

Board of Education Policy 3.6120  
Administrative Procedure

Procedures for Additions to Approved Reading List

Supplementary books are an integral part of instruction at each grade level. Inclusion of these books should be a thoughtful process with the following criteria at the center of the selection:

- Congruence with North Carolina Standard Course of Study
- Age appropriateness of the text
- Cross-curricular value
- Reviews by organizations recognized in the fields of children and adolescent literature
- Recommendations from the International Reading Association
- Lexile Levels

It is imperative that safeguards be established to protect students, teachers, and the LEA from controversy and challenges over questionable books. To that end, Catawba County Schools has adopted an Approved Reading List.

The books currently on the Recommended Reading List” have been divided into two groups – “Approved Grade Level Books” and “Vertical Alignment Books,” those whose themes and worth transcend a particular grade level. Individuals wishing to add a title to either of the books lists will adhere to the following procedures:

1. Individual will complete the “Request for Inclusion” form for the Approved Catawba County Reading List.
2. The form will be submitted to the school’s media specialist.
3. The media specialist will convene the Media/Technology Advisory Committee.
4. A minimum of three members of the school’s Media/Technology Advisory Committee should read the book under consideration. One of these members must be the principal or his/her designee.
5. The Media/Technology Advisory Committee will render a decision on whether the book should be added to the district’s list, responding in writing within 30 calendar days to the submitting party.
6. If the school’s Media/Technology Advisory Committee approves the request, the media specialist will forward the request to the Assistant Superintendent for Curriculum and Instruction.
7. If the content of the selection could be deemed offensive, the Central Office Reading Committee will solicit appropriate representation to review the selection.
8. Book requests submitted to the Central Office by October 1<sup>st</sup> will be acted upon by December 15<sup>th</sup>. The Central office will notify the media specialist on or before that date. Books to be considered for the following school year must be submitted to the Central Office by March 1<sup>st</sup>. The Central Office will notify the media specialist of its decision on or before June 15<sup>th</sup>.
9. If two schools submit the same title for consideration at two different grades, the Central office committee will make the grade-level determination.
10. If the Central Office committee denies addition of a specific book title, the individual submitting the request will have the right to lodge an appeal within 30 calendar days of notification.
11. Teachers in grades 3-12 are directed to teach books only on their approved list.
12. K-2 teachers should ensure that any selection used in the classroom is not on the 3-12 list.

13. Teachers may “trade down” as appropriate to congruency with the North Carolina Standard Course of Study. However, no “trading up” will be allowed in any fashion.
14. These procedures are not intended to discourage the use of picture books at any grade level. Dialog books for Formula 3 Phonics and North Carolina Children’s/Junior’s Book Awards selections may be used at the discretion of the teacher and his/her principal.
15. When considering theatrical field trips, principals and teachers should consider the value of the experience when the selection crosses grade-level designation. Vertical articulation within the feeder districts should minimize duplication of field trip experiences.
16. No separate distinctions for AIG, ELL or EC books will be denoted in the K-8 booklist.

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Superintendent

October 22, 2007

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Date