

## Recommendation for New Tradebook

**This form is due to the Instruction Office by April 1  
for implementation of new Tradebook during the next school year.**

The following guidelines have been established to assist teachers, the administration, and the Curriculum Evaluation Council (CEC) in considering selection of new tradebooks for implementation into the formal curriculum. Resources are limited for the purchase of new tradebooks, so requests are granted on a priority basis. The omission of any of the requested information could raise questions about the validity of a recommendation, and therefore it is vital that your responses be complete. Please prepare bullets of information that follow these numbers and headings precisely.

Person Submitting Recommendation: \_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_

A new tradebook titled \_\_\_\_\_ is recommended for use in \_\_\_\_\_, a course offered to students in grade(s) \_\_\_\_\_.

(Answer questions 1-4 on a separate sheet)

1. Give a brief overview of the proposed tradebook
  - Attach a summary of this text to this proposal.
  - Cite relationship of this text to course curriculum
  - Cite relationship to Whitefish Bay/state standards and benchmarks
  - Identify difficulty/challenge level of the text both in terms of reading level and conceptual level:
    - a. Is the text easy, moderate, or challenging reading level, in your professional judgment? How will this text be received by students who read on grade level? Academically talented students? Students in support programs?
2. Why do you believe this tradebook is a better fit for this course than other tradebooks?
3. How might the proposed text impact other courses or programs? Is this text already used at another grade level/course?
4. Use the “*Sensitive Issues*” checklist and on that document, indicate in detail, including page numbers, any sections or portions of this material that might be considered inappropriate or sensitive by any group, including:
  - Use of slang for groups or individuals
  - Material that disparages any ‘protected class’ (e.g., ethnic group, race, sexual orientation, handicap, etc.)
  - Sensitive issues such as sexuality
  - Controversial issues such as excessive violence
  - Material that might be in conflict with community values

**NOTE:** If the administration concludes that books or other materials have potential to be controversial or incompatible with community values, the selection process will then include independent review by five or more parents. The opinions of the selection committee and the parents will be included in a report to the school board if adoption is recommended.

## Sensitive Issues

Final screen of the proposed text for Racism, Sexism, Stereotyping, conflict of Values, Bias

|   | YES   | NO    |
|---|-------|-------|
| 1. Does this material consider the emotional, physical and intellectual development of the student?   | _____ | _____ |
| 2. Does this material take into consideration a student's self-image?   | _____ | _____ |
| 3. Does this material take into account the relationships between people and or groups of people?   | _____ | _____ |
| 4. Does this material address the needs and interests of both males and females?  | _____ | _____ |
| 5. Does this material recognize the contribution of both genders?   | _____ | _____ |
| 6. Does this material help males and females explore the wide range of roles available to them?   | _____ | _____ |
| 7. Does this material avoid the use of "loaded" words which attribute behaviors, abilities, interests, values, roles to a particular group of people? | _____ | _____ |
| 8. Does this material recognize the contribution of people of color?  | _____ | _____ |
| 9. Does this material reflect an unbiased view of people of diverse cultures?   | _____ | _____ |
| 10. Will students of diverse cultural backgrounds see themselves reflected in these materials?  | _____ | _____ |
| 11. Does this text contain any material which may be considered sensitive or controversial?*  | _____ | _____ |
| 12. Does this text contain any material which may potentially be incompatible with community or parent values?*                                       | _____ | _____ |

\*If you've checked yes to number 11 or 12 above, please state in the space provided below, the specific issues that may exist with this text. Please reference specific page numbers of any passages that may be of concern. This is a critically important part of this process as it ensures that we are sensitive to the developmental needs of our students and accept our full responsibility as stewards of the public trust.

Continue on additional sheet if necessary

## INSTRUCTIONAL TECHNOLOGY INCLUDED WITH PURCHASE OF TRADEBOOK

### 1. Is there instructional technology that is included with the purchase of this book?

YES \_\_\_\_\_ NO \_\_\_\_\_ (if no, go on to next page)

### 2. If yes, do you plan to use any components of this instructional technology?

YES \_\_\_\_\_ NO \_\_\_\_\_ (if no, go on to next page)

### 3. Please describe how this instructional technology will be used/accessed (check all that apply)

- a. \_\_\_\_\_ This technology is web-based and will not require installation of hardware or software.
- b. \_\_\_\_\_ This technology is for teacher use and comes on CD-ROMs and will need to be installed on the computer of each teacher teaching this course.
- c. \_\_\_\_\_ This technology is for student use and will need to be installed in a computer lab/labs.  
(installation of software included with texts depends on compatibility with existing hardware)

### 4. Additional information about this instructional technology: (For example, is the text available online? What resources are available on a website? Is an audio version of the text available for students with special needs? Are interactive whiteboard lessons available?)

Name of Text \_\_\_\_\_

Course \_\_\_\_\_

School/Department or Grade \_\_\_\_\_

Name of Person Completing this Form \_\_\_\_\_

*A copy of this form will be forwarded to the Director of Technology, who will contact you for additional information and help establish an installation/ implementation plan for this software.*

**FINAL RECOMMENDATION FOR TRADEBOOK CHANGE OR ADDITION**

Who was involved in the selection of this tradebook? Include teachers, administrators, students, parents, consultants, etc.

Complete the following final pieces of information and include necessary signatures on the following page.

COURSE TITLE \_\_\_\_\_

TEXT \_\_\_\_\_

COPYRIGHT \_\_\_\_\_ AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_

This text is \_\_\_\_\_ required for all students in this course \_\_\_\_\_ a choice book for this course

REASONS(S) FOR REQUESTING CHANGE OR ADDITION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE OF PROPOSED IMPLEMENTATION: \_\_\_\_\_

.....

Other books that were examined: (Please rank texts in order of desirability - 1, #2, etc.)  
Show Title, Author, Publisher and Copyright.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

GENERAL COMMENTS:

SUPPORT OF RECOMMENDATION:

1. \_\_\_\_\_  
(Teacher(s) evaluation/recommending text) (Date)
  
2. \_\_\_\_\_  
(Department Chairperson) (Date)  
I have reviewed this text. I concur with the comments contained  
in this review form and in the text proposal outline.
  
3. \_\_\_\_\_  
(Principal) (Date)

SUBMIT TO INSTRUCTION OFFICE ALONG WITH COMPLETE  
RECOMMENDATION and a COPY OF THE TRADEBOOK by APRIL 1.

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Instruction Office Use Only

Approved by Curriculum Evaluation Council on \_\_\_\_\_  
(month/date/year)

Signed \_\_\_\_\_  
Director of Instruction, Whitefish Bay Schools