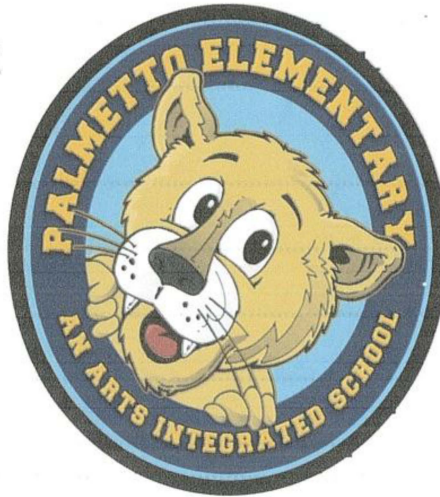


COLLECTION DEVELOPMENT POLICY

OF PALMETTO ELEMENTARY SCHOOL



SCHOOL DISTRICT OF PALM BEACH COUNTY

SY 2022-2023

Compiled by

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DATE May 5, 2022

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SCHOOL MISSION AND VISION STATEMENT

Palmetto Elementary is committed to developing a community of life-long learners with a global mindset utilizing inquiry, knowledge, and compassion. To this end, we empower each other to take action, accept each other's differences, and create a more peaceful world and green environment. As a school community, we commit to a single school culture; collaborating to make this vision a reality.

LIBRARY MEDIA CENTER MISSION STATEMENT

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry;
 - stimulates intellectual curiosity;
 - encourages reading choices; and
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

PURPOSE OF COLLECTION DEVELOPMENT POLICY

The Collection Development Policy is designed to support the Library's Mission statement. The primary goal of the collection development efforts is to build a current collection that supports the needs of the school community and to maintain the recommended boundaries for size, average age and access. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, de-selection and resource sharing.

SDPBC Policy 8.12 (6.a) (see Appendix) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (see Appendix) 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." This collection development policy is a statement of the principles and guidelines used by the Palmetto Elementary Library Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the policies to faculty, students, and staff and other interested stockholders of the school community. It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

SCHOOL COMMUNITY

Palmetto Elementary, a Title I school serves 541 students in grades Pre-K through fifth, in addition to faculty and staff. Palmetto has a culturally and ethnically diverse student population representing different economic backgrounds. In addition, the Palmetto Library Media Center supports the unique curricular needs of the ESE and ESOL Programs. 94% of the students qualify for Free or Reduced Lunch.

You may access the Palmetto ES school information and the School Improvement Plan with the following links:

- School Information <http://www2.palmbeachschools.org/showcase/schoolinformation/>
- Palmetto Elementary School Improvement Plan <https://www.floridacims.org/districts/palm-beach>

LIBRARY PROGRAM

The library/media center is on a five-day rotation schedule. The media specialist teaches classes as part of the Fine Arts program covering State Standards and National School Library Standards *AASL Standards Framework for Learners*. At Palmetto Elementary School, the library media specialist reviews the state standards being taught and the IB transdisciplinary units of inquiry in each grade level and works to develop compatible lessons that support classroom learning. Foremost, is the need to work collaboratively with teachers to develop meaningful information literacy lessons and IB units that integrate transdisciplinary learning.

This year's Library/Media instruction started with the basics: how to use Destiny, how to locate Fiction/Non-Fiction print and non-print books. In Kindergarten through 2nd grade our focus was on instilling a love for reading and storytelling. Grades 3rd through 5th focused on locating books of interest and titles supporting their curriculum.

Goals SY23

To support the District's Strategic Plan

Objective 1: To allocate % of State Funds to the purchase of fiction and nonfiction books at the K-3 reading and interest levels

- conduct reading interest survey, including both fiction and nonfiction subjects
- provide opportunity for students to develop reading lists
- provide instruction on Destiny Catalog to increase student awareness of our inventory of books and encourage collaborative recommendations.

Objective 2: To purchase up-to-date books that relate to the needs and interests of the student population.

- increase the overall average publication date of the Palmetto Elementary Library Media Collection. weed and replace outdated materials, focusing on non-fiction books.
- weed materials based upon the significance to the reader, focusing on items that have never or not circulated for long periods of time.

BUDGET AND FUNDING

3070 Funds: These are the funds allocated from the state for the selection of new books.

8430 Funds: These are the funds which allow our school to select a new piece of hardware from a list of items in order to support the library media program.

6202 Funds: These are the funds which the media program has at the beginning of the year in order to purchase books, supplies, & magazines in order to support the media program.

6202 51700: Funds raised through fundraisers as well as funds acquired by grants and lost & damaged items.

SCOPE OF THE COLLECTION

The collection development is focused on the curriculum of Palmetto Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Palmetto Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Students also have access to eBooks 24/7 through numerous sites. Materials at Palmetto Elementary support both curriculum and pleasure reading as per School Board Policy 8.12.

We are an International Baccalaureate and STEAM school and place special emphasis in the curation of these special sections of our library.

COLLECTION AGE- NON_FICTION

Collection by nonfiction classification

All Dewey Classes

Classification	Avg. Age	Items
Computer Science, Information & General Works	2008	33
Philosophy & Psychology	2001	22
Religion	1997	39
Social Sciences	1997	803
Language	1998	149
Science	2006	1,004
Technology	2006	359
Arts & Recreation	2003	420
Literature	1999	165
History & Geography	2003	495
	2002	3,489

COLLECTION DEVELOPMENT

This collection development policy is a statement of the principles and guidelines used by the Palmetto Library Media Center in the selection, acquisition, evaluation, and maintenance of Library Media Center materials. Materials shall be carefully selected in conjunction with the ALA Library Bill of Rights. Establish procedures for the evaluation, management, and disposal of materials with this policy and 8.1205

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age of collection and access to the collection.

