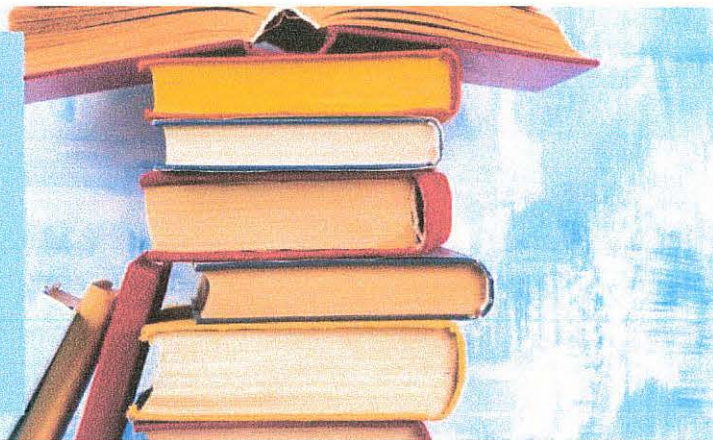


FY24 COLLECTION DEVELOPMENT POLICY



Whispering Pines Elementary

FY24 Collection Development Policy

Selinda Stout

Certified Educational Media Specialist



Whispering Pines Elementary
FY24 Collection Development Policy

Date Drafted: 4/26/23
Date Approved by Administration: 5/9/23

Media Specialist Name: Selinda Stout

Media Specialist Signature: Selinda Stout

Principal Name: Dr. Barbara Riemer

Principal Signature: Barbara E Riemer

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

Background Statement & School Community

Whispering Pines Elementary School is a Green School of Excellence located in Boca Raton, Florida. With 1,046 students, it is a unique school with 18 gifted, 5 ASD, and 34 RegEd classes in grades K - 5. According to the Gold Report, we are a culturally diverse population with 60% White, 6% Black, 27% Hispanic, 5% Asian, and 2% Mixed Race.

Our Media Center is utilized for Media Classes, Computer Classes, Scholastic Book Fairs, the PTA Holiday Shop, Committee Meetings, Professional Learning Communities for Teachers, Curriculum and Family Night, Student Projects, Faculty Meetings, Community Meetings, School-Aged Child Care, and School Clubs.

Responsibility for Collection Management & Development

The Media Specialist is responsible for the collection management and its development. As our student population changes, the Media Center at Whispering Pines Elementary School, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated by the administration and revised as necessary to provide guidance for implementing changes in the collection.

Whispering Pines Elementary Mission Statement

This mission of Whispering Pines Elementary School is to create a safe, nurturing, learning environment and provide appropriate instructional resources to ensure the success of our teachers and students. We will incorporate a variety of innovative strategies, including the use of technology that will meet the unique needs of the whole child promoting high academic standards set by the Florida Department of Education.

Media Center Mission Statement

Whispering Pines Elementary School Media Center is dedicated to being an open and welcoming environment for students, staff, and community members. The Media Center strives to be a hub of collaborative learning that produces creative students who value reading for pleasure, utilize critical thinking skills, and have respect for themselves and others. The Library Media staff is committed to providing instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st century.

Library Program

Whispering Pines Elementary School Media Center is part of the Fine Arts rotation wheel. We have 8 30-minute classes per day on an 8 day rotation. From Tuesday through Thursday, the Fine Arts team relieves teachers so they can attend their PLC meetings from 1:30 - 2:00.

Students are presented with lessons that are aligned with the Marzano Art and Science of Teaching Framework and Library Media Services core components: Information Literacy, Literature Appreciation, and Digital Literacy. Each year, students will be presented with Rules & Procedures, Digital Citizenship lessons from our Techsafe Program and Common Sense Education, instruction in Destiny catalog, author studies, coding, pleasure reading, research skills, and curriculum collaboration. Special initiatives that are supported by the Library Program include Battle of the Books, Read Across America Day, and Scholastic Book Fairs.

The News Studio is also a part of our Library Program. It made a triumphant return this year after a multi-year hiatus. Fifth-grade students, selected through a competitive application process, form the crew and produce a lively and informative Morning News program. With the addition of new backgrounds and furniture, the News Studio became an even more lively and engaging space.

