



Collection Development Policy for Wynnebrook Elementary School Media Center

Revised April 2022 for FY 23

MISSION STATEMENT

Our Media Center is dedicated to the principles set forth in the mission statements of the school Board of Palm Beach County and Wynnebrook Elementary School.

The specific mission of this media center is to further the educational and recreational learning needs of students, faculty, and staff of the Wynnebrook Elementary School community through the finest print media, technology, and personal assistance available.

PURPOSE

The purpose of this plan is to identify the community of learners being served, define the parameters of the collection, provide the methods of maintaining the collection, and set forth the operational procedures for the Wynnebrook Elementary School Media Center. Adhering to this plan will provide "Universal Access" to the best possible resources for every learner regardless of his/her learning style and abilities.

The tenets set forth in the American Library Association pertaining to Intellectual Freedom and the Right to Read will be followed. SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) 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 policy."

COMMUNITY OF USERS

Wynnebrook Elementary School Snapshot

- Pre-K – 5th grade – 762 Students
 - 259 ELL
 - 5 Languages
 - 13 Countries/Nationalities
- 77 staff members
- 94 % free and reduced lunch
- Aftercare program 2:00 – 6:00

- "A" school 18 consecutive years
- Star School
- Green School
- #1 Title I school in the state on the Florida State Assessment
 - One of the five best urban schools in the United States
 - Two teachers in the classroom for every reading block
 - Exceptional Student Education inclusion and one IND Class
 - English Language Learning Program
 - Physical Education, Art and Music Classes once per week
 - Computer and Media Classes are once every two weeks for 39 classes
 - 1 3rd Grade Chorus
 - 1 4th & 5th Grade Theatre Group
 - ALA Certified Librarian and Media Clerk staffed Media Center
 - 21,840 volumes make up the collection
 - Library is open for checkout and returns the entire school day
 - Reading Resource Room for classroom instruction
 - Home reading incentive program called "Book Buddies"

MEDIA PERSONNEL

The media center staff consists of a certified media specialist, a media clerk, and a group of student/patrol assistants. The media specialist is responsible for the daily activities in the media center and maintenance of the collection. The responsibility of making the media center an inviting place to be is accomplished with changing book related displays and student work. The media specialist will have the responsibility of staying abreast of the changing face of library work. The super-efficient clerk assists in many ways including but not limited to inventory, keeping books shelved as quickly as possible and in good order to facilitate location of desired items. Her interaction and assistance with the students and staff is irreplaceable.

MEDIA CENTER LAYOUT

Every effort is made to create an inviting environment for the individuals, small groups, and classes that are stakeholders in the media center.

Items for checkout are divided into:

Newly Added for FY 23 is A Disney section with Easy, Fiction, and Nonfiction books revealing the Wonderful World of Reading.

Our Second New Addition is a rotating rack with many openings for books. We are using it to encourage lots of easy reading for any grade level but especially K-3. Similar sized books are organized by Easy, Easier, and Easiest. There are also some areas of specific books such as Animals, People, Seuss, Pete the Cat, Fancy Nancy and the like. The hope is that students can easily find their favorites.

EVERYBODY SECTION - which contains picture books of all reading levels.

A traditional FICTION SECTION containing novels in all genres.

A NONFICTION SECTION shelved according to the Dewey classification as directed by the district with currently relevant reading material as dictated by our title Wise Analysis. Appropriate labels for easy user access will be updated this year.

A separated BIOGRAPHY SECTION

A REFERENCE SECTION containing fiction and nonfiction titles available for use in the media center

The materials classified as AUDIO-VISUAL- CDs, and DVDs are housed in a small room off the main reading room. They are organized in Easy, Fiction and Nonfiction arranged in Dewey order.

The PROFESSIONAL LIBRARY contains not only professional teaching resources but any item that can be used to enhance classroom instruction including: realia, math manipulatives, professional books, teaching units, book kits, models, games, puppets, puzzles, posters, etc. To as great a degree as possible these materials are shelved according to the Dewey system for easy access. Outdated and consistently unused items are removed from the collection. The Professional Library has a seating area and phone access for teachers.

The TV STUDIO is in transition. Newer digital equipment is needed to update. Morning Announcements are done from the Office Intercom.

The EQUIPMENT ROOM houses all equipment that teachers can request. We are in the process of culling out old and non-functioning equipment there-by increasing space in the equipment storage area.