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

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criteria for weeding is found in the CREW Manual.

Selection Criteria

- 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/librarybill/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 lexiles 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 hard-core Pornography or otherwise

prohibited by Fla. Stat. § 847.012 shall be used.

xvii. [COPYRIGHT.--Supplemental instructional materials and 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.

HISTORY:

2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008;
1/24/2018

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

APPENDIX

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.

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

INTELLECTUAL FREEDOM

AMERICAN LIBRARY ASSOCIATION THE FREEDOM TO READ STATEMENT

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make*

available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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

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

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

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791 Endorsed by the Board of Library Trustees: August 24, 2009, October 22, 2012, August 22, 2016

PALM BEACH COUNTY SCHOOL BOARD POLICIES

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 8. Curriculum and Instruction

Section 8.12

Policy 8.12 Selection of Library Media Center Instructional Materials and Supplemental Classroom Instructional Materials

1. **Adequate Instructional Materials.**-- Instructional materials for the 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. This policy does not apply to internet access. 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, challenge, and removal of instructional 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 life-long 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 and supplemental classroom instructional 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 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 or classroom reading material assigned to an entire class, provision will be made for the student to have comparable instruction through an alternate reading assignment without penalty.*

b. For the purposes of this Policy and Policy 8.1205, *supplemental classroom materials* are defined as print and non-print materials in different formats (e. g. books, DVDs, electronic storage) that are usually optional but are used as adjuncts to enrich and augment the required reading materials in a class or subject area.

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. § 1006.28(3)(a).

5. Management of Library Media Instructional 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

a. Instructional 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/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.

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 instructional 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. 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 and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

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 lexiles 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 hard-core Pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
- xvii. [COPYRIGHT.**--Supplemental instructional materials and 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.]*

(*Editorial note: Criteria xvii is referenced in subsection (6)(d) and was intended to be included in the adopted Policy, though inadvertently omitted.)

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (23).

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

HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 8. Curriculum and Instruction

Section 8.1205

Policy 8.1205 Challenge Procedures for Instructional Materials

1. Grievance Procedures Concerning Instructional Materials Including Textbooks, Library Media Materials, 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 ensure timely and objective review of instructional materials, including textbooks.
- b.** Any resident of Palm Beach County, or adult student or parent of a child attending public school in Palm Beach County may file a complaint with a school concerning the use of a particular library book, or non-print media. Challenged materials may be removed from use in the school where the complaint was initiated only after the complaint and decision procedures of this Policy have been completed.
- c.** Complaints filed by a parent or adult 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 complaint must specify which school(s) the complaint pertains to and it will be heard in that/those school(s). If the complainant is not the parent of a child in the school district, the complaint will be assigned to the appropriate school within the boundary corresponding to the residence of the complainant 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.** The complainant shall obtain a copy of form PBSO 1113 ("Request for Reconsideration of Instructional Materials") from the principal or a designee. A copy of the form is also available on the District's Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf> and is incorporated herein by reference as part of this Policy. The complainant shall sign and complete the form in its entirety for each instructional 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 completely 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.*
- b.** 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.

c. 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 instructional 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.

d. For materials used *in that school*, the completed 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 lay person from the school's Parent-Teacher Association or the School Advisory Council; a representative designated by the Area Superintendent, and a representative from the District department representing Instructional Materials, Curriculum 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, professional 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 Web site at <https://www2.palmbeachschools.org/formssearch/pdf/1857.pdf> and is incorporated herein by reference.

e. 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 and supplemental classroom instructional materials) or State requirements and guidelines and Policy 8.122 (for textbooks) and shall render a decision based on a majority vote.

i. The selection criteria in Policy 8.12(6), for media center and supplemental classroom instructional materials, 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 and supplemental classroom instructional materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks), 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.

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 instructional or supplemental classroom instructional materials.

f. 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

g. 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)(e) 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. 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, Curriculum and Library Media Services and to the appropriate Area 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)(e) above and with the same alternative results as set forth in subsection (3)(f) 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, Curriculum, or his/her designee; an appropriate Area Superintendent or designee; one principal at the appropriate level; a division or department head that supervises Instructional Materials, Curriculum, 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 Advisory Committee; and one lay person. The Chief 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, Division of Curriculum 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, professional 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 an 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 and supplemental classroom instructional materials) or State requirements and guidelines and School Board Policy 8.122 (for textbooks) and shall render a decision based on a majority vote.

i. The Selection Criteria in Policy 8.12(6) (for media center and supplemental classroom instructional 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 and supplemental classroom instructional materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks), 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. **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.

- i. The Public Affairs Department 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 Policy 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.

STATUTORY AUTHORITY: Fla. Stat. § 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (23) LAWS IMPLEMENTED: Fla. Stat. § 1001.32(2); 1001.41(i)(2) & (5); 1001.42 (2)(11)(13) & (23); 1001.42(7) & (17)(a); 1001.43(2)(3); 1006.28; 1006.34; 1006.40; 1006.41; 847.012 HISTORY: 5/7/2008



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