Goals and Objectives

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Goal 1: Grow our Biography section. It is important we reinvigorate this collection with up-to-date, relevant, and age-appropriate information. There are many students who check-out biographies during Media as well as teachers using biographical information in their curriculum. For example:

- 1st grade: Benchmark unit on the Past, Present and Future. Students study timelines and do a culminating activity on a biographical figure.
- 2nd grade: Inventors
- 3rd grade: Artists
- 4th grade: Wax Museum

Goal 2: Create a comfortable and welcoming reading section in the Media Center with bench seating, soft seating, and cushions. This section will complement our new tables and chairs and the soft seating that is placed strategically in the Media Center for students' comfort.

Goal 3: There will be two Media classes in the Media Center during one class period. Utilizing our Media Clerk, students will be able to receive instruction, check out books, read for enjoyment, and use the computers for Media Literacy and research. Because this is a new initiative, the Media Specialist and Media Clerk will assess the situation and make changes as necessary with the Principal's approval.

Budget and Funding

- 3070 Funds: Funds allocated from the state for the selection of new books.
- 8430 Funds: Funds which allow our school to select a new piece of hardware from a list of items in order to support the Library Media program.
- 6202 Funds: Funds which the Library Media program has at the beginning of the year in order to purchase books, supplies, AV equipment, and magazine subscriptions.
- Media Internal Account Funds: Funds raised through fundraisers such as our 2 Book Fairs that are held each year.
- Florida Teacher Classroom Supply Assistance Program Funds: Funds used for Supplies from ClassWallet.

The LMC is given a school-based operating budget at the beginning of every school year. The Whispering Pines Elementary School administration uses a formula to disperse the appointed funds. The Budget for the 2023-2024 school year is expected to be similar to the 2022-2023.

2023-2024 (FY24) projected budget amounts

| School Based Operating Budget | FY23 Budget | FY24 Projected Budget |
|---|--------------------|------------------------------|
| <i>Account 55110 - Media Supplies</i> | \$2385 | \$2385 |
| <i>Account 553420 - Media Subscriptions</i> | \$223 | \$223 |

| | | |
|--|-----------------------------|---------------|
| <i>Account 561100 - Media Books</i> | <i>\$669</i> | <i>\$669</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>\$999</i> | <i>\$999</i> |
| <i>Fundraising/ Grants</i> | <i>Budget Amount</i> | |
| <i>Internal Account (Book Fair Funds)</i> | <i>\$8525</i> | <i>\$8525</i> |
| <i>Scholastic Dollars (Book Fair Funds)</i> | <i>\$2000</i> | <i>\$3000</i> |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$2530</i> | <i>\$2530</i> |

Purchasing Plan (Priorities) 2023-2024:

| Approximate Purchasing Plan | |
|--|--|
| Purpose | Amount |
| Reading Area | \$5,000 (Internal Media Account) |
| Biography section | \$892 (Media Subscriptions and Books) |
| Supplies: Media Center and Workroom | \$2385 (Media Supplies) |
| Books | \$2530 (3070 Funds) + \$2000 (Scholastic Dollars) = \$4430 |
| AV 2 K-5 Nonfiction Scholastic Digital Subscription (for staff and students) | \$999 (Scholastic Dollars) |
| | |
| Total: | \$13,706 |

Scope of the Collection

The primary goal of the Media Center’s collection development efforts is to build the current collection that supports the needs of the school community. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and views. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection is arranged by the Dewey Decimal Classification System. The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through Interlibrary Loan. The Interlibrary Loan gives our school community access to every book available in the Palm Beach County School Media system. Whispering Pines Elementary purchases AV2 K-5 Nonfiction Scholastic Digital Subscription for students and staff. Our District provides databases such as Pebble Go, Gale Research, and World Book for Kids. eBooks with 24/7 access include Tumblebooks and MackinVIA.

Collection Development

The collection development plan is focused on the curriculum of Whispering Pines Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida. Each year's inventory provides the Media Specialist with data which helps them curate the collection. Other information which drives the collection's development are staff, students, and parent requests, as well as current trends.

Selection and Evaluation Criteria

Materials for use at Whispering Pines Elementary School shall be carefully selected. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity, and relevance to the curriculum. These materials reflect sensitivity to the achievements, needs and rights of men and women, various ethnic groups, and other cultures. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles.

Each school shall, in conjunction with the "Library Bill of Rights" of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.

The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Whispering Pines Elementary will use the following professional reviewing sources to aid in the selection of library media center materials: School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly and Horn Book Guide.

In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type.

