

Superintendent File: IJ-E2

**PROPOSAL TO ADOPT A NOVEL/BOOK-LENGTH WORK
(FICTION, NON-FICTION, DRAMA)**

FORM COMPLETION INSTRUCTIONS

- Prior to filling out this form, please read this [document](#) with pertinent policies regarding novel selection and adoption.
- Open this document, make a copy and retitled it: “Novel Proposal [Title of the Book].” Share this with the Director of Academic Systems.
- Complete Sections I - VI
 - Sections I - VI needs to be completed by the educator proposing the novel/book.
 - The educator selects the members of the Site Review Team.
 - The novel/book needs to be displayed at the school and on the school’s website for two weeks prior to submitting the completed form to the Director of Academic Systems.
 - Present to the school’s advisory council.
- Email a copy to the Director of Academic Systems when the form is completed with all original, appropriate signatures. Incomplete forms may delay the process.
- Send a hard copy (single sided) of the proposal with the appropriate original signatures (using black or blue ball point pen), to the Director of Academic Systems.
 - Enclose a copy of the book(s) with any questionable sections identified with post-it flags.
 - The novel/book must be on display at the district office for two weeks prior to the School board meeting.
- This form will be processed by the World Class Education Department.
- Approved proposals are sent to the Superintendent or designee for formal adoption. You will be notified when your proposal is approved.
- Novel/book adoption forms are presented to the Board of Education in October and April.
 - Materials must be submitted to the Director of Academic Systems no later than:
 - September 15th for presentation to the Board of Education in October
 - March 15th for presentation to the Board of Education in April

School:	
Date:	
School contact person:	
Email address	
Phone number	

I. BOOK INFORMATION

Title of proposed novel/work	
Author (s)	
Publisher	
Edition	
ISBN number	
Copyright date	

Course and/or subject area in which work will be used	
Grade level(s)	
Dates the novel/work information was displayed at the school and posted on the school's website	
Date the novel/work was presented to the School Advisory Council	

Is this novel/work currently used in our District?

- No. Please continue with the process.
- Yes. If the book is already adopted or is a new edition of a previously adopted book, a formal adoption process is not necessary. Please contact the World Class Education Department to update the information.

II. NOVEL DESCRIPTION

- Please write a brief description of the novel.

III. ALIGNMENT WITH DOUGLAS COUNTY'S GUARANTEED AND VIABLE CURRICULUM INCLUSIVE OF THE WORLD CLASS OUTCOMES, 4Cs, 21ST CENTURY SKILLS, AND APPROPRIATE CONTENT

- **Alignment to World Class Outcomes:** Explain how this novel/book aligns to the World Class Outcomes.
 -
- **Alignment to the 21st Century Skills:** Explain how this novel/book aligns to DCSD 21st Century Skills.
 -
- **Alignment to the 4Cs:** Explain how this novel/book aligns to DCSD 4Cs.
 -

IV. RECOMMENDATIONS

Three recommendations, referrals or reviews must be included. Please use professional reviews (reviews from the School Library Journal, Kirkus, Booklist, Publisher's weekly etc.). The District Library Media Center will be happy to direct you to these sources. List the sources of the reviews below and attach copies of all reviews.

- Review #1:

- Review #2:

- Review #3:

V. SITE TEAM REVIEW

Please complete the table indicating the members of the site team. All members of the site review team Must read the proposed novel/book prior submission to Director of Academic Systems.

Site Team Member	Reviewer's Name	Contact Information: Phone Number
Educator		
World Class Education Coordinator		
Parent 1		
Parent 2		
Colleague		

EVALUATION OF MATERIAL - Educator

The proposed novel:	Y/N	Examples/Justification Please be specific
• Is appropriate for grade level/course in which it is taught		
• Develops essential knowledge and skills		
• Provides breadth and depth of content		
• Allows students to create meaning and make relevant connections to other knowledge and experience		
• Actively engages students		
• Facilitates learning that has long-term significance		
• Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21 st Century Skills, and Content		
Recommend novel for adoption - Please check Yes or No		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - World Class Education Curriculum Coordinator

The proposed novel:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> ● Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> ● Develops essential knowledge and skills 		
<ul style="list-style-type: none"> ● Provides breadth and depth of content 		
<ul style="list-style-type: none"> ● Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> ● Actively engages students 		
<ul style="list-style-type: none"> ● Facilitates learning that has long-term significance 		
<ul style="list-style-type: none"> ● Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend novel for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - Parent (I)

