

CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: EFA (LOCAL)

Original Cabinet Approval Date: March 10, 2008

RE: Additions to the District Novel List

Additions to the current novel list will be considered twice annually; one time each semester. The deadline for considerations for additions for the fall semester will be the end of the 4th six weeks. The deadline for consideration for additions for the spring semester will be the end of the 2nd six weeks. The “Request for Consideration of a Novel Selection” (EXHIBIT A) should be submitted to the Curriculum and Instruction Department prior to the above deadlines so that it can be reviewed and approved prior to possible inclusion on the approved District Novel Lists (EXHIBIT B)

In selecting novels used to enrich the instructional curriculum, professional staff shall insure that selections meet the following criteria:

1. Materials selected are consistent with the general educational goals of the district and campus.
2. Materials selected enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.
3. Materials provide information which will motivate students and staff to examine their attitudes and rights as participating citizens in our society and make informed judgments in their daily lives.
4. Materials should represent many ethnic, religious and cultural groups and their contributions to the national heritage and world community.
5. Materials should be appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
6. Materials are evaluated as a whole and examined for their strengths as well as their limitations.
7. Materials should present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis. Students must be provided an alternate reading selection if requested by a parent or guardian.
8. “Request for Consideration of a Novel Selection” (EXHIBIT A) should be completed, and designated campus level personnel must sign-off before it is submitted to the Curriculum and Instruction Department for review.

EXHIBIT A-



Request for Consideration of a Novel Selection

Book Title: _____

Author: _____

Genre: Fiction____ Non-fiction__ Poetry____ Historical ____ Science Fiction____
Biography ____ Autobiography ____ Other _____

Campus:_____ Grade Level:_____

I Teacher’s Purpose/Connection to the Curriculum:

Proposed Unit/Theme:

TEKS that will be taught with this selection:

Possible Extension Activities:

II Literary Review - Attach at least two (2) current published book reviews for this title.

III Other districts or schools using this selection - List districts, schools and grade levels if you are aware of other places this selection is used.

IV Controversial Issues - Please list any controversial issues, language or views contained in this selection. *An alternate reading selection must be provided if requested by a parent or guardian.*

Novel Request Consideration Requested by:

Staff Member Initiating Request:_____

Campus Administrator:_____

Grade Level/Department Chairperson:_____

Campus Librarian:_____

Date submitted to Curriculum & Instruction Dept. for review: _____

For Curriculum and Instruction Department Use Only:

Novel Request: ____Approved____Denied (reason)_____

Chief Instruction Officer

Date

