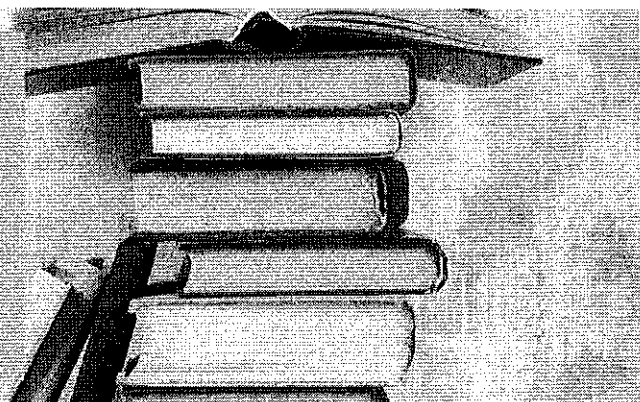


FY24 COLLECTION DEVELOPMENT POLICY



Boca Raton Community High School

FY24 Collection Development Policy

Darrell Fraley

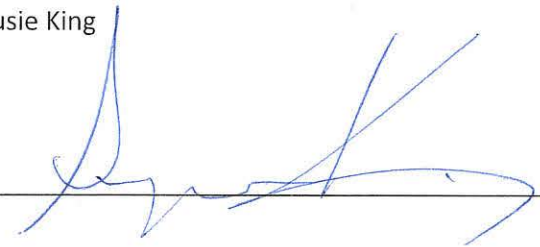
Certified Educational Media Specialist

5/15/23

Media Specialist Name: Darrell Fraley

Media Specialist Signature:  _____

Principal Name: Dr. Susie King

Principal Signature:  _____

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Purpose of Collection Development Policy

Collection refers to the activity and process of building, maintaining and acquiring library materials so that students at the time of need may obtain support and guidance in the educational experience. This effort is wholistic and by its nature supports the entirety of the school community at large, students, administrators, teachers, staff, parents and community stakeholders. The purpose of a collection development policy is to provide guidance:

- in academic materials and literature
- assist teachers in acquiring print and digital media to support content instruction
- in research for all stakeholders
- maintain and clean operational technology for testing and research
- a welcoming meeting place for stakeholders

Background Statement & School Community

Boca Raton Community High School is not a Title 1 School. BRCH is an A rated school, in an A rated school district. The total number of students enrolled in the 22-23 school year is 2,975. There are 111 teacher positions allocated to the school. Breakdown of grades are as follows: 9th grade = 704; 10th grade = 755; 11th grade=754; 12th grade = 760. BRCHS falls above ELA achievement 61% vs State 52%; Math achievement 49% vs State 41%; Science achievement 78% vs State 61%; Social Studies 71% vs State 68%.

Positive school culture reflects a supportive and fulfilling environment, learning conditions that meet the needs of all students, enables people who are sure of their roles and relationships in student learning and a culture that values trust, respect and high expectations. Consulting with various stakeholder groups is important in formulating a statement of vision, mission, values, goals, and employing school improvement strategies that impact the school culture and environment. Stakeholder groups most proximal to the school include teachers, students and families of students, volunteers and school board members. Broad stakeholder groups include early childhood providers, community colleges and universities, social services and business partners.

In addition to curriculum requirements outlined in the course scope and sequences for mandatory courses, we also offer the following courses:

- African American History
- Latin American History
- Men/Women World History
- Holocaust

BRCHS integrates Single School Culture by sharing our Universal Guidelines for Success, following our behavioral matrix, and teacher expected behaviors, communicating with parents and monitoring SWPBS. We appreciate multicultural diversity through anti bullying and structured lessons.

Boca Raton Community High School is 50% White, 35% Hispanic, 9% Black, and 6% Other. Overall, 33% of our students are on free or reduced lunch, 14% are English Language Learners, and 13% are Students with Disabilities.

We use the SIS gateway to keep parents informed of student academic progress.

Mission Statement

The Boca Raton Community High School mission is to develop knowledge, skills, and character that will empower students for responsible citizenship, higher education success, and productive employment. The school community will encourage students to reach their full potential by rewarding achievement, discipline, honor, leadership, respect, and service in all aspects of life. In addition, the vision of Boca Raton Community High School is to unite in providing students with opportunities to achieve excellence in all academic, extracurricular, and athletic areas. Throughout this process, diversity, ingenuity, teamwork, effort, growth, and success will be celebrated.

