs), contact appropriate subject area specialist, School Services Division.

E. FORMS AND AUXILIARY REFERENCES:

1. Order Form for Instructional Television Guides and Related Materials, distributed annually by ITVS to member schools. (Additional forms available.)

2. ITVS program schedules and guides, distributed by ITVS to member schools.

3. Annual library/media center reports, as required.

F. REPORTS AND RECORDS:

G. APPROVED BY:

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