District-Wide Procedures for Selecting and Developing Library Collections

Who Makes the Selection

1. Each book made available to students through this School District's library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
2. In HereFurther, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.
5. Consultation with stakeholders is required which is accomplished by the following:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
 - b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
 - c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
 - d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

Criteria for Selection

1. All book selections must meet these criteria:
 - a. Free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors].
 - b. Suited to student needs and their ability to comprehend the material presented.
 - c. The content is to be appropriate for the grade level and age group for which the materials are used or made available. The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.
2. In developing library media center collections consultation of reputable, professionally recognized reviewing periodicals is required, if available, after a documented diligent search.
3. These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available, after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

4. Library media center collections will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
5. Subject to the required statutory criteria stated above, additional selection criteria apply:
 - a. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
 - b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
 - c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
 - d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented.
 - e. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
 - f. The materials selected for schools are intended to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. Within budgetary constraints, the intent is to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. Library media materials are to represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
 - g. Within budgetary constraints, collections shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
 - i. Promote the development of lifelong reading habits and information literacy skills in students;
 - ii. Provide a broad background of information resources in areas of knowledge;
 - iii. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
 - iv. Meet the personal needs and interests of students, including materials that:

- nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
- v. Support the professional needs of teachers and administrators; and
 - vi. Introduce new instructional technologies into the learning environment.
- h. Other criteria to consider in the selection process include:
- i. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - ii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.
 - iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - ix. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - x. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xi. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - xv. COPYRIGHT. -- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.
 - xvi. GRAPHIC NOVELS AND PERIODICALS. -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

Removal of Materials

1. Library Media Materials are subject to regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevance to curriculum, out-of-date content, and required removal

pursuant to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

2. In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials based on statutory considerations. The basis for the removal shall be documented.

3. The District will restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

Oversight for Compliance

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.











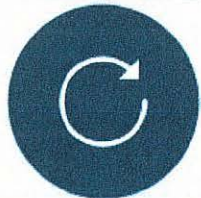
2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.

3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.

4. The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

Collection Analysis 4/20/2023

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

| | | | |
|---|---|---|---|
|  |  |  |  |
| <p>10,005 Items in the Collection</p> | <p>9.9 Items per Student</p> | <p>27% Fiction Titles in the Collection</p> | <p>41 % Percent of nonfiction in the collection</p> |
| <p>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</p> |  |  |  |
| | <p>2006 Average Age of the Collection</p> | <p>49% Aged Titles</p> | <p>10% Newer than 5 Years</p> |
| <p>Library media resources should be representative of the school.</p> | | <p>Social-Emotional Learning (SLL) library media resources can contribute to character development.</p> | |
|  |  |  |  |
| <p>3,122 Representative Titles in Collection</p> | <p>2005 Representative Titles Average Age</p> | <p>3,110 SEL Titles in Collection</p> | <p>2007 SLL Titles Average Age</p> |

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

| Section | # of Titles | Average Age (year) |
|---|-------------|--------------------|
| Computer Science, Information & General Works | 78 | 2011 |
| Philosophy & Psychology | 70 | 2009 |
| Religion | 40 | 1995 |
| Social Sciences | 395 | 2003 |
| Language | 64 | 2005 |
| Science | 1,119 | 2009 |
| Technology | 539 | 2011 |
| Arts & Recreation | 711 | 2010 |
| Literature | 218 | 1995 |
| History & Geography | 909 | 2005 |
| Biography | 696 | 2004 |
| Easy | 2,363 | 2003 |
| General Fiction | 2,674 | 2007 |
| Graphic Novels | 175 | 2015 |

Gifts and Donations

Gifts to the Media Center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only when it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult, if needed, with the Whispering Pines Media Committee assigned to provide oversight to the library media program.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how many of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "new".

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Whispering Pines Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Books will be removed from the collection as necessary by using the criteria outlined below:

- Contains outdated and/or inaccurate information
- Worn-out and falling apart despite attempts at simple repairs
- No longer meets curriculum needs
- Has not circulated in 5 or more years

When students lose a book, they will pay for the book with a check made out to Whispering Pines Elementary. This lost book fund will help replace these books the following year. Weeded books may be replaced with new books using 3070 funds which helps the Media Program achieve its collection goals for the current school year.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. The weeded materials can be disposed of in different ways as long as it's in accordance with the PBC School Board Policy 7.12 (2) located in the appendix. Some disposal options include:

- Current books without misinformation may be given to teachers for classroom use or students for individual use.
- Materials may be recycled for various instructional activities.
- Materials may be boxed up and PONIED to the McKesson Building using the procedures and forms found in the Library Guidelines.

