

**Professional Staff
Temporary Materials Checklist/Approval Form**

Use this form to request approval of all temporary materials used in the classroom.

Directions:

Step one: Use page 2 of this form to review the material to be approved. If the material meets all the requirements, STOP HERE. You may use the material without further approval based on your professional judgment.

Step two: If your review of the material fails to meet all the criteria listed on page 2 of this form, please complete the items below and submit the form and the material to be approved to your building principal.

Title: _____

Author/Publisher/Producer: _____

Type of material (book, pamphlet, video,
television program, electronically transmitted, etc.): _____

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

This resource is related to the following learning outcome:

This resource is selected to produce the following result:

If the material failed to pass the 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

Check one: Approval granted
 Approval denied because:

Signature of Principal Date

Temporary Materials Checklist

Definition: **Temporary materials** are those items that are of interest or value for a short period of time. They are not used on a regular instructional basis. These items might be free or inexpensive materials. Examples might include teacher purchased materials, articles from a newspaper or periodical, timely pamphlets or brochures, videos, television programs, electronically transmitted information, etc. Professional staff may select and use these materials giving proper regard to quality, appropriateness to the students, and the relationship to the curriculum or situation and thereby using professional judgment guided by the criteria below. Questions regarding the selection or use of temporary materials should be addressed to the principal and referred to Policy & Procedure 6080.

Approval of the principal must be obtained for biased or controversial materials.

CRITERIA FOR SELECTION AND USE (Board Policy #6080)

Please answer yes or no:

- | | | |
|---|---|--|
| Y | N | Does this resource enrich and support the curriculum outcomes, taking into consideration the varied instructional needs, abilities, interests, and developmental levels of the students served? |
| Y | N | Does this resource stimulate student growth in conceptual thinking, factual knowledge, physical fitness, literary appreciation, and ethical standards? |
| Y | N | Is this resource of sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision making? |
| Y | N | Does this resource contribute to the development of an ethnic, cultural, and occupational diversity of American life? |
| Y | N | Does this resource present objectively the concerns of and build upon the contributions (current and historical) of both sexes, and religious, ethnic and cultural groups? The district recognizes that under certain conditions biased materials may be appropriate resources in presenting contrasting and differing points of view. |
| Y | N | Does this resource provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural diversity, based on respect for the worth, dignity, and personal values of every individual? |

If you answered NO to any of the above questions, please complete page 1 of Form C-5 and submit the form and the instructional materials to your building principal for approval.

CHECKLIST FOR BIAS OR CONTROVERSY

Please answer yes or 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 controversial or sensitive material? |
| Y | N | Does this resource contain only the viewpoint of a special interest group? |
| Y | N | Does this resource contain passages regarding intimate sexual contact? |
| Y | N | Does this resource contain profanity? |
| Y | N | Is the film rated "G", "PG", "PG-13" or "R"? If so, what is the rating? _____ |

If you answered YES to any of the above questions, please complete page 1 of Form C-5 and submit the form and the instructional materials to your building administrator for approval.