A TEACHER WORKROOM is available with two laminators, four copiers, 8 roll rack of bulletin board paper, multicolor rack of tissue paper for class usage, paper cutter, hole punchers, Ellison Die sets and three Binders. Office supplies are provided for usage in the workroom.

A "free" area has been created in a section of the workroom where all sorts of items are placed to be recycled to other users. It is not unusual to find curriculum units, charts, supplies, books, magazines,

equipment small furniture items and many other items that have not outlived their usefulness.

SCHEDULE

Currently all classes are scheduled into the media center every other weekday for thirty minutes. In addition to their regular class time students are welcome to come to the media center any time during the school day for book check out/return, research, and small group work. The only reason a student is returned to his/her classroom would be for behavior reasons or overcrowding either of which rarely occurs.

Teachers are encouraged to collaborate with the Media Specialist as needed. The Media Center is open most afternoons for usage by faculty, staff and former Wynnebrook students to work or who volunteer.

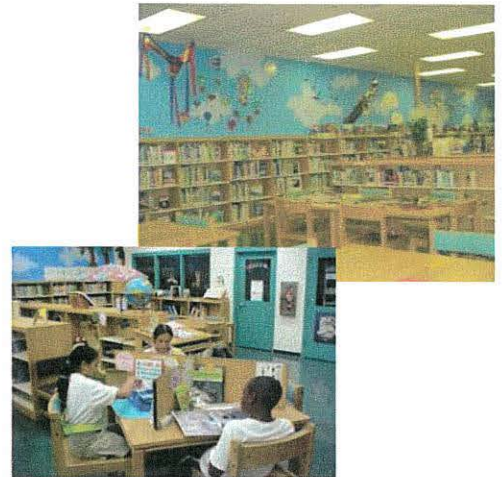
SERVICES PROVIDED

Every effort is made to make the Wynnebrook Media Center an inviting place. A large group area is available for class use. There are many small group working areas that are continually in use by ELL, ESE, volunteers, and visiting professionals.

RESOURCE SELECTION

In order to maintain a high interest collection all acquisitions will be chosen based on the following criteria where appropriate:

- Favorable review in at least one professional journal, i.e.
 - Booklinks
 - Booklist
 - Booktalk
 - BookReport
 - Multicultural Review
 - School Library Journal
 - Physical Education Digest
 - Classroom Content
 - Kirkus
 - Horn Book
- Accuracy of content
- Appropriate for recommended levels
- Recent copyright
- Acceptable literary style for an elementary school
- Cost effective in terms of use
- Appropriate format to support the curriculum as stated in the benchmarks for each subject area
- Representative of a global society
- Free of bias or stereotypes
- Appropriate for students with special needs



SIZE AND SCOPE OF THE COLLECTION

Every effort is made to maintain the collection so as to exceed recommended requirements of volumes per student. The Follet TitleWave analysis is a very helpful tool. It is used frequently throughout the school year to remain cognizant of the state of our collection.

Curriculum changes and textbook adoptions will necessitate additions and deletions to the collection. The age of the collection in crucial areas is frequently monitored and every effort is made to weed and replace with publications that are as current as possible as funding allows. The current student/ book ratio is 28.7 books per student.

BOOK GIVE-AWAYS

We have given away books to students in every classroom, throughout the last two years of the pandemic. These books were acquired through culling the shelves for duplicate copies, aged books, donations, and emptying the textbook room of books no longer assigned to classrooms. Student were always allowed to choose what they wanted.

To date we have given Wynnebrook students over 25,000 books.

STATE CURRICILUM

Any changes or additions to the State curriculum standards are studied each year before purchasing to be sure our collection provided resources for students and teachers.

TITLEWISE ANALYSIS

This very helpful tool is used frequently through the school year to remain cognizant of the state of our collection

INVENTORY

Inventory is accomplished in thirds so as to have the complete collection accounted for every three years. In the FY21 school year all sections were inventoried. A complete inventory is planned for FY23.

The Follett Collection Development Information and Records from the Destiny OPAC are invaluable in collection mapping thus keeping the collection current and viable. The analysis is also very beneficial in weeding, purchasing and new curriculum standards.