Strategic Focus – Weeding and Acquisitions

(rotation: Fiction, Easy, Nonfiction, Biography)

- 2021-2022 Inventory: Fiction chapter books
- 2022-2023 Inventory: Easy picture books

| School Year | Strategic Focus |
|-------------|--|
| 2023-2024 | Selection Priorities <ul style="list-style-type: none"> • Weed Easy and Biography • Purchase up-to-date, relevant, and age appropriate Biographies. |
| | Inventory <ul style="list-style-type: none"> • Nonfiction books |
| 2024-2025 | Selection Priorities <ul style="list-style-type: none"> • Weed Nonfiction • Purchase up-to-date, relevant, and age appropriate Easy picture books. |
| | Inventory <ul style="list-style-type: none"> • Biography |
| 2025-2026 | Selection Priorities <ul style="list-style-type: none"> • Weed Fiction • Purchase up-to-date, relevant, and age appropriate Fiction chapter books. |
| | Inventory <ul style="list-style-type: none"> • Fiction picture books |

Reconsideration of Materials

The Media Center at Whispering Pines Elementary does not add or withdraw, at the request of an individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. Our Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.125 (refer to appendix).

Appendix A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

Appendix B

INTELLECTUAL FREEDOM

AMERICAN LIBRARY ASSOCIATION THE FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000,
June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

First Amendment of the Bill of Rights to the United States Constitution CONGRESS
SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR
PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM
OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY
TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF
GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791

Endorsed by the Board of Library Trustees: August 24, 2009, October 22,
2012, August 22, 2016

Appendix C



| | |
|---------------------|--|
| Book | School Board Policies |
| Section | Ch. 8. Curriculum and Instruction |
| Title | Selection of Library Media Center Materials and Reading List Materials |
| Code | 8.12 |
| Status | Active |
| Adopted | December 27, 2022 |
| Last Revised | January 24, 2018 |
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Policy 8.12 - Selection of Library Media Center Materials and Reading List Materials

- 1. Adequate Library Media Materials.--** Library media materials for the school's Library Media Center, including print, non-print, serials [periodicals], electronic resources, computer software, video images, films, and instructional television programs, represent fundamental resources selected for schools to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. It is the shared responsibility of the State, District, and school, within budgetary constraints, to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. It is also the responsibility of the State and District and school to provide library media materials that represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
- 2. Reading List Materials.--** Reading list materials are recommended or assigned materials school- wide or grade level.
- 3. Purpose.--** The Board believes that the selection of library media materials and reading list materials is within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
 - a. Promote the development of lifelong reading habits and information literacy skills in students;
 - b. Provide a broad background of information resources in areas of knowledge;
 - c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
 - d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

e. Support the professional needs of teachers and administrators; and

f. Introduce new instructional technologies into the learning environment.

4. **Choice.**-- Library media materials are available to students and staff as optional resources and are usually not mandatory reading as is the case with textbook instructional materials.

Library media that is sensitive or mature may not be appropriate for all readers in a school but remains a part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level and maturity level of students when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. If a parent or adult student states a reasonable objection to library reading material assigned to a class, comparable instruction will be made available for the student through an alternate reading assignment without penalty.

5. **Use of Library Media Materials Allocation.**-- School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the manner in which materials are used to implement the curriculum of the school under Fla. Stat. § 1006.40.

6. **Management of Library Media Materials.**-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.

7. **Selection.**-- HB 1467 (2022), amending Fla. Stat. § 1006.28 provides selection requirements.

a. Initial Review Process

i. "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students."

ii. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBS 2671, attached hereto and incorporated as part of this policy, to solicit additional input.

b. The School Board is herein adopting "procedures for developing library media center collections" and shall "post the procedures" on each school's website within the District.

c. Each elementary school ^[1] must "publish on its website, in a searchable format prescribed by the [Florida Department of Education], a list of all materials maintained in the school library media center (as defined by SBER 6A-7.0713, including classroom libraries) or required as part of a school or grade-level reading list."

d. Per HB 1467 (2022), § 1006.28 (2) (d), these procedures for developing library media center collections must:

i. "Require that **book selections** meet the criteria in s. 1006.40(3) (d)." ^[2] ___

ii. Require consultation of reputable, professionally recognized reviewing periodicals ^[3] ___, if available after a documented diligent search, and school community stakeholders. ^[4] ___

iii. "Provide for library media center collections based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty."

iv. "Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to subparagraph (a) 2." ^[5] ___

In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations.

