

# **GUIDELINES FOR VIDEOTAPE/CD/AUDIOTAPE**

Must be at least 30 minutes in length, to include:

- Introduction of lesson
- Actual teaching (at least 20 minutes)
- Review/Summary

## **Video/CD:**

- Record on a VHS tape, CD or DVD.
- Teacher should be visible throughout the video.
- Video should have good quality.
- Video should scan class periodically.
- If students are shown in the video, complete the release statement. See page 48.

## **Audio:**

- Record on a cassette tape.
- Verbal communications must be clear throughout the tape.

## **Commentary Directions/Written Summaries:**

### **Accomplished Practice 3 - Continuous Improvement**

Reflect on the classroom environment including the use of:

- rituals and routines,
- procedures,
- praise, and
- consequences.

Questions to answer:

- What did you do well?
- What disappointed you? Why?
- What would you do differently? Why?

### **Accomplished Practice 9 – Learning Environments**

Reflect on the classroom environment including the use of:

- rituals and routines,
- procedures,
- praise, and
- consequences.

Discuss the following:

- How did you handle disruptions during the lesson?
- Discuss positive and negative attributes of your classroom environment.
- Discuss your short and long term professional goals that relate to the learning environment.

**The intent of the video is for the teacher to reflect upon and critique his/her teaching.**



1701 Prudential Drive  
Jacksonville, FL 32207  
www.duvalschools.org  
(904) 390-2000

## Release Statement

I hereby authorize the filming/videotaping/photographing of my child/dependent, \_\_\_\_\_.  
The intent of this media is for the teacher to reflect upon and critique his or her own teaching. The video will be viewed by the teacher and a mentor and is not intended for general broadcast.

I understand that the Duval County School Board is not a party to this filming/video production and will hold the Duval County School Board and its employees harmless from any liability in connection with this production.

\_\_\_\_\_  
**Parent/ Guardian Signature**

\_\_\_\_\_  
**Date**

**Ed Pratt-Dannals, Superintendent of Schools**

*Duval County Public Schools is committed to providing all Duval County students with a high-quality, rigorous education that will inspire them to dream and reach their goals.*