Media Center Mission Statement

The Library Media Center, it's staff and volunteers function as support hub to all educational, social, relational and community aspects of the High School. The Library and Media Center exist to support the broad macro mission of the School District of Palm Beach County and the micro mission Boca High.

Responsibility for Collection Management & Development

Our collection is managed by the Media Specialist with the help and support of professional publishers. We are in the process of building relationships with publishers that interact with libraries from around the county. Our most recent support and guidance has come through Thorndike Press, Scott Higginbotham. However, in accordance with state statute, our state-certified media specialist, Darrell Fraley, is the only person who makes selections for the library

Library Program

The Boca High Library and Media Center exist to aide and propel the graduation efforts of all the schools' students as well as provide an open culture to all stakeholders such as teachers, parents, and community school. The Media Center is open every school day 45 minutes before school and 2 hours after school every school day and for one month during the summer from 8 a.m. – Noon.

Students

The space provides a familiar, comfortable testing environment for students. The Media Specialist functions as the Test Administrator providing oversight of scheduling and use, hosting over 5,700 AICE tests, 5,000 State FAST, 2,200 FSA, 475 Algebra EOC, 750 History EOC, 780 Civics, 750 Biology EOC, 600 Geometry EOC, 1,000 SAT, 300 ACT. Our school is the largest AICE student population in the world. Our library houses 11,043 volumes and is open and accessible to students before school and after school for quiet study and research. Students also gather for after school credit recovery from 3:30 p.m. until 5:30

p.m. a group that is led and supervised by the Media Specialist. Students may access books to check out anytime the library is open.

Teachers

When testing isn't being conducted in the space, teachers bring students for special event speakers and assemblies, such as Holocaust remembrance, athletic signing events for college bound athletes, community school events in the evening and holiday events. The Media Center also supports teachers by submitting forms for permission to use collateral reading in addition and complementary to books on adoption used in classrooms. The Media Specialist also provides explanation, training and information about House Bills 1467 and fields questions regarding literature and media compliance. The Media Specialist and Clerk have provided over 500 color and black and white poster size prints communicating everything from special events provided by teachers and students as well as instructional signs, diagrams and graphs for classrooms.

Parents

The Boca High PTSA shares a space in the Media Center for limited storage and items used for PTSA special events. The PTSA meets regularly as needed in the Media Center after school to plan, organize and execute school wide events and especially student focused activities such as graduation and college readiness. The administration of Boca High has a high priority of parent support and volunteerism and the Media Center forms a natural, welcoming hub for parent gathering. The school goes to great lengths to maintain and promote parent connection through the facility (Media Center), among staff, teachers, administration and students

Goals and Objectives

Our main overarching goal at Boca High as well as the Library Media Center is to do everything we can to aide, assist, propel, boost, push, drive, help, support, abet, encourage, inspire, embolden, animate, urge, nurture, advance students toward graduation. This is the singular, focused most important goal of all departments, and all employees of the school district. With this in mind here are a few of the minutia tasks of the library media center that contribute to this affect.

Goal 1: Clear out clutter, garbage, old books around and in the circulation desk area. Return the circulation desk to a functional supervision area.

-pull old, unused computer wire, pack stacks of old English class reading books, take out antiquated computers and monitors and ready for ewaste pick up.

-clean, sanitize circulation desk area for preparation to use Fall '23 school year.

Goal 2: Weed antiquated print materials such as Atlas', maps, dated reference books

-conduct weeding as time allows and during inventory cycles

-ship out weeded materials quarterly to appropriate destinations

Goal 3: Assist, advise and collaborate with intensive reading teachers in their classrooms or in the Media Center to help improve interest in print materials of students on a low reading scale (1-2 FAST)

-go to classrooms with high interest print literature

-attend classroom sessions to assist intensive reading teachers Fall '23

Goal 4: Download drives and receive supplies, roll paper, vinyl, ink for the new printer SC-T5170

-provide printing for teachers, administration, sports, promotion and activities

-have operational ability by Fall '23.

