

Provo City School District
Policy Series 4000: Curriculum, Instruction, Assessment

4020 P3

Supplementary Novels for Secondary ELA Core Standard Instruction Approval Process

1. All novels used for instruction in grades 7 - 12 must be included in a teacher's disclosure document at the start of each school year.
2. Novels not included on the "[Approved - Full Text](#)" list are considered supplemental and must be approved prior to use.
3. To ensure a focused and manageable approval process, each school may submit one supplementary novel per grade level annually for approval consideration.
4. Novels submitted by Jan. 31st will be considered for approval for the following school year.
5. Submission Process:
 - a. Grade-level recommendation
 - i. As a school-based grade level team, teachers will decide if a book will be submitted for approval consideration. Teachers will evaluate novels based on the criteria in the Supplementary [Novel Submission Form](#). The following criteria are included in the submission form:
 1. Guidelines for Educational Relevance and Compliance
 - a. Evidence of appropriateness from outside source (ex; GoodReads)
 - b. Aligned to the Utah Core Standards
 - c. In compliance with school and district policies regarding content, appropriateness, and use.
 - d. Enriches and supports the district-approved curriculum through evidence-based practices
 - e. Age appropriate
 - f. Accurate and factual
 - g. Reflect contributions from authors, artists, or appropriate experts in the field that represent diverse viewpoints, ethnic and cultural backgrounds and experiences
 - h. Representative of and contributes to a balanced perspective of diverse cultures
 - i. Has been vetted for biases and stereotypes related to sex, race,

- religion, sexual orientation, disability, or gender identity
- j. Accessible to all students with scaffolding
- 2. School-based Grade Level Assurances
 - a. The submission of this novel has the support of the full grade-level team from the submitting school.
 - b. This is the only submission from this grade/school for this year.
 - c. The submitting teacher, who has obtained administrator approval, will serve on the Teaching & Learning Evaluation Committee, as outlined below, for the duration of this approval process.
- b. Teaching & Learning Evaluation Committee
 - i. A Teaching & Learning committee, comprised of the following members, will consider the novel submission for potential approval:
 - 1. T&L director
 - 2. Curriculum Specialist(s)
 - 3. Teacher from submitting school/grade
 - 4. Member(s) of district ELA committee
 - 5. Other?
 - ii. A submitted novel will be read in its entirety by all committee members
 - iii. Novels will be evaluated based on the criteria indicated in the Novel Submission Form.
- c. MTSS Approval
 - i. The T&L director will present the committee's findings and recommendation to MTSS for final approval.
- 6. Approved supplementary novels will be added to the district "Approved - Full Text List" for the appropriate grade level and may be used across all schools.
 - a. Novels on this list will not be purchased with district-based funds but may be purchased with school-based funds.
 - i. The use of school funds for supplementary novels will be at the discretion of building principals.
- 7. In accordance with Utah Code 53-10-103, the titles indicated below have been determined to contain Objective Sensitive Materials and have met the statewide threshold of removal from 3 districts OR 2 districts and 3 charters and must be removed from all schools.
 - a. [List of titles to be removed from Utah public schools](#)