

QUICK SCREEN CHECK LIST
For approving
TEMPORARY/COMPLEMENTARY INSTRUCTIONAL MATERIALS

Use this form to request approval of all instructional materials used in the classroom other than textbooks or resources adopted for district-wide use as basic and supplementary resources for implementing the adopted curriculum.

Step one: If, in your professional judgment, the material meets all the requirements listed on the quick screen check list, you may use the materials with administrative notification according to building procedures.

Step two: If your review of the material fails to meet all the criteria listed on the other side of this sheet, please complete the items below and submit the form and the material to be approved to your building administrator.

Author/Publisher/Producer: _____

Type of material (book, pamphlet, etc.): _____

For use in what age/grade and subject area: _____

This resource is related to the following learning GLEs:

Explain how the resource enhances the curriculum beyond materials currently available to you.

If the material failed to pass the Quick Screen for Bias and Controversy on the other side of this sheet, how do you propose to deal with the bias or controversy?

I have previewed this material in its entirety.

Signature of Teacher

Date

(Circle one)
This material has been approved or disapproved because:

Signature of Building Instructional Materials

Date

or

Signature of Building Principal

Date

Definition: Temporary/Complementary instructional resources shall consist of those resources selected to enrich or extend the curriculum. These materials represent all materials used in the classroom other than textbooks or other resources adopted for district wide use as primary and secondary resources for implementing the adopted curriculum.

CRITERIA FOR SELECTION AND USE
(from Administrative Procedures No. 2310 P-1)

Please answer (Y) yes or (N) no

Where appropriate, is (or does) this resource:

- | | | |
|---|---|---|
| Y | N | consistent with district philosophy of education, general instructional goals, program goals and objectives, and district policies and regulations? |
| Y | N | support and enrich the curriculum, considering the varied instructional needs, abilities, and maturity levels of students served? |
| Y | N | stimulate student growth in conceptual thinking, factual knowledge, physical and emotional well-being, literary appreciation, and development of aesthetic values and ethical standards? |
| Y | N | of sufficient variety so as to objectively present differing views of issues, controversial or otherwise, in order that young citizens may develop analytical and decision making skills? |
| Y | N | contribute to developing and understanding the diversity of American life? |
| Y | N | present the concerns of and is responsive to the contributions of both sexes? |
| Y | N | provide models for the development of self respect, pride and an appreciation of differences? |
| Y | N | reflect a respect for the worth and dignity of people? |

If you answered NO to any of the above questions, please complete Step 2 and submit the form and the instructional materials to your building administrator for approval.

QUICK SCREEN CHECK LIST FOR BIAS OR CONTROVERSY

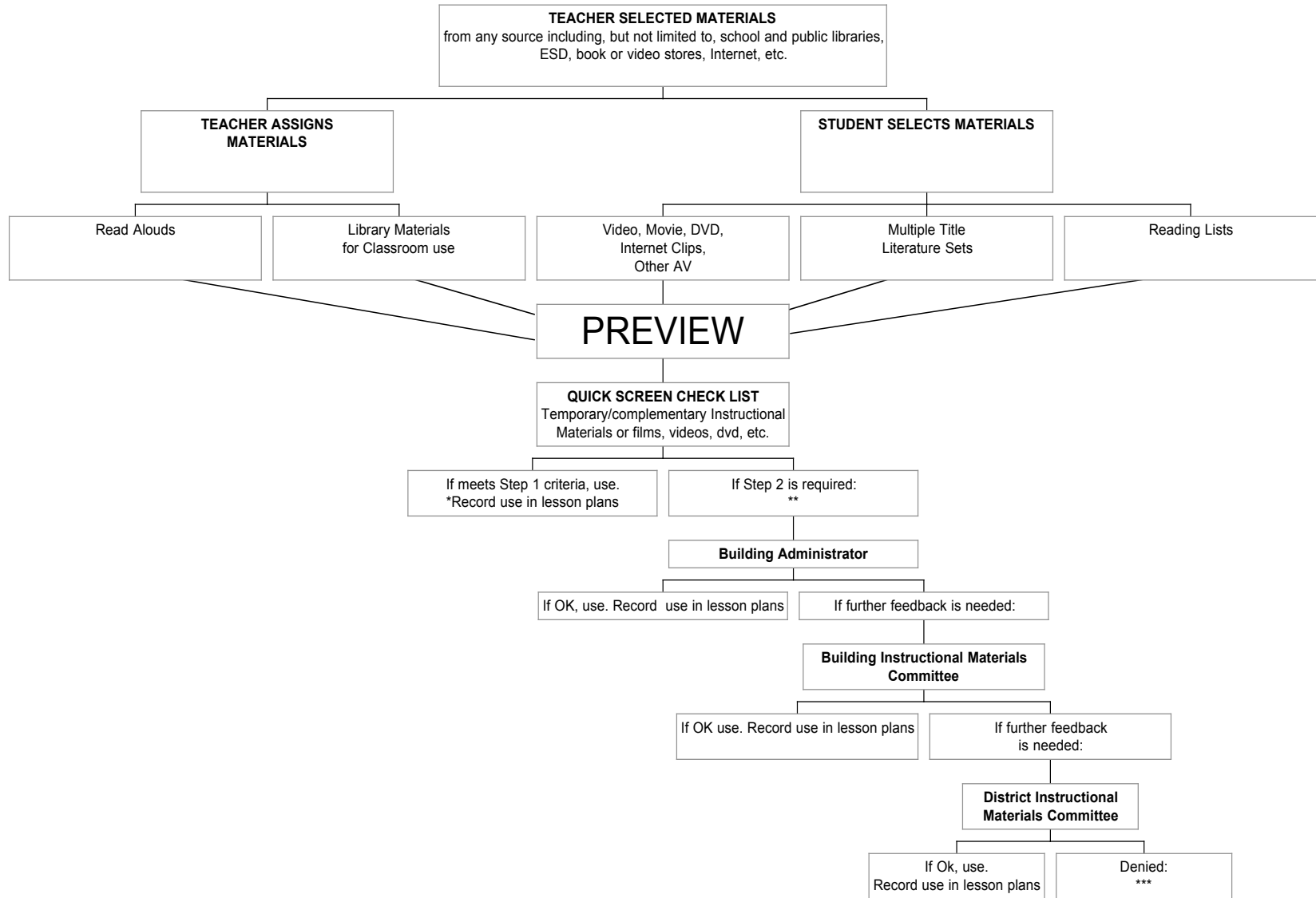
Please answer (Y) yes or (N) no

- | | | |
|---|---|--|
| Y | N | Are racially derogatory terms used in the material? |
| Y | N | Are there any minority characters portrayed stereotypically? |
| Y | N | Does this material contain racial, ethnic, age or sexual bias? |
| Y | N | Does this resource contain obvious controversial or sensitive material? |
| Y | N | Does this resource contain only the viewpoint of a special interest group? |

If you answered YES to any of the above questions, please complete Step 2 and submit the form and the instructional materials to your building administrator for approval.

*retain copy at building level

TEMPORARY/COMPLEMENTARY INSTRUCTIONAL MATERIALS



*Principal may request notification of use.

**If you have any question about the content, follow the step 2 process.

***Teacher may elect to select other material at any time in the above process.