The basis for the removal shall be documented. Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.

- e. The District may restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

8. Additional Selection Criteria

- a. Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph 7. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and Policy 8.1205. Annually, the District requires using the selection criteria and the removal criteria referenced in this Policy to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components^[6]. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented.
- e. In conjunction with the selection criteria above, employees holding a valid educational media specialist certificate (with the required training once it is available as stated in Paragraph 10 below) at each school location or if a qualified person is not employed at the school, by another District employee with these qualifications, shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. **Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.**
- f. Additional criteria used in evaluating and selecting all materials include:
- i. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - ii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. SPECIAL FEATURES. -- The Item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.

- ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- x. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xi. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xv. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.
- xvi. GRAPHIC NOVELS AND PERIODICALS.-- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodical into circulation.

9. Compliance

- a. Per HB 1467 (2022), school principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.
 - b. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media team.
10. The Florida Department of Education (FL DOE) is developing an online training program by January 1, 2023 for school librarians, media specialists, and other personnel involved in the selection and maintenance of library media and collections or materials maintained on a reading list. These persons must complete this training once it is available before reviewing and selecting age appropriate materials, reading list materials, and library resources.
11. Per Fla. Stat. § 1006.29 (6), no later than July 1, 2023, and annually thereafter, the Superintendent must certify to the FL DOE that all school librarians and media specialists employed by the District have completed the FL DOE online training program.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32(2); 1001.41(1), (2), & (5); 1001.42.

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42 (2), (9) (13), & (19)(a); 1001.43(2) & (3); 1006.28; 1006.40; 1006.41; 847.012.

HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/2022

RELATED POLICIES:

Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including reading Lists

[1] The District shall rely on any State Board of Education Rule designation of an elementary school.

[2] This Statute states that the materials must be: "1. Free of pornography and material prohibited under s. 847.012 [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and Appropriate for the grade level and age group for which the materials are used or made available."The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.

[3] These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

[4] Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at https://www.palmbeachschools.org/students_parents/school_library_media_center_resources/_active_book_orders then click on Active LMS Book Orders. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org , for sending their feedback to be reviewed by the District Library Media team for consideration. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

[5] Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

[6] The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

Appendix D



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| Book | School Board Policies |
| Section | Ch. 8. Curriculum and Instruction |
| Title | Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists |
| Code | 8.1205 |
| Status | Active |
| Adopted | November 30, 2022 |
| Last Revised | January 24, 2018 |
| Prior Revised Dates | 5/7/2008; 1/24/2018 |

Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists

This Policy does not apply to the 30-day post-adoption challenges to specific instructional materials by parents or County residents in compliance with Fla. Stat. § 1006.28(1) (a) (3). The procedures to follow for those challenges are outlined in School Board Policy 8.122, subparagraph (3)(g).

In addition, the Superintendent or designee, even without an objection or challenge, has the authority to remove instructional materials, library media materials, supplemental classroom materials on reading list based on statutory considerations. The basis for the removal shall be documented.

This Policy Implements Fla. Stat. § 1006.28 (2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials more than 30 days after adoption of instructional materials and b): library media materials, including reading lists, and non-adopted classroom materials. The procedures to follow for those challenges are outlined below; however, a parent or a resident of this County has the option to speak and proffer evidence at the Board hearing on adopting instructional materials and the Board adoption meeting without having followed the procedures below.

1. Grievance Procedures Concerning Core Instructional Materials, Library Media Materials, Reading Lists, and Supplemental Classroom Instructional Materials

- a. The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law.
- b. Any resident of Palm Beach County, or emancipated student or parent of a child attending public school in Palm Beach County may file an objection with a school or the Board Clerk concerning the use of or content in instructional materials, library media materials, and supplemental classroom materials, including reading lists.
- c. The parent or resident will be provided the opportunity to proffer evidence on the grounds stated within Fla. Stat. § 1006.28(2)(a)(2), relating to instructional materials, library media materials, and supplemental classroom materials, including reading lists.
- d. Challenged materials may be removed from use in the school where the objection was initiated after the procedures of this Policy have been completed or if it is agreed by the District at any of these stages. Per Fla. Stat. § 1006.28(2)(a)(2), if the School Board "finds that an instructional material does not meet the criteria under sub-subparagraph a. or that any other material contains prohibited content under sub- subparagraph b., the school district shall discontinue use of the material for any grade level or age group for which such

use is inappropriate or unsuitable.”

