



Phase 2 Rubric for Instructional Materials NOVEL / TEXT (CURRICULUM)

Purpose/Use: This rubric is used for instructional materials that are used to teach the curriculum to all students. This may include books used in addition to or in replacement of books selected by the district as part of the core instructional curriculum at the elementary level and novels used in English/Language Arts classes at the secondary level.

- Teachers/PLCs select a text to use in daily instructional activities to teach the curriculum
- Students do not have a choice in whether or not to use the material.
- All students will use the material.

Applies To: This rubric applies to novels/books used in their entirety, short stories, poems, excerpts from longer texts, primary/secondary sources, magazine articles, or any other literary text used in daily instruction. These are texts taught with all students (ex. novel study, interactive read-aloud, etc.).

Review Process: Current texts/novels should be reviewed by teachers/PLCs using this rubric before continued use. Schools/PLCs should maintain a list of novels/longer texts that are in use and submit annually to the Curriculum & Instruction department and School Principal for inclusion on the [MGSD Approved Text List](#).

Request for Reconsideration: Parents/guardians may request an alternate reading assignment for their own child and/or submit a Request for Reconsideration request to have the item considered for removal for all students.

Pre-Screen Before making a purchase/using a material, make sure you have:

- ☐ Read/viewed the material in its entirety (if length allows, otherwise skip to reviews)
- ☐ Read reviews from at least 2 [pre-approved sites](#)
- ☐ Completed the [appropriateness rubric](#) and if it aligns to the grade span, email your Principal and and C&I Director to have it added to the [MGSD Approved Text List](#).
- ☐ If a selection exceeds the grade band guideline, then proceed to the Phase 2 rubric (below) to continue evaluating the material's appropriateness.

NOVEL / TEXT FOR CORE INSTRUCTIONAL USE			
Aligns to the Core Curriculum	3 Strong	2 Average	1 Poor
Directly correlates to the course standards and topics.			
Deepens knowledge on required topics of study in the classroom.			
Has lasting literary, historical, political, religious, or cultural significance.			
Provides multiple viewpoints and perspectives to required topics.			
Culturally Responsive & Relevant	3 Strong	2 Average	1 Poor
Represents the diversity of our students as a mirror or exposes students to a different worldview, perspective, or experiences as a window.			
Aids in building positive attitudes, understanding, and empathy.			

Provides opportunities for students to find connectivity and relatability.			
Holds interest of students to encourage engagement with course content.			
Appropriateness	3 Strong	2 Average	1 Poor
Is reading-level appropriate.			
Is recommended by a professional source (ALA, Kirkus, etc.) for the age level.			
Is unique in that no other novel / text can convey the same educational value.			

Total Points: _____ / 33

Score	Next Steps
30 - 33	<ul style="list-style-type: none"> Acceptable for use in the classroom. Add material to MGSD Approved Texts list using this form. Keep a copy of the rubric review in case of future challenges.
26 - 29	<ul style="list-style-type: none"> <u>Step 1</u>: Have an additional member of the school C&I leadership team (School Library Media Coordinator, Instructional Coach, Reading Specialist, etc.) review the rubric without sharing the PLC's initial score. <u>Step 2</u>: Compare ratings between two single raters. <ul style="list-style-type: none"> If the school C&I team member scores a 30 or above, the material may be used. <ul style="list-style-type: none"> Add material to MGSD Approved Texts list. Send a copy of the rubric review to your District C&I Director in case of future challenges. If the second score still does not meet the threshold of 30, proceed to Step 3. <u>Step 3</u>: The material needs further school discussion before approval and use. <ul style="list-style-type: none"> The PLC lead or teacher will meet with the Principal and school-based C&I team members to review material, the rationale for the request, and other alternative texts that may be more appropriate and can still accomplish the instructional goal. If the school-based review team wants to move forward, they will write a rationale for using this specific material versus another. The school-based review team will send the rationale and the two rubric ratings to the District C&I Director for Step 4. <u>Step 4</u>: District C&I will review the request with members of the Instructional Materials Review Committee and make a final determination.
<25	Not appropriate for use.