STUDENT READING INCENTIVE PROGRAMS

Reading is the major focus of any elementary school and ours is no different. The library media center supports the classroom reading enhancement program that we call the Book Buddy Program. The goal of this program is to encourage students and reward

them for reading at home after school hours on weekends, holidays and throughout the summer. Donations of books from families and other sources provide books to be used. Book Fair profits pays for the supplies, books, and prizes.

EQUIPMENT

Equipment available in the media center workroom includes: 2 laminating machines, poster maker, 2 copiers, Ellison dies, and 2 binding machines. A large format printer, a Lexmark printer and a Follett Scanner have been recently added primarily for Media Center usage.

A TV production studio is in the media center. Some of this equipment is digital. Plans are to complete the update with digital equipment as funds become available to improve the facility and increase the usage. A padcaster and SMART board have been added to the Media production program. Notice has been given to us that we have one more year here and then we will move to ??? so our school can be rebuilt. With that information it is assumed that we will be provided a modern functioning studio.

ELECTRONIC MATERIALS

Due to the increased demand for electronic information at the elementary level, the Media Center provides a variety of resources. At present, the media center subscribes to the Enchanted Learning database in addition to the county funded valuable databases and electronic resources online for use by students and staff in the school setting and at home. These can be accessed through the Palm Beach County District Website Portal.

Our collection currently owns or has access to 621 eBooks. All of the eBooks can be accessed in Destiny from the Home Page and the Catalog Page. This wonderful source provides constant availability of reading material every day of the year.

ACQUISITION

The responsibility for maintaining the collection in the media center is ultimately that of the media specialist, in concert with a fluid committee of teachers and administrators. These people are responsible for providing input when resources and equipment are being purchased. A myriad of funding sources exists for the purchase of necessary resources. Local, state, book fair, PTA, fundraisers and occasional grant monies are used to maintain the collection in all areas.

The media specialist has the responsibility of analyzing the collection using the Follet/Destiny tools and then ordering the highest quality merchandise for the best available price from approved vendors. Ordering is done several times during the school year. Deadlines must be adhered to so as not to lose funding.

The plan for equipment replacement is important. Defective equipment must be replaced and obsolete items updated or disposed of. Most of this responsibility belongs to the

administration and the ITSA with requested input from the Media Specialist. Large funding amounts are infrequent and cannot be counted on.

ADDITIONAL SOURCES FOR MATERIALS

GIFTS/DONATIONS

The media center accepts all gifts of books and materials with the understanding that those not added to the collection may be given to a classroom through the Book Buddy program or disposed of in an appropriate manner. Donors may receive a letter of acknowledgment for the donation, but the library does not provide an estimate of value. Donated materials will be subject to the same criteria as purchased materials.

GRANTS

Grants will be applied for as they are available for filling specific needs of the Library Media Program. The district provides many resources to aide in the location and acquisition of grant money.



In FY 22 a grant entitled **GO REACH HIGH IMPACT CLASSROOM GRANT AWARD** in the amount of \$1900.00 was awarded from to our school. This grant was used to purchase colorful globes for every classroom as we had many without one. During library classes students had the opportunity to learn about globes and how to use them. Our collection has also been enhanced with books that will supplement this vital area of the Socials Studies Curriculum.

WEEDING

Culling the collection for outdated, inappropriate, or damaged materials is an ongoing daily process. As materials are returned and discharged, those that are damaged beyond repair will be removed from the catalog. At the time of the adoption of new curriculum, textbooks, or standards those sections affected by the change will be scrutinized for materials to be weeded. During the processes of inventory and shelving, materials that fit the weeding criteria will be removed. Reports from Follet and Destiny will provide age of collection data by section. A report on weeded, lost, or withdrawn items will be printed from the Destiny system periodically or at the time of purchasing to determine if these titles need to be replaced in the collection.

Weeding is a priority for us in the coming year due to the planned move. It will be difficult because we have lost the clerk position,

CRITERIA FOR WEEDING LIBRARY MATERIALS

- Excess number of copies

- Physical condition beyond repair brittle paper, faded, yellowed, cover scratched or warped, binding ragged
- Poor Format – small print, poor quality pictures
- Poor Content
- Editions with cumulated material in newer editions
- Material not suitable for the elementary students and faculty
- Material outdated by ten to twenty years
- Mediocre writing
- Inaccurate information
- Interest or reading level inappropriate
- Part of a set missing volumes no longer available

CHALLENGED MATERIALS

Palm Beach County has a policy for any type of material that is challenged by a parent or other adult. A copy of that form is attached to this plan. Media staff is instructed to give the person a form and explain that there is a procedure to be followed. Since these can be occasions of emotional intensity it is imperative that the media staff stay detached from any emotional response to the situation while carefully respecting the person/s right to object to the book. No media specialist is ever put in the position of facing this situation alone. Assistance from Library Media Services is immediate and ongoing.