Budget and Funding

Budget Overview Results 22-23

[Personalize](#) | [Find](#) | [View All](#)

551100	Supplies	6202 Instructional Media Services	2023	3,375,370	1,325,870	2,049,500
553420	Periodicals-Newspaper	6202 Instructional Media Services	2023	39,000	39,000	0.000
561100	Library Books	6202 Instructional Media Services	2023	3,879,290	0.000	0.000
564220	Furn-Fix/Equip -\$999 Less	6202 Instructional Media Services	2023	234,350	234,350	0.000
564430	Computer Hdw -\$999 Less	6202 Instructional Media Services	2023	37,990	37,990	0.000

Above is a record of the Library and Media accounts for 2023, monies available/ monies spent as provided by our school purchasing account agent. Accounts and monies available are as listed. I am operating with the understanding that similar monies will be available next school year unless spending cuts are made at the SDPBC level. We will purchase Ink replacements for color printing, poster paper, laminating materials, replacement of a new small color printer. The line item above, assuming that it remains the same and is not cut will be spent on replenishing library books, replacing antiquated, weeded print resources.

Budget Overview Projected 23-24

[Personalize](#) | [Find](#) | [View All](#)

55110	Supplies	6202 Instructional Media Services	2023-4	4,000	2,000	
553420	Periodicals-Newspaper	6202 Instructional Media Services	2023-4	1,000	1,000	

564220	Furn-Fix/Equip -\$999 Less	6202	Instructional Media Services	2023- 4	500	500
564430	Computer Hdw -\$999 Less	6202	Instructional Media Services	2023- 4	2,000	2,000

Scope of the Collection

Per district policy 8.12 and The Florida Department of Education requires compliance with all reading, print materials to support management of library media materials must also fall within the requirements of HB 1467. The collection will be arranged according to the Dewey Decimal Classification System. There is a digital content data base for research available through GALE for students, genres available can be easily located through tiles presented on the screen for students to select research topics and is available through the SDPBC portal. Our hard copy, print library collect numbers just a little over 11K books.

Collection Development

Collection development is about providing the best materials in print, both educational and otherwise for students and stakeholders. The process of collection development is dynamic and changes with the needs of those who benefit from the use of the Media Center and the needs of the school and the directives of administration.

The Media Specialist is responsible for the activities involved in collection development.

Selection and Evaluation Criteria

Based on annual inventory and an intersectional analysis by Destiny/Follett our collection of 11,000+ pieces 98% print, 2% digital, 30% fiction, 46% nonfiction. We select books based on publisher recommendations, industry reviews, student requests, administration and teacher requests, state guidelines.

Materials considered for purchase are selected on the basis of the criteria SDPBC 8.21 (6.d)

The Media Specialist is to consider reviews from two categorical reviewing sources such as Booklist, Horn Guide, School Library Journal.

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.

1. In Here Further, 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.

1. 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.

1. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSB 2671 to solicit additional input.

1. 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:

1. Free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors].
 2. Suited to student needs and their ability to comprehend the material presented.
 3. 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:
 1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 - i. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - i. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - i. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - i. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - i. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - i. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - i. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - i. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - i. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.

i. 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.

i. 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.

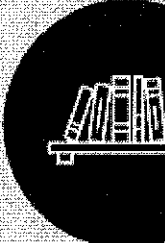

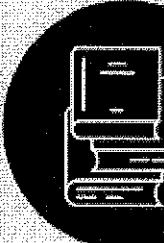

Analysis of Collection

Boca Raton High School Library Collection

Grades 9–12; 2,800 Students

APRIL 17, 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>13,110 Items in the Collection</p>	<p>4.3 Items per Student</p>	<p>30% Fiction Titles in the Collection</p>	<p>46% Percent of nonfiction in the collection</p>
<p>Library media resources are curated to include</p>			

both recently published works and classics that both rightfully impact the average age of the collection.			
	2006 Average Age of the Collection	68% Aged Titles	9% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
38% Representative Titles in Collection	2002 Representative Titles Average Age	3,030 SLL Titles in Collection	2009 SLL Titles Average Age

Age-Sensitive Areas

Classification	Avg. Age	Items
Computer Science, Information & General Works	1997	90
Philosophy & Psychology	1995	79
Religion	1988	67
Social Sciences	1998	1,080
Language	1992	67
Science	2001	349
Technology	1999	449
Arts & Recreation	1997	1,100
Literature	1983	1,064

History & Geography	1992	1,636
Other classifications	1994	5,981
Classification	Avg. Age	Items
Biography	1991	1,321
Easy	1994	161
Paperback	—	—
Professional	1997	180
Reference	1992	403
Story Collection	—	—
Unrecognized	1999	1,180
	1993	3,245

Gifts And Donations

No gifts or donations to the Media Center have been recorded since 1/6/23. However, any books donated must meet selection criteria identified and disclosed previously in this plan.

