

Granite Falls School District
School Leadership Team
Instructional Materials Review/Approval Form

Reviewed by _____ School _____

Subject area _____ Grade Level _____ New Materials: ____Yes ____No

Title _____

Author(s) _____

Publisher _____ Copyright _____ Edition _____

Classification of Materials:

Basic Instructional Materials

If checked above, principal present this completed form (C-2) to Instructional Materials Committee (IMC).

Supplemental **Reading Lists**

If any checked above, principal keep completed form (C-2) on file for building records.

Trial-Use/Pilot Materials

If checked above, principal present this completed form (C-2) to Superintendent for approval. Keep on file.

Each representative of the School Leadership Team (SLT) is to use the criteria on the following pages to help evaluate instructional material. Then, each representative should summarize the strength of each category on this cover sheet by ranking 5, 4, 3, 2, 1, 0. **Key:** 5=high, 1=low, 0=not present, NA=not applicable. Add the points to assign a total score to the materials.

SUMMARY OF REVIEW

I. Student Materials & Teacher's Guide	_____
II. Content & Overall Program	_____
III. Bias Content	_____
Total:	_____

Final Step: Principal summarizes information from all representatives on this Form C-1 cover sheet and uses it to guide presentation at next district Instructional Materials Committee. Form C-3 also needs to be completed.

***** **Building SLT** *****

Materials are: Recommended Not recommended (check one)

Comments:

Principal _____ Librarian _____

Teacher _____ Teacher _____

Teacher _____ Teacher _____

Parent _____ Parent _____

Approved: Date _____

Trial Use/Pilot Materials

Superintendent _____ Date _____

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The following criteria are to help SLT representative groups evaluate instructional materials. Indicate judgment by marking a plus (+) or minus sign (-) after each to assist you in determining the strength of the criteria. Use 0=not present, N/A=not applicable.

Agree/Disagree

I. Student Materials and Teacher's Guide

- 1. Student Materials:
 - a. Text provides learner with sufficient information to master objectives with variety of examples from simple to complex _____
 - b. Appearance/appeal; practical for classroom use; quality/durable; readability _____
- 2. Teacher's Guide:
 - a. Easy to use, clear learning objectives _____
 - b. Teaching strategies for variety, motivation, follow-up, extension, remediation _____
 - c. Variety of assessment options with answer keys _____

II. Content & Overall Program

- 1. Material provides sufficient scope and sequence _____
- 2. Information is clear and concise; presents accurate facts _____
- 3. Material aligns with state Learning Standards and district outcomes _____
- 4. Provisions are made for measuring student achievement _____
- 5. Program meets the needs of:
 - a. above average students _____
 - b. average students _____
 - c. below average students _____
- 6. Adequacy of learning activities:
 - a. quality is appropriate _____
 - b. quantity is appropriate _____

III. Bias Content

- 1. Presents more than one viewpoint of controversial issues _____
- 2. Presents ethnic groups realistically; non-stereotypical models _____
- 3. Promotes positive attitudes toward cultural differences, languages, heritage, both sexes, and the disabled _____
- 4. Includes the contributions, inventions or discoveries made by various ethnic groups and women _____