ANNUAL SURVEYS

All stakeholders in the Wynnebrook Media Center are periodically asked to fill out a survey to provide feedback on the services and the collection of the library. Student surveys are done during Library/Media class time. Teacher/Staff surveys are done online and on paper as appropriate.

EVALUATION AND REVISION OF PLAN

This plan will be reviewed each school year. The media specialist will make any obvious changes and then submit copies to appropriate stakeholders. Any agreed upon changes will be made to the policy with revised copies made available.

PROFESSIONAL DEVELOPMENT

Professional development is provided through the media center based on Professional Development Plans, district initiatives, state mandates and in house needs assessments.

The Media Specialist makes every effort to stay current in the field.

FUTURE PLANS

This document is always to be a work in progress. Due to the changing nature of education in general and libraries specifically, it is necessary to keep adapting to the needs of the stakeholders and the requirements of the local and state boards of education as an endeavor to keep the media program viable.

ACADEMIC SMART GOALS

S – SPECIFIC The Media Specialist must stay current with change in curriculum and social issues

M – MEASURABLE documentation will be seen in lesson plans and actual created products by grade and class

A – ACHIEVABLE goals will be accomplished within the Media Classes over several visits with currently provided equipment and very little other cost.

R – RELEVANT Social Studies and other topics will be age appropriate and interest based

T – TIME-BOUND Projects can easily be completed within the scope of class time over several scheduled visits

GENERAL SHORT TERM GOALS

- ☆ Continue to study and be daily aware of students interests and those needing extra attention based on test scores, ELL, ESE, health concerns and teacher recommendation.
- ☆ Provide globes in the all classrooms
- ☆ Finish replacing old 503050... barcodes with current 513911... barcodes
- ☆ Reinforce the covers of paperbacks for longer duration
- ☆ Remove all outdated equipment

GENERAL LONG TERM GOALS

- ☆ Next year we will return to a complete book check out along with giving away books
- ☆ Increase teacher/staff collaboration and usage of the media center
- ☆ Process all stored books
- ☆ The unknown factor in all of this is the effect of the move and the rebuild.

PRIORITIES for ACQUISITION

Update Digital Studio Equipment

FUNDING SOURCES

1. The district provides each school with funds to operate the media center.
2. District money provides updated computers and services
3. State money is allotted for books and equipment.
4. Grants will be applied for, as they are available for filling specific needs of the Library/Media Program and the school as a whole. The district provides many resources to aide in the location and acquisition of grant money.
5. Allotments from other in house funds for workroom supplies.
6. Book Fair profits are acquired from the two yearly Scholastic Book Fairs.

PROPOSED BUDGET for FY23 (Exact figures are not yet available.)

- I. **AUDIO VISUAL - \$600.00**
 - II. **BOOKS – \$3400.00**
 - State Library funds - \$2000.00
 - School allocations - \$1000.00
 - Book Fairs - \$400.00
 - III. **EQUIPMENT - \$1500.00**
 - V. **PERIODICALS - \$200.00**
 - Magazines
 - On line subscriptions
 - VI. **SUPPLIES - \$1200.00**
 - Includes binder supplies, paper clips, pens, pencils, white-out, tape, glue, scissors, markers, crayons, Ellison die cut materials, staplers, variety of tapes, copy paper, colored paper, printer ink, toner, etc.
 - VII. **TECHNOLOGY – \$ 400.00**
- TOTAL - \$7,300.00**


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PRINCIPAL'S SIGNATURE

ATTACHMENT A



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INSTRUCTIONAL MATERIALS

Petition to Object/Objection to Instructional Material

This form is to be used for either of the two circumstances stated below.

1) Pursuant to Board Policy 8.1205, which implements F.S. 1006.28(2)(a)2, this form must be used by the parent of a student, an emancipated student, or a resident of this county to object to the use of instructional materials: to object during the adoption process or more than 30 days after the materials are adopted, or to object to classroom instructional or reading list materials that are not purchased from the Instructional Materials Allocation. However, a parent or county resident may object without using this form at the Board's public hearing or meeting to adopt the materials. Provide the additional information requested so that adequate information is received to attempt resolution.