- e. Objections filed by a parent or emancipated student shall be heard in the school in which that student is registered. If the parent has children at different schools in Palm Beach County, then the objection must specify which school(s) the objection pertains to and it will be heard in that/those school(s). If the objecting party is not the parent of a child in the School District, the objection will be assigned to the appropriate school within the boundary corresponding to the residence of the objecting party for review if the material is located at that school or to the school in close proximity where the material is located.

2. School Level: Informal Complaint

- a. Any complaint arising out of the use of a material in a school shall be registered in writing with the principal of the school. Within five school days of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant to explain:
 - i. the school's selection procedures for these materials;
 - ii. the criteria used for the selection of these materials;
 - iii. the role that the material in question has in the school's curriculum or library media center or classroom collection; and
 - iv. whatever additional information is deemed needed regarding the item's use.
- b. If the complainant is not satisfied with the explanation and desires to file a formal complaint, the formal procedures below shall be followed.

3. School Level: Formal Complaint

- a. As stated in Policy 8.122, objections to instructional materials and Supplemental Classroom Materials, including Reading Lists, shall be filed on form PBSO 2569 (Petition to Object/Objection to Instructional Materials), which is part of this policy and incorporated herein as part of this Policy. The form can be found on the District's forms website at: <https://www2.palmbeachschools.org/formssearch/pdf/2569.pdf> .
- b. For objections to Library Media Materials, the complainant shall file form PBSO 1113 ("Objection to, Library Media Materials") and this form can be obtained from the Principal or a designee. A copy of the form is also available on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf> and is incorporated herein by reference as part of this Policy.
- c. The complainant shall sign and sufficiently complete the applicable form in its entirety for each material to be considered, including stating the basis of the objection, retain one copy, and send one copy of the completed form to the principal of the school. *Failure to sufficiently fill out the form along with complainant's signature will result in the rejection of the form and no formal review process under this subsection will be initiated.*
- d. A challenge to the same material(s) by multiple challengers within one school can be consolidated into one challenge for consideration by the School Materials Review Committee, Principal, Superintendent, District Material Review Committee, and School Board (the reviewing persons and entities) as set forth in the below proceedings.
- e. A challenge to multiple materials will require additional preparation time for the reviewing persons and entities set forth below. A challenge of more than five materials will add an additional two (2) days per item to the time deadlines for the school or District actions that are specified within this Policy.
- f. For materials used *in that school*, the form and the material in question shall be studied by a School Materials Review Committee appointed on an ad hoc basis by the school Principal. Representation on the School Materials Review Committee should reflect the diversity of the District and school, and the following provisions apply:
 - i. The committee shall consist of the Principal or his/her designee of the school where the complaint was made; two teachers in the appropriate subject area/grade; one teacher from another subject area/grade; a library media specialist; a guidance counselor; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high school only); one layperson from the school's Parent-Teacher Association or the School Advisory Council; a representative designated by the Regional Superintendent, and a representative from the District department representing Instructional Materials and/or Library Media Services.
 - ii. The School Materials Review Committee shall meet within fifteen (15) school work days of receipt by the Principal of the reconsideration form. The complainant shall be notified of the committee's meeting

