

Adams 12 Five Star Schools  
Process for School-based Instructional Material Approval

1. Using the online Board Approved Materials database, the teacher submitting material for consideration will confirm that the material has not been previously approved.
2. The Submitting Teacher will work with the Department Instructional Leader, the Grade Level Leader, and/or the Standing Committee Representative to complete and submit all necessary paperwork outlined in Exhibits A and B to the appropriate Content Coordinator in Learning Services for initial review.
3. The Content Coordinator will verify that requested material is not previously approved, or approved for a different content/ level, and will conduct an initial review for the following items:
  - compliance with criteria stated in District Policy 6230 Section 3.9.
  - alignment to District Curriculum and/or content standards.
  - appropriate reading and interest level for the proposed audience.
  - interdisciplinary connections, as appropriate.

Once the initial review is completed, the Content Coordinator will send paperwork back to the school.

NOTE: Content Coordinator may request a copy of the instructional material for evaluation.

4. After review by the Content Coordinator, the School Representative will submit the material for principal consideration. Principals should consider both the educational value of the material as well as budgetary implications.
5. After review by the principal, the School Representative will submit material for school-level parent / public consideration through the following forums:
  - Parent Newsletter: A notice of the title(s) requested as well as descriptions of the material including notation of any mature content is to be published in the parent newsletter no later than 10 school days prior to the School Accountability committee (SAC) meeting.
  - Display of Materials: Material submitted for approval should be placed on display in the school for 10 school days prior to the School Accountability Committee (SAC) meeting.
  - School Accountability Committee (SAC): Material, rationale, and any written comments received while material was on display should be brought to SAC meeting for discussion and consideration.
6. School Representative will submit the necessary paperwork outlined in Exhibit B, along with principal and SAC Facilitator signatures, to the Content Coordinator.
7. Learning Services will submit all necessary paperwork, including signatures, to the Superintendent and Board of Education for school-level approval, as needed.
8. The Content Coordinator will notify School Representative upon approval, after which time an individual school may begin using the instructional materials.
9. Documentation of School-Based Instructional Materials approval will be sent to the Chief Academic Officer or designee and the materials will be added to the Board Approved Materials database where it will be listed as approved for the individual school only.
10. The school will be required to provide copies of the material to be used during the District-wide Instructional Materials Selection Committee meeting where the committee will review the instructional material for potential District-wide approval.
11. If the Committee recommends approval of the material, upon Superintendent and Board of Education approval, the title will be added to the Board Approved Materials database for District-wide use.

Request for School-based Approval of Instructional Materials

Please send typed/printed form to the appropriate Content Coordinator in the Learning Services department. Submit a separate form for each title or leveled book set. Only materials which are submitted using this process appropriately will be considered for approval.

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Content Area(s): \_\_\_\_\_

Teacher(s) Submitting Request \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Text type: ☐ novel ☐ drama ☐ textbook ☐ anthology ☐ nonfiction ☐ level book set  
☐ other (please describe): \_\_\_\_\_

Rationale for Request: (additional pages may be attached):

This material aligns with the following Adams 12 curriculum and/or content standards:

The material meets the criteria in District Policy 6230 Section 3.9 in the following manner:

This material will be used in the following class(es):

This material addresses the following student needs:

This material provides the following interdisciplinary connections: (optional)

**Checklist for Instructional Materials Approval (complete the following steps in order):**

\_\_\_\_\_ Check online District Approved Materials database to ensure that proposed instructional material has not been previously approved.

\_\_\_\_\_ Obtain the following signatures:

- **Teacher Submitting** has read text and advocates use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_
- **Additional Grade Level teacher(s)** has read text and supports use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_
- **Instructional/Grade-Level Leader** supports use as a primary resource at recommended grade level. Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Submit completed paperwork and necessary signatures to Content Coordinator for initial consultation.

- Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Submit request to principal who will consider both the educational value and budget implications of the proposed materials.

- Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Receive approval from School Community:

- Print notice in school newsletter and have materials available for parents to read for 10 school days.
  - Notice in school newsletter: Date \_\_\_\_\_
  - Materials available from: Date \_\_\_\_\_ to \_\_\_\_\_
- Bring materials and any community comments to School Accountability Committee.
  - Discussion Date \_\_\_\_\_
- SAC Facilitator Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Resubmit all necessary paperwork and signatures to Content Coordinator for school-based approval.

- Executive Director of Curriculum and Instruction \_\_\_\_\_ Date \_\_\_\_\_
- CAO Signature \_\_\_\_\_ Date \_\_\_\_\_
- Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Upon completion of the process outlined above, an individual school will be notified, a copy of the approval form will be sent to the Chief Academic Officer or designee who will bring it to the Board of Education at a regularly scheduled meeting. The title will be added to the Board Approved Materials database for individual school use by the end of the academic year.