2) Pursuant to Board Policy 8.122 (3)(g), which implements F.S. 1006.28(2)(a)3, this petition to object to instructional materials must be filed with - Board Clerk, Palm Beach County School District, 3300 Forest Hill Blvd., Suite C-316, West Palm Beach, FL 33406, within 30 days following the adoption of the materials. This form must be signed by the parent or a resident of this county, include the required contact information, and state the objection to the instructional material. Provide the additional information requested so that adequate information is received to attempt resolution.

Form PBSD 1113 (*Objections to Library Media*) should be used when objecting to 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	
<input type="checkbox"/> Hardcover Book <input type="checkbox"/> Paperback Book <input type="checkbox"/> Workbook <input type="checkbox"/> Online content <input type="checkbox"/> Other			
Publisher (if known)			
Objecting Party Name		Objecting Party Email Address	
Street Address		City	State Zip Code
To what do you object? (Be specific; cite pages or parts)			
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 all of this material? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you aware of the judgment of this material by literary and authoritative critics? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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 _____

PBSD 2569 (Rev. 11/28/2017) ORIGINAL - Board Clerk COPY - Instructional Materials COPY- Objecting Party

ATTACHMENT B

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 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 which 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.

- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the

documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights

ATTACHMENT C

Policy 8.12 - Selection of Library Media Center 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. **Purpose.**-- The Board believes that the selection of library media materials are 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.
3. **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.
 - a. 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.

4. 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.

5. 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.

6. Selection Criteria

1.

- a. Materials for use in school media centers or classroom library collections shall be carefully selected. 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" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librariybill/lbor.pdf) 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.
- 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 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.
- 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, and be appropriate for the grade level and age group for which the material is used.
- e. 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. 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 all materials include:
 - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
 - ii. 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.
 - iii. 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.
- iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
 - xvii. 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.

**RULEMAKING
AUTHORITY:**

Fla. Stat. §§ 120.81 (1) (a); 1001.32(2);
1001.41(1),(2) & (5); 1001.42 (28).

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

HISTORY:

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

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>



Book	School Board Policies
Section	Ch. 8. Curriculum and Instruction
Title	Objection Procedures for Instructional Materials
Code	8.1205
Status	Active
Adopted	May 7, 2008
Last Revised	January 24, 2018

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

This Policy implements Fla. Stat. § 1006.28(2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials during the adoption process or more than 30 days after adoption of instructional materials and b): library media materials, including reading lists. This Policy also applies to challenges for classroom instructional or reading list materials that are not purchased from the Instructional Materials Allocation. 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.

These procedures are distinguished from those provided by School Board Policy 8.122 (3) (g) relating to objections to adopted instructional materials within 30 days of adoption.

1. Grievance Procedures Concerning Instructional Materials including, 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 to insure timely and objective review of instructional materials, including textbooks.
- 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 instructional materials including instructional materials, library media materials, and supplemental classroom instructional 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), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists.
- d. Challenged materials may be removed from use in the school where the objection was initiated only 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), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists, 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 PBSD 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: www2.palmbeachschools.org/formssearch/.
- b. For objections to Library Media Materials, the complainant shall file form PBSD 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 www2.palmbeachschools.org/formssearch/ 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 I 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, Teaching and Learning 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(6)(d)(i).
 - 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 www2.palmbeachschools.org/formssearch/ 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(6) (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(6), 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(6) (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, Teaching and Learning, 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 Assistant Superintendent of Teaching and Learning, 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, Teaching and Learning, 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 Assistant Superintendent of Teaching and Learning 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(6)(d)(i).
- 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(6) (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(6) (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(6) (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.
- 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 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.
- h. 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.

5. 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.

6. 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.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2); 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (28)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11) (13) & (28); 1001.42(7) & (17)(a); 1001.43(2)(3); 1006.28; 1006.34; 1006.40; 1006.41; 847.012

HISTORY: 5/7/2008; 1/24/2018

RELATED POLICIES:
 School Board Policy 8.122 Textbooks and Related Instructional Materials
 School Board Policy 8.12 Selection of Library Media Center Materials