

Supplementary Title Procedure

Please follow this process when you wish to assign a book that is not on the Supplementary Title List:

1. Submit the book along with the form to the ELA Coordinator by the deadline.
2. The Supplementary Title Committee will read the book and determine whether or not it should be added to the list.
3. The book will be returned.
4. If the book is approved, it will be added to the list along with any helpful annotation.

The Supplementary Title Committee will be comprised of:

- The ELA Coordinator
- A Site Administrator
- A minimum of one ELA teacher from High School and one from Middle School

This committee will meet to approve titles twice per year, so submissions need to be made in a timely manner. For books to be used spring semester, the deadline for submission is October 1; for books to be used fall semester, the deadline is March 1.

The committee will evaluate books based on several factors including:

- Appropriateness of vocabulary and complexity for the grade level in which the book will be used.
- Appropriateness of content for the grade level (maturity, interest). Books that are deemed “Adult” are not recommended for use in a whole class setting. Teachers using one of these titles should prepare a thoughtful rationale for using the title and discuss the choice with the department chair and administrators. Parent/guardian permission forms are recommended and alternate titles should be provided when parent/guardian permission is denied.

A NOTE ABOUT AP TITLES

Advanced Placement courses are not subject to the same requirements. The aim of the AP curriculum is provide the student with the academic equivalent of one year of English literature and composition and/or English language and composition at the university level. Titles used in AP, therefore, are consistent with college and university level requirements.

