

NOVEL/BOOK-LENGTH WORK (Fiction, Non-Fiction, Drama) PROPOSAL
--

Proposal Request Information

Prior to filling out this form, please read the [Novel Adoption Proposal Checklist](#) with pertinent policies regarding novel selection and adoption.

Section I

To be filled out by requestor/educator:

Ia. REQUESTOR AND REVIEW TEAM INFORMATION

School		
Date		
Requestor/Educator		
Email address		
Phone number		
Proposal Review Team Member	Reviewer's Name	Contact Information - email
CIPG Strategist		
Colleague		
Parent #1		
Parent #2		

Ib. BOOK INFORMATION

Title of proposed book	
Author (s)	
Publisher	
Edition	
ISBN number	
Copyright date	
Course and/or subject area in which work will be used	
Grade level(s)	
Dates the book information was displayed at the school and posted on the school's website (2 week min.)	
Date the book was communicated to the School Advisory Council	

Ic. NOVEL DESCRIPTION

Please write a brief description of the novel in your own words and how it relates to the content and age group of students using this proposed book.

Id. ALIGNMENT WITH DCSD'S CURRICULUM

Please write a detailed description of how the novel **aligns to DCSD's Curriculum (Colorado Academic Standards)**:

Ie. RECOMMENDATIONS

Three recommendations, referrals or reviews must be included. Please use professional reviews (reviews from the School Library Journal, Kirkus, Booklist, Publisher's weekly etc.). The District Library Media Center will be happy to direct you to these sources. List the sources of the reviews below and attach copies of all reviews.

Review #1

Review #2

Review #3

SECTION II: Review Team Information

Each review team member will complete an individual section for a formal review of the book based on your stakeholder perspective. All members of the site review team **MUST read** the proposed novel/book prior submission to CIPG strategist for final review prior to submission to CIPG Director.

IIa. EVALUATION of Book (to be completed by requestor/educator)

The proposed novel...	Y/N	Examples/Justification Please be specific and give examples when applicable
is appropriate for the following grade level(s)		
requires parent permission for students to read the book?		
allows students to create meaning and make relevant connections to other knowledge and experience		
actively engages students through the text		
facilitates learning that has long-term significance		
Recommend novel for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Iib. EVALUATION of Book (to be completed by CIPG Strategist)

The proposed novel...	Y/N	Examples/Justification Please be specific and give examples when applicable
is appropriate for the following grade level(s)		
requires parent permission for students to read the book?		
allows students to create meaning and make relevant connections to other knowledge and experience		
actively engages students through the text		
facilitates learning that has long-term significance		
aligns with proposed connections to DCSD curriculum (Colorado Academic Standards, Higher Order Thinking Skills, 4 Cs, 21 st Century Skills, and Content)		
Recommend novel for adoption		<input type="checkbox"/> Yes <input type="checkbox"/> No

Iic. EVALUATION of Book (to be completed by a colleague)

The proposed novel...	Y/N	Examples/Justification Please be specific and give examples when applicable
is appropriate for the following grade level(s)		
requires parent permission for students to read the book?		
allows students to create meaning and make relevant connections to other knowledge and experience		
actively engages students through the text		
facilitates learning that has long-term significance		
aligns with proposed connections to DCSD curriculum (Colorado Academic Standards, Higher Order Thinking Skills, 4 Cs, 21 st Century Skills, and Content)		
Recommend novel for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IId. EVALUATION of Book (to be completed by Parent #1)

The proposed novel...	Y/N	Examples/Justification Please be specific and give examples when applicable
is appropriate for the following grade level(s)		
requires parent permission for students to read the book?		
allows students to create meaning and make relevant connections to other knowledge and experience		
actively engages students through the text		
facilitates learning that has long-term significance		
Recommend novel for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Iie. EVALUATION of Book (to be completed by Parent #2)

The proposed novel...	Y/N	Examples/Justification Please be specific and give examples when applicable
is appropriate for the following grade level(s)		
requires parent permission for students to read the book?		
allows students to create meaning and make relevant connections to other knowledge and experience		
actively engages students through the text		
facilitates learning that has long-term significance		
Recommend novel for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION III: Requestor/Educator & CIPG Strategist Level Process Review

IIIa. Grade Level Recommendations (to be collaborated on between Requestor/Educator & CIPG Strategist based on recommendations made by the review team)

Place initials in the columns indicating level of recommendation. Complete by initialing for every grade level indicated on the chart below. Please include justification if necessary for the level(s) of recommendation below the chart.

Note: If approved by the Board of Education, this novel can be used by all educators in DCSD. Please consider the use of this book for all PK-12 grades not just the grade or content you teach.

Grade level	Recommended	Recommended: Requires parent notification and consent: The novel/book may contain some mature content and themes	Not Recommended: Content inappropriate for grade level(s)
PK/K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

IIIb. CIPG PROCESS REVIEW

	CIPG Strategist Initials
Sections I & II are complete.	
Building administrator has reviewed proposal.	
The novel was on display at the school for two weeks.	
Information about the novel was available on the district's and school's website for two weeks prior to being submitted to the CIPG Strategist.	
Information about the novel was shared with the School Advisory Council.	

SECTION IV: District Level Process Review

IV. DISTRICT LEVEL REVIEW (to be completed by the Director CIPG)

	CIPG Director Initials
The novel adoption process has been followed.	
The novel was displayed in the school that is making the request.	
The novel was displayed on district website prior to approval.	
Notice was provided and novel was available in the district office for two weeks prior to approval.	
Does the CIPG Strategist and review team support adoption of this book?	

SECTION V: Signatures/Approvals

Va.

Does the evaluating <i>Educator</i> recommend adoption of this book?	YES	NO
Date _____		
Evaluating Educator Signature _____		

Vb.

Does the evaluating <i>Colleague</i> recommend adoption of this book?	YES	NO
Date _____		
Evaluating Colleague Signature _____		

Vc.

Does the evaluating <i>Parent #1</i> recommend adoption of this book?	YES	NO
Date _____		
Evaluating Parent (#1) Signature _____		

Vd.

Does the evaluating <i>Parent (#2)</i> recommend adoption of this book?	YES	NO
Date _____		
Evaluating Parent (#2) Signature _____		

Ve.

Does the evaluating educator's <i>Administrator</i> recommend adoption of this book?	YES	NO
Date _____		
Administrator Signature _____		

Vf.

Does the <i>CIPG Strategist</i> certify that the information on this form accurately reflects the process followed at the site.	YES	NO
Date _____		
CIPG Strategist Signature _____		

Vg.

Does the <i>CIPG Director</i> support adoption of this book?	YES	NO
Date _____		
CIPG Director Signature _____		

SECTION VI: Superintendent's Approval

SUPERINTENDENT'S APPROVAL

Does the Superintendent approve adoption of this book?	YES	NO
Date _____		
Superintendent Signature _____		

SECTION VII: Board of Education Approval

BOARD OF EDUCATION APPROVAL

Does the Board of Education approve adoption of this book?	YES	NO
Date _____		
Board of Education Signature _____		

OFFICE USE

	DATE	INITIALS
Approved novel list updated (including recommended grade level)		
Approved form with BOE signatures scanned to CIPG folder on District server		