- date and time and shall be invited to present arguments for no more than 10 minutes unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation at the committee's discretion.
- iii. The School Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in School Board Policy 8.12(7)(d)(ii).
 - iv. The School Materials Review Committee shall be chaired by the Principal or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.
 - v. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the School Materials Review Committee shall prepare the committee's recommendation with supporting reasons and use form PBSB 1857, School Materials Review Committee Recommendations, or a signed letter written on school letterhead. The form can be found on the District's forms Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1857.pdf> and is incorporated herein by reference.
- g. Guidelines for Committee's Recommendation. -- The School Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in Policy 8.12(7) (for media center materials) or State requirements and guidelines and Policy 8.122 (for textbooks or other instructional materials and reading lists) and shall render a decision based on a majority vote.
- i. The selection criteria in Policy 8.12(7), for media center, shall be made available to all interested persons.
 - ii. The recommendation to the Principal will be based on the selection criteria in School Board Policy 8.12(7) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), and the following additional factors and criteria:
 - A. educational significance of the material;
 - B. appropriateness of age and maturity level;
 - C. need and value to the collection/curriculum;
 - D. summation of the professional reviews on the media;
 - E. literary merit;
 - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
 - G. freedom from stereotypes, bias, prejudice or distortion; and
 - H. timeliness or permanence.
 - A. In addition, the recommendation shall also consider the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities-- Article II, Section K--to the extent those provisions are applicable. However, pursuant to current case law, the committee may not recommend removal of non-curricular books from the school's media center or classroom simply because a majority of the committee dislikes the ideas or the points-of-view contained in the media center instructional or supplemental classroom instructional materials.
- h. Committee's Recommendation to the Principal. -- The committee's final recommendation shall be immediately forwarded to the school Principal and may be any or a combination of the following:
- i. allow the challenged material to maintain its current status;
 - ii. leave the challenged material in the classroom or library media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed item;
 - iii. limit the educational use of the challenged material;

- iv. transfer the challenged material to a higher level school (e. g. elementary to a middle school); and/or
- v. remove the challenged material from the school environment.

i. Principal's Written Decision. -- Within five (5) school work days after receipt of the School Materials Review Committee's recommendation, the Principal shall make a decision, based on the same criteria considered by the committee as set forth in subsection (3)(g) above, on whether to follow the committee's recommendation, and shall inform the complainant *in writing* of the recommendation of the committee, the Principal's decision, and *the reasons for the recommendation and decision*. This written communication must inform the complainant of the next level of appeal under this policy and the time deadline if the decision is not the relief sought by the objecting party. Such communication shall be sent by regular U. S. Mail, and certified mail, return receipt requested.

4. District Level: Formal Appeal. -- The complainant may appeal the Principal's decision to the Superintendent, subject to the following provisions.

- a. If the complainant appeals the Principal's decision, the Principal shall send copies of all reports and communications to division and department heads that supervise Instructional Materials and Library Media Services and to the appropriate Regional Superintendent.
- b. Access to challenged materials shall not be restricted during the reconsideration process; the materials shall remain in use unless the School Materials Review Committee, through formal vote, recommended removal of the Instructional materials to the Principal, and the decision to remove is made by the Principal.
- c. Within twenty (20) calendar days of the date of the Principal's decision, the complainant shall notify the Superintendent in writing of the request to appeal. *Failure to comply with these requirements will result in the appeal not being considered.*
- d. Within twenty (20) school work days of receipt of such request, the Superintendent or his/her designee and appropriate staff shall review the action taken at the school level and issue a decision based on the same criteria set forth in subsection (3)(g) above and with the same alternative results as set forth in subsection (3)(h) above. If the decision does not include further review by the Superintendent/designee (and District Materials Review Committee), the complainant shall be so notified of the decision and be informed of the ability and deadline to request *in writing* an appearance to appeal directly to The School Board of Palm Beach County, Florida in accordance with this Policy. Notice to the complainant shall be made by regular U. S. Mail and certified mail, return receipt requested.
- e. If the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee whose representation reflects the diversity of the District and school, appointed on an ad hoc basis by the Superintendent or his/her designee, according to the following provisions:
 - i. Representation on District Instructional Materials Committees should reflect the diversity of the District and schools.
 - ii. Individuals on the District Materials Review Committee cannot be the same as those that served on the School Materials Review Committee.
 - iii. The committee shall consist of the Chief Academic Officer or his/her designee; an appropriate Regional Superintendent or designee; one Principal at the appropriate level; a division or department head that supervises Instructional Materials, and/or Library Media Services, an appropriate subject area Administrator/Program Planner; one teacher in the appropriate subject area/grade; one library media specialist; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high only); a representative from the Palm Beach County Council of Parent-Teacher Associations who will be appointed by the President of the District Association, a representative from the District Academic Advisory Committee; and one lay person. The General Counsel to the School Board, or designated attorney(s) of his/her Office, may be invited to provide legal advice to the Committee, if deemed appropriate by the Superintendent.
 - iv. In the event that a person from a position named above cannot be present at the District Materials Review Committee meeting(s), the Superintendent may appoint an alternate.
 - v. District Materials Review Committee Procedures
 - A. The District Materials Review Committee shall be chaired by the Chief Academic Officer or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.