

St Johns County School District

Application for the Selection of Approved Books

This application must be completed and approved at least one month prior to an approved title being used with students.

Criteria for Selection of Approved Books

- Aptness of language and style: Language is used in an authentic, unique, and artistic way.
- Relevance to human experience: Explains life situations, inspires action, changes people.
- Good example of its genre: Based on theme and topic, the selection is a strong representative of its genre.
- Valuable theme: The theme allows for the examination of an era or culture, factual knowledge or literary form and devices, aesthetic values, and/or ethics.
- Age appropriateness: The subject matter and language is appropriate for the selected audience.
- Relevance: The material appeals to the varied interests of young adults and their concerns.
- Rigor: The material meets the needs of varied student abilities.

Date:

Name of Proposed Approved Book to be used:

Name of Teacher(s) Making Request:

School Making Request:

Grade Level(s) of use:

STEP 1: Proposed Use of Approved Book

1. Explain the estimated cost to purchase these materials and what funds will be used to make the purchases.

< \$500.00

< \$1000.00

< \$1500.00

< \$2000.00

Funding Sources(s):

2. Explain how you plan to utilize this literature with students.

whole-class novel

a literature circle selection

choice book

other

3. List recommended ages or grades from professional review sources, such as, amazon.com or www.bn.com.

4. List the subject area content standards this literature addresses.

5. Using the criteria as a guide, explain why you are seeking the use of this literature.
6. Which Character Counts pillars does this story address:
7. Does this material contain any potential inflammatory examples in an area of concern for community members?
 - o Profane or obscene language Yes No Page #
 - o Graphic sexual incidents Yes No Page #
 - o Gratuitous violence Yes No Page #
 - o Questionable moral issues Yes No Page #
 - o Questionable value judgments Yes No Page #
 - o Controversial ideologies or philosophies Yes No Page #
8. Explain why the value of this piece of literature outweighs any potentially objectionable features.

PARENT NOTIFICATION:

The district recognizes the importance of involving parents in the education of their children. Educators using previously reviewed and approved book shall send home a course syllabus prior to the beginning of the school year and prior to the beginning of second semester presenting a list of materials that have been chosen for the class. Parents will be given notification of the student's/parent's right to request an alternative work. The teacher must provide an alternative title with a similar learning experience. Parents will make this request by signing and returning to school the Notification of a Substitute Work Form.

STEP 2: Media Specialist/Coordinator Review

Please review the proposed literature material.
Attach three educational literary reviews of the material.

Media Specialist/Coordinator Signature: _____

Date:

STEP 3: Department Review (Must include a majority of department members.)

Taking into account the guidelines and criteria for the selection and use of the approved title, the proposed use of the title by the teacher(s), and the recommendation of the media specialist/coordinator, please discuss the proposed approved title. In the space below, please state your recommendation.

- Approved for use as proposed
- Approved for use with additional recommendations/modifications. Please explain:
 - Not** approved for use as proposed. Please explain:
Application Process ends here.

Department Chair: _____

Date:

STEP 4: Administrative Review

Based upon the information contained in this application, please state your recommendation:

- Approved for use as proposed
- Approved for use with additional recommendations/modifications. Please explain:
 - Not** approved for use as proposed. Please explain:

Administrator's Signature: _____

Date:

A copy of this application shall be kept on file in the school office if needed for future reference. An additional copy must be sent to the Director for Instructional Technology and Media Services. Approved and unapproved applications will be placed on the inside.stjohns.k12.fl.us website.