



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Selecting Supplementary Materials Flowchart
Policy Number:	IIAC - NSCA-E2
Original Date:	04/05/2023
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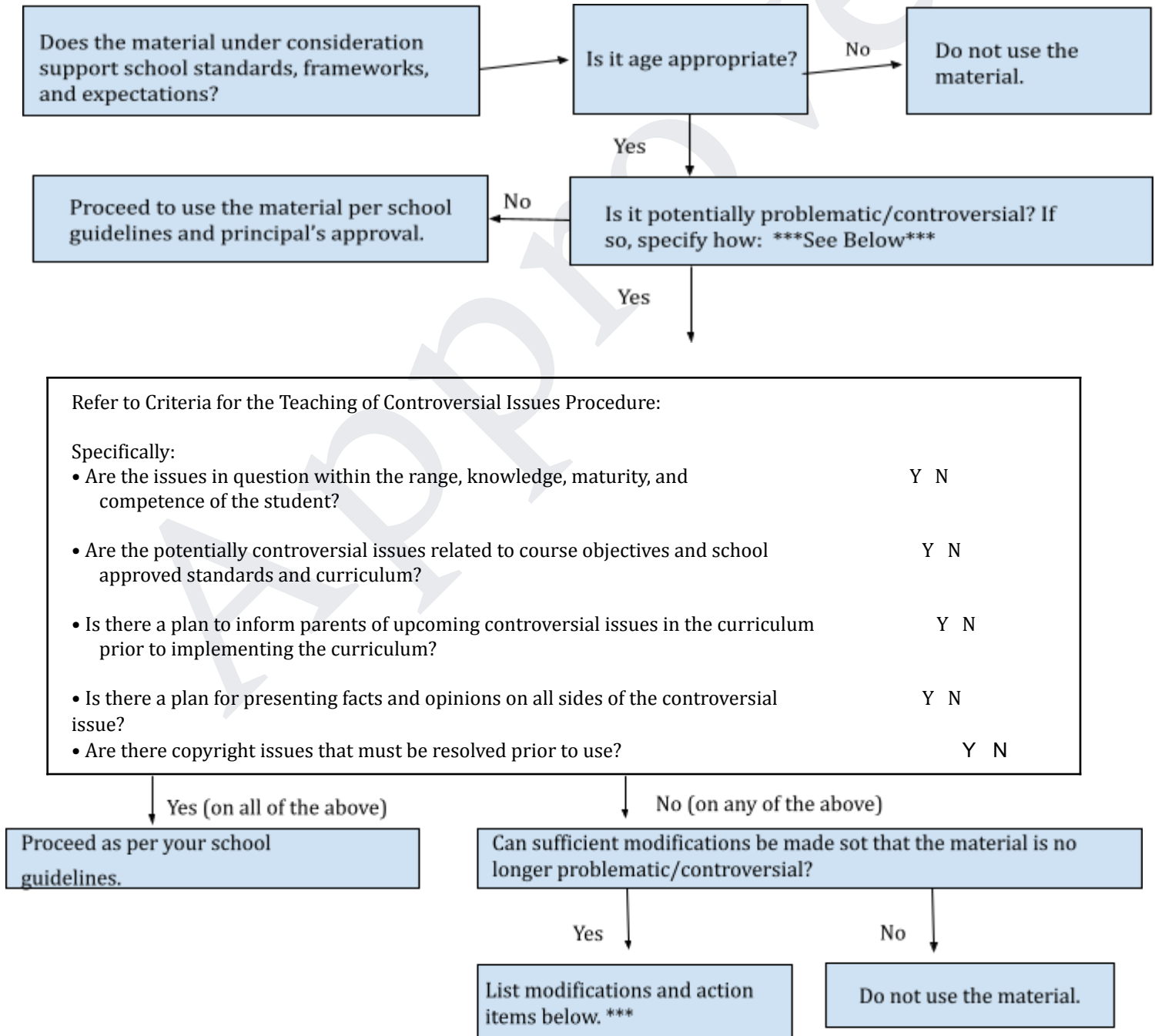
## Selecting Supplementary Materials - Decision Making FlowChart

Teacher:

Date:

Materials Consideration:

Supplemental instructional materials are used for less than 25% of the instruction of a course.



File this worksheet with school administrator and use the material after following any school guidelines.

Modifications and action items:

\*\*\*\*In determining whether material is potentially problematic/controversial, consider three viewpoints: the teacher, the parents, and the students. Can you anticipate concerns in any of the following categories? If so, how do you plan to address or mitigate these concerns?

- Inappropriate reading level (difficulty of text OR mature content or concepts)
- Biases (cultural, gender, ethnic, and/or racial)
- Controversial material possibly related to sex education & religion
- Promotion and/or proselytization of a political/social/religious agenda

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

- 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- Inaccurate/outdated content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  - Correcting inaccurate/outdated information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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## Revision History

Date	Revision Details	Revised By
09/15/2018	Creation	Board, Executive Director
06/07/2023	Revised	Board, Executive Director