Collection Maintenance

Inventory and circulation are the primary method for maintaining the collection. We inventory annually and comply with SDPBC policy 8.12(5)

Strategic Focus – Weeding And Acquisitions

Our focus is to remove antiquated equipment, worn furnishing, old decrepit books, repair restrooms, replace burnt out lights, and maintain a clean, well lit, place.

I have weeded approximately 500 books, packed them into boxes to be removed this summer when I am able to transport to the School District appropriate location. We are acquiring (in process) of acquiring 250-300 new books through Thorndike to be added to our shelves this Fall.

School Year	Strategic Focus
2023-2024	Selection Priorities <ul style="list-style-type: none"> • Improve historical biography • New books, recent release • True crime

	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Cull worn books • Inventory collection • Uncirculated print resources
2024-2025	Selection Priorities <ul style="list-style-type: none"> • Improve historical biography • New books, recent release • True crime
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Cull worn books • Inventory collection • Uncirculated resources
2025-2026	Selection Priorities <ul style="list-style-type: none"> • Improve historical biography • New books, recent release • True crime
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Cull worn books • Inventory collection • Uncirculated resources

Reconsideration Of Materials

The collection held in the Media Center will meet State regulations HB 1467 and SDPBC policies 8.125.

Appendices

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.

I. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

I. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

I. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

I. 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.

1. *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.*

1. *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.*

1. *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.*

1. *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.*

1. *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

Last Reviewed January 24, 2018

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

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;
 - a. 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.
1. **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.

1. **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.

1. **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.

1. **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 PBSO 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. ~~Florida Department of Education, and publish at its website, in a searchable format~~ 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. 1006.10(2)

ii. Require consultation of reputable, professionally recognized reviewing periodicals _____, 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."

i. "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.

1. 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

~~Under this Policy, any school will post the School Board's District Library 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.

a. 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.

a. 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.

a. 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.**

a. 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.

- i. 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.
- i. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- i. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- i. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- i. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- i. 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.
- i. 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.
- i. 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.
 - i. 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.

1. 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.
 - 1. 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.

1. 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.

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.

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

Book School Board Policies

Section Ch. 8. Curriculum and Instruction

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.
- a. 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."

a. 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.

1. 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

i. 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.

1. 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).

i. 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.

i. 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:
 - a. 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;
 - i. limit the educational use of the challenged material;
 - i. 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.

1. **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.

i. 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.

i. 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.

i. 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.

B. The District Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in Policy 8.12(7)(d)(ii).

C. The District Materials Review Committee shall meet and *provide a recommendation with supporting reasons* to the Superintendent within twenty (20) school work days of receipt of the referral from the Superintendent, based on the criteria set forth in subparagraph (4)(e)(v)(D) and paragraph (vi) below. The complainant shall be notified of the committee's meeting date and time and shall be invited to present argument 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*.

D. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the District Materials Review Committee shall prepare the committee's recommendations with supporting reasons.

f. Guidelines for Recommendation to the Superintendent. -- The District 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 School Board Policy 8.12(7) (for media center materials) or

State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials) and shall render a decision based on a majority vote.

i. The Selection Criteria in Policy 8.12(7) (for media center materials) shall be made available to all interested persons.

ii. The recommendation to the Superintendent 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), as well as the following 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.

I. 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 or supplemental classroom instructional materials.

- g. Committee's Recommendation to the Superintendent. -- The recommendation of the District Materials Review Committee and the basis for that recommendation shall be transmitted to the Superintendent; the Chief Academic Officer, the Principal of the school that received the original complaint; and the complainant.

- a. Superintendent's/Designee's Written Decision. -- The Superintendent or his/her designee shall make a final decision, based on the same criteria considered by the committee as set forth in subparagraph (4)(f) above, within five (5) school work days of receipt of the District Materials Review Committee recommendation, and send a written report of that decision to the Chief Academic Officer, the appropriate Assistant Superintendent, the Principal of the school; and the complainant. *The written decision shall state procedures and time limits to appeal to the Board if the complainant is dissatisfied.* This decision shall be sent to the complainant by regular U. S. mail and certified mail, return receipt requested.

