

New Summit Charter Academy	Policies and Procedures
Policy Name:	Selecting Supplementary Materials Flowchart
Policy Number:	IIAC - NSCA-E2
Original Date:	04/05/2023
Last Reviewed:	06/07/2023
Category:	Education
Author:	Executive Director
Approval:	NSCA Board of Directors

## **Selecting Supplementary Materials - Decision Making FlowChart**

Teacher:	Date:				
Materials Consideration:					
Supplemental instructional materials are used for l	ess than 25% of the insti	uction of a cours	se.		
Does the material under consideration support school standards, frameworks, and expectations?	Is it age a	ppropriate?	-	Do not use the material.	
	Yes				
Proceed to use the material per school guidelines and principal's approval.	is it potentially problematic/controversial. If				
	Yes				
<ul> <li>Refer to Criteria for the Teaching of Controve</li> <li>Specifically: <ul> <li>Are the issues in question within the range, competence of the student?</li> </ul> </li> <li>Are the potentially controversial issues rela approved standards and curriculum?</li> <li>Is there a plan to inform parents of upcoming</li> </ul>	knowledge, maturity, an	and school		N N Y N	
prior to implementing the curriculum?					
<ul> <li>Is there a plan for presenting facts and opin issue?</li> </ul>	ions on all sides of the co	ntroversial	Y	N	
Are there copyright issues that must be resorted.	olved prior to use?			Y N	
Yes (on all of the above)	↓ No	(on any of the	above)		
Proceed as per your school guidelines.	Can sufficient modifications be made sot that the material is no longer problematic/controversial?				
	Yes		No ,	•	
	List modifications an items below. ***	d action	Do not u	se the material.	

## 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)

## **Revision History**

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