

Academy District 20 Worksheet for Selecting Supplementary Materials

Teacher _____ School _____
 Materials being considered _____ Date _____

Supplemental instructional materials are used for less than one-fourth of the instruction of a course.

Does the material under consideration support District standards, benchmarks, and expectations?	Is it age appropriate?						
	YES NO						
Proceed to use the material per your building guidelines and principal's approval.	Do not use the material.						
Is it potentially problematic/controversial? If so, specify how: _____							
YES							
Refer to Criteria for the Teaching of Controversial Issues Procedure IMB-R.							
Specifically:							
• Are the issues in question within the range, knowledge, maturity, and competence of the student?	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;"><u>YES</u></th> <th style="text-align: left;"><u>or</u></th> <th style="text-align: left;"><u>NO</u></th> </tr> <tr> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">N</td> </tr> </table>	<u>YES</u>	<u>or</u>	<u>NO</u>	Y		N
<u>YES</u>	<u>or</u>	<u>NO</u>					
Y		N					
• Are the potentially controversial issues related to course objectives and District-approved standards and curriculum?	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;"><u>YES</u></th> <th style="text-align: left;"><u>or</u></th> <th style="text-align: left;"><u>NO</u></th> </tr> <tr> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">N</td> </tr> </table>	<u>YES</u>	<u>or</u>	<u>NO</u>	Y		N
<u>YES</u>	<u>or</u>	<u>NO</u>					
Y		N					
• Is there a plan to inform parents of upcoming controversial issues in the curriculum prior to implementing the curriculum?	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;"><u>YES</u></th> <th style="text-align: left;"><u>or</u></th> <th style="text-align: left;"><u>NO</u></th> </tr> <tr> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">N</td> </tr> </table>	<u>YES</u>	<u>or</u>	<u>NO</u>	Y		N
<u>YES</u>	<u>or</u>	<u>NO</u>					
Y		N					
• Is there a plan for presenting facts and opinions on all sides of the controversial issue?	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;"><u>YES</u></th> <th style="text-align: left;"><u>or</u></th> <th style="text-align: left;"><u>NO</u></th> </tr> <tr> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">N</td> </tr> </table>	<u>YES</u>	<u>or</u>	<u>NO</u>	Y		N
<u>YES</u>	<u>or</u>	<u>NO</u>					
Y		N					
• Are there copyright issues that must be resolved prior to use?	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left;"><u>YES</u></th> <th style="text-align: left;"><u>or</u></th> <th style="text-align: left;"><u>NO</u></th> </tr> <tr> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">N</td> </tr> </table>	<u>YES</u>	<u>or</u>	<u>NO</u>	Y		N
<u>YES</u>	<u>or</u>	<u>NO</u>					
Y		N					
YES (on all of the above)							
NO (on any of the above)							
Proceed as per your building guidelines.	Can sufficient modifications be made so that the material is no longer problematic/controversial?						
	YES NO						
List modifications below, file this worksheet with building administrator, and use the material after following any building guidelines. Modifications: _____ _____	Do not use the material.						

In determining whether material is potentially problematic/controversial, consider three viewpoints: the teacher's, the parent's, and the student's. Can you anticipate concerns in any of the following categories?

- | | |
|---|---|
| <ul style="list-style-type: none"> Inappropriate reading level (difficulty of text OR mature content or concepts) Biases (cultural, gender, ethnic, and/or racial) Controversial material (e.g., sex education, religion, self-esteem) Promotion of a political/social/religious agenda | <ul style="list-style-type: none"> Inappropriate language Inappropriate illustrations Inaccurate/outdated content Others (please elaborate) _____ |
|---|---|

Some of the following may be appropriate modifications for potentially problematic material:

- Including material from the opposing point of view in same unit
 - Correcting inaccurate/outdated information
 - Other (please elaborate) _____
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Approved: April 7, 2005

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