The proposed novel:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> • Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> • Develops essential knowledge and skills 		
<ul style="list-style-type: none"> • Provides breadth and depth of content 		
<ul style="list-style-type: none"> • Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> • Actively engages students 		
<ul style="list-style-type: none"> • Facilitates learning that has long-term significance 		
<ul style="list-style-type: none"> • Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend novel for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - Parent (II)

The proposed novel:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> ● Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> ● Develops essential knowledge and skills 		
<ul style="list-style-type: none"> ● Provides breadth and depth of content 		
<ul style="list-style-type: none"> ● Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> ● Actively engages students 		
<ul style="list-style-type: none"> ● Facilitates learning that has long-term significance 		
<ul style="list-style-type: none"> ● Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend novel for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

EVALUATION OF MATERIAL - Colleague reviewer from another school in the district.

The proposed novel:	Y/N	Examples/Justification Please be specific
<ul style="list-style-type: none"> • Is appropriate for grade level/course in which it is taught 		
<ul style="list-style-type: none"> • Develops essential knowledge and skills 		
<ul style="list-style-type: none"> • Provides breadth and depth of content 		
<ul style="list-style-type: none"> • Allows students to create meaning and make relevant connections to other knowledge and experience 		
<ul style="list-style-type: none"> • Actively engages students 		
<ul style="list-style-type: none"> • Facilitates learning that has long-term significance 		
<ul style="list-style-type: none"> • Aligns with Guaranteed and Viable Curriculum inclusive of World Class Outcomes, 4 Cs, 21st Century Skills, and Content 		
<p>Recommend novel for adoption - Please check Yes or No</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

VI. SITE TEAM GRADE LEVEL RECOMMENDATIONS:

The Site Team comes to consensus the levels of recommendation.

Place X in the columns indicating level of recommendation. Please include justification for the level(s) of recommendation below the chart.

Grade level	Recommended	Recommended: Requires parent notification and consent: The novel/book may contain some mature content and themes	Not Recommended: Content inappropriate for grade level(s)
PK/K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

VII. SITE LEVEL PROCESS CHECK (To be completed by building team and principal)

	Teacher Initials	Administrator Initials	World Class Education Curriculum Coordinator Initials
Sections I -VI are complete.			
Three recommendations from subject matter experts were obtained supporting this novel.			
A statement of the readability and/or developmental appropriateness is provided.			
The novel was on display at the school for two weeks.			
Information about the novel was available on the district's and school's website for two weeks prior to being submitted to the Director of Academic Systems.			
Information about the novel was shared with the School Advisory Council.			

VIII. DISTRICT LEVEL REVIEW (to be completed by the Director of Academic Systems)

	YES	NO
a. Has novel adoption process been followed?		
b. Novel was displayed in the school that is making the request?		
c. Novel was displayed on district website for community comment prior to approval?		
d. Notice was provided and novel was available in the district office for two weeks prior to approval?		
e. Does the District Review Team support adoption of this book?		

IX. SIGNATURES/APPROVALS

Does the evaluating Educator recommend adoption of this book?	YES	NO
Date _____		
Evaluating Educator Signature _____		

Does the evaluating World Class Education Curriculum Coordinator recommend adoption of this book?	YES	NO
Date _____		
WCE Coordinator Signature _____		

Does the evaluating Parent (I) recommend adoption of this book?	YES	NO
Date _____		
Evaluating Parent (I) Signature _____		

Does the evaluating Parent (II) recommend adoption of this book?	YES	NO
Date _____		
Evaluating Parent (II) Signature _____		

Does the evaluating Colleague reviewer recommend adoption of this book?	YES	NO
Date _____		
Evaluating Colleague Reviewer Signature _____		

Does the building Principal certify that the information on this form accurately reflects the process followed at the site.	YES	NO
Date _____		
Building Principal Signature _____		

IX. SIGNATURES/APPROVALS (Continued)

Does the Director of Academic Systems support adoption of this book?	YES	NO
Date _____		
Director of Academic Systems Signature _____		

Does the Chief Academic Officer support adoption of this book?	YES	NO
Date _____		
Chief Academic Officer Signature _____		

X. SUPERINTENDENT'S APPROVAL

Does the Superintendent approve adoption of this book?	YES	NO
Date _____		
Superintendent Signature _____		

XI. BOARD OF EDUCATION APPROVAL

Does the Board of Education approve adoption of this book?	YES	NO
Date _____		
Board of Education Signature _____		

XII. OFFICE USE

	DATE	INITIALS
Approved novel list updated (including recommended grade level)		
Approved form with BOE signatures scanned to WCE folder on District server		