

Fiction and Nonfiction Book Approval Process

In accordance with Canyons School District Instructional Materials policy 600.02, fiction and nonfiction books are considered supplemental materials. Supplemental materials are materials that enhance primary curriculum materials and are used in combination with other supplemental materials for teaching Utah core standards or course specific standards.

All fiction and nonfiction books must be approved prior to being used in the classroom. Books are approved using the process below. Previously approved fiction and nonfiction books can be viewed here ([LINK](#)).

1. Submit Book Approval Form answering the following questions in writing:

- Title, Author, Grade, (Special class, ie. AP, IB, SPED)
- Appropriate Quantitative Text Complexity: Describe how this book is of the appropriate quantitative text complexity for the grade level. Description should include measures such as: word length, word frequency, word difficult, sentence length, text cohesion, and lexile score. Lexile score should be in grade band.
- Appropriate Qualitative Text Complexity: Describe how this book is of the appropriate qualitative text complexity for the grade level. Description should include measures such as: levels of meaning, levels of purpose, structure, organization, language conventionality, language clarity, prior knowledge demands. Please include grade level qualitative complexity core demands.
- Appropriate Reader & Task Complexity: Describe how this book is appropriately complex for the readers and tasks with which it will be used. Description should take into consideration the following: knowledge and experience of readers, purpose for reading, complexity of tasks assigned regarding text, and complexity of questions asked regarding text. Description should address the specific students and tasks associated with the use of this book in teaching the standards.
- Aligned to Standards and Curriculum Maps: Describe how the book's usage will align with and support the standards in the instructional guides. Description should include the unit and specific standards the book will address.
- Appropriate for the Community: Describe any controversial topics or elements in the book. Explain how the teacher plans to address the topic in lessons.
- Optional: A 2 minute video explaining why they chose the book or wish to have it approved may also be included in submission.

2. A District Book Selection Committee will be convened to review and approve books submitted.

- The committee consists of District personnel, Teacher Leads, Administrators, and Parents
 - 5 Administrators - one from each feeder system
 - Department Chairs from each school
 - 5 Parents/Guardians of current Canyons students - one from each feeder system
 - District Secondary ELA Leads and Library Media Specialist
- The committee will meet the second week of each month, as needed.
- The committee will use the following process in determining whether or not a book is approved:
Review of New Applications
 - Review new applications that have been submitted up to the deadline.
 - View all teacher video submissions.
 - The District Library Media Specialist will provide reviews from Common Sense Media and Library Journals.
 - If there are no concerns, the book is approved.
 - The requesting teacher, Department Chair and School Administrators are notified and the book is submitted to the database.

- If there are concerns or questions, the teacher is contacted and 3 committee members are assigned to read the book.

Review of Pending Applications

- Review pending applications and concerns.
- The committee members who were assigned to read the book, report and make a recommendation.
- If the book is approved, the requesting teacher, Department Chair and School Administrators are notified and the book is submitted to the database.
- If the book is not approved, the rationale is recorded and sent to the requesting teacher, Department Chair and School Administrators. The book and rationale for not approving are submitted to the database.
- Books not approved by the committee may be submitted at a later date for approval with a new application.

Due Dates for Applications	Notice of Approval or Not
September 1, 2021	November 15, 2021
December 1, 2021	March 15, 2022
April 1, 2022	August 15, 2022