

The following procedures shall be followed when the appropriateness of ~~books or~~ instructional materials is questioned:

- (1) School-community citizens may register their concerns with the principal of the school where material is being challenged.
- (2) All concerns shall be presented in writing on a printed form that is available in each school office or the Superintendent's office. A complainant who does not complete and return the form shall receive no consideration. The statement shall include the following information:
 - (a) Author, compiler, or editor;
 - (b) Publisher;
 - (c) Title;
 - (d) Reason for objection;
 - (e) Page number of each item challenged; and,
 - (f) Signature, address and telephone number of person making criticism.
- (3) These procedures shall be followed for school level appeals:
 - (a) A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.
 - (b) Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - (c) Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.
 - (d) The complainant shall be informed in writing concerning the committee's recommendations.

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- (4) These procedures shall be appropriate for District level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated.
- (a) The following shall serve as a review committee for elementary schools:
- (i) The chairman of the advisory council or designee;
 - (ii) Elementary media specialist;
 - (iii) Elementary principal;
 - (iv) A curriculum supervisor;
 - (v) Three (3) instructional staff members at the elementary level; and,
 - (vi) Two (2) parents, as defined by Florida Statutes, of elementary age students.
- (b) The following shall serve as a review committee for secondary schools:
- (i) The Chairman of the Advisory Council or designee;
 - (ii) Secondary media specialist;
 - (iii) Secondary principal;
 - (iv) A curriculum supervisor;
 - (v) Three (3) instructional staff members at the secondary level; and,
 - (vi) Two (2) parents of secondary age students.

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- (c) The committee's review shall be treated objectively, unemotionally, and in business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- (d) The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.
- (5) A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.41; 1001.43, F.S.

HISTORY:

ADOPTED: September 15, 1998

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