- a. The Department of Communications & Engagement shall make the selection criteria and a copy of the material(s) in question available for review upon request of interested persons.

1. Board Level Appeal

- a. The complainant may appeal the decision of the Superintendent/designee to the School Board under subsection (4)(b) or paragraph (4)(d) above by filing a signed writing with the School Board Clerk within thirty (30) days of the decision and may request an appearance before the School Board.

- b. After notice to the appealing party, the School Board Level review shall occur at a public meeting and allow presentation of evidence. The School Board's decision shall be based on the same criteria considered by the Superintendent as set forth in subsections (4)(f) and (h) above.

1. Policy Awareness

- a. A copy of the selection and reconsideration procedures as set forth in this Policy and in Board Policy 8.12 should be a part of the Collection Development Plan for each school library media center and should be available for easy access and reference.

- b. Each school Principal should include at a minimum, a summary or references to this Challenge Policy and School Board Policy 8.12 in the school's staff handbook and shall review the selection and reconsideration procedures with the staff as needed, emphasizing Board policy pertaining to the teaching of controversial issues and the ethical considerations that are needed in handling citizen complaints with courtesy and integrity.

1. Reporting Objections

- a. HB 1467 (2022), which created Fla. Stat. § 1006.28 (2)(e) requires that:

"Annually, beginning June 30, 2023, [the School Board] submit to the Commissioner of Education a report that identifies: a. Each material for which the school district received an objection pursuant to [Fla. Stat. 1006.28] subparagraph (a)2 [regarding an objection by a parent or a resident of the

county to the use of a specific instructional material or any material used in a classroom, made available in a school library, or included on a reading list] for the school year and the specific objections thereto. b. Each material that was removed or discontinued as a result of an objection. c. The grade level and course for which a removed or discontinued material was used, as applicable."

- b. However, Fla. Stat. § 1011.67 Funds for instructional materials relating to the Superintendent report due to the Commissioner of Education by July 1 states:

"The certification must identify any material that received an objection pursuant to s. 1006.28 for the school year and the specific objections thereto, each material that was removed or discontinued as a result of an objection, and the grade level and course for which a removed or discontinued material was used, as applicable."

- c. Accordingly, this data must be collected for these reports in a manner as determined by the Superintendent/designee.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2);
1001.41(1)(2) & 5;
1001.42 (2)(11)(13) & (29)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11)
(13) & (29); 1001.42(7) & (17)(a); 1001.43(2)(3); 1003.42;
1006.28; 1006.31; 1006.34; 1006.40; 1006.41; 847.012

HISTORY: 5/7/2008; 1/24/2018; 11/30/2022

RELATED POLICIES:

School Board Policy 8.122 Textbooks and Related
Instructional Materials School Board Policy 8.12
Selection of Library Media Center Materials School
Board Policy 5.735 Parent's Bill of Rights

Appendix E



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
LIBRARY MEDIA SERVICES

Objections to Library Media Materials

For use by a parent, emancipated student, or resident of the county who is challenging library media materials.

Check the appropriate box if you are objecting as a parent, or emancipated student, or as a resident of this county.

Parent/emancipated student County resident

If as a resident, check any applicable boxes.

I have maintained a residence in Florida for the past year. I have purchased, leased, or acquired a home occupied by me as my residence. I have established a domicile in Florida.

School #	School Name	Date
Author	Title	

Hardcover Book Paperback Book DVD eBook Film Other _____

Publisher (if known) _____

Request Initiated By	Phone Number		
Street Address	City	State	Zip Code

Objecting party Individual Group Organization Other _____

Name of group/organization/other _____

To what do you object? (be specific)

Why do you object to this material?

For what age group would you recommend this material? _____

What are the strengths of this material?

Did you review this material? Yes No

Are you aware of the judgment of this material by library and authoritative critics? Yes No

What do you believe is the function of this material?

What would you like the school to do about this material?

In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Print Name of Objecting Party/Resident _____

Signature of Objecting Party/Resident _____

Date _____

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ORIGINAL - Principal

COPY - Objecting Party

COPY - Instructional Materials