

Materials Review Form for Grades 5-12
Newton USD #373

Approval process:

1. The recommending teacher will read the novel in its entirety.
2. The English/Social Studies grade level/department will discuss the novel.
3. The teacher will design curriculum to incorporate the novel in lessons and units.
4. The teacher recommends a book by filling out the Materials Review Form and submitting it to Sheila to pass to the committee.
5. The Committee schedules a meeting with the recommending teacher after independently reviewing the form. Each meeting will be offered at the beginning of each 9 weeks.

Committee make-up:

1. A Social Studies teacher (selected by Sheila)
 2. ELA (5-6, 7-8; 9-12; not the recommending teacher)
 3. Administrator for English
6. Q&A with teacher—The committee meets independently and submits recommendation (or not) with justification to Sheila for either Board approval or back to the teacher.
 7. The recommendation will have a response within 10 school days.
 8. The recommendation moves on to Board approval or the teacher has the opportunity to resubmit at a later point if the recommendation is rejected.
 9. Books are ordered through the office of the Assistant Superintendent of Instructional Services. Complete the [Resource New Adoption form H.S.](#) or [Resource New Adoption form \(K-8\)](#) and submit to Instructional Services for ordering