



## **Charlotte County Public Schools Collections Development for School Library Media Centers & Classroom Libraries Policies and Procedures**

Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s.1006.283, or otherwise purchased or made available. *s.1006.28, F.S. - Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials. **\*This document reflects updates/changes as defined by HB 1069 (2023 Legislative Session)***

The *Collections Development for School Library Media Centers & Classroom Libraries Policies and Procedures* is created in accordance with district policy, Florida Statute 1006.28, *Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials*, State Board of Education Rule 6A-7.0715, *Certifications and Plans for Instructional Materials and Library Media* (effective February 2023), State Board of Education Rule 6A-7.0713, *Elementary School Website Listing of Library Materials and Reading Lists*, and content found within the state training program, *Library Media Training*. Serving as a practical tool in the operation of the Charlotte County school library media centers, including classroom libraries, it will be reviewed annually and updated as necessary to reflect current school board policy and legislative action. This document will be posted on the website of each school within the district.

The primary objective of the library media center is to implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view.

Materials maintained in a school district library media center, including classroom libraries, that are accessible to students or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds an Educational Media Specialist Certificate, as described in Rule 6A-4.0251, regardless of whether the book is purchased, donated, or otherwise made available to students.

Beginning January 1, 2023, school librarians, media specialists, and other personnel involved in the selection of school district library materials must complete the training program developed pursuant to s.1006.29(6) before reviewing and selecting appropriate materials, including school and classroom library resources.

Each elementary school must publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of all materials maintained and accessible in the school library media center or a classroom library or required as part of a school or grade-level reading list.

The district shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

***School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials, classroom library materials, or school and grade level reading lists at the school to which they are assigned.***

## **Definitions**

- “Core courses” means core-curricula courses as defined in section (s.) 1003.01(14), Florida Statutes (F.S.), and any course covering a subject area for which instructional materials have been adopted by the Department;
- “Department” means the Department of Education;
- “Instructional materials” means the definition set forth in s. 1006.29(2), F.S.: *items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software.*
- “Library Media Center” means any collection of books, ebooks, periodicals, and videos maintained and accessible to students on the site of a school, including classrooms;
- “School or grade-level reading list” means a list of required reading material for a student
- “State academic standards” means the standards set forth in s. 1003.41, F.S., and Rule 6A-1.09401, F.A.C.;

## **Purpose:**

Florida Statute 1006.28 *Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials* states the following: *Each district school board shall adopt procedures for developing library media center collections and post the procedures on the website for each school within the district.*

## **The procedures must:**

- A. Require that book selections meet the criteria in s.1006.40(3) (d).
- B. Require consultation of reputable, professionally recognized periodicals and school community stakeholders.
- C. Provide for library media center collections, including classroom libraries, based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
- D. Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to subparagraph (a)2.

Each elementary school must publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of all materials maintained and accessible in the school library media center or a classroom library or required as part of a school or grade-level reading list.

The district shall adopt and publish on its website the process for a parent to limit his or her student’s access to materials in the school or classroom library.

## **Training Requirements**

Beginning January 1, 2023, School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, *entitled Library Media Training*, before selecting library materials. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.

- This training must be completed before reviewing and selecting appropriate materials and library resources. Certificates proving training completion are to be submitted to the Division of Learning.

- In accordance with s. 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the *Library Media Training* incorporated in rule.
  - This certification must be made on the form entitled “Certification of Library Media Training” (Form IM-C) and include the number of those who completed the training by job code.
  - This certification must be submitted electronically to <https://districts.flimadoption.org>.
  - The certification is due annually by July 1.

## **Criteria for Selection of School or Classroom Library Materials and Reading Lists Collections**

### **I. Selections must meet the criteria in s.1006.40(3)(d).**

Any material used in a classroom, made available in a school or classroom library, or included on a reading list must:

- be free of pornography and material prohibited under s. [847.012](#).
- not depict or describe sexual conduct as defined under s. 847.001 (19), unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., identified by State Board of Education rule.
- be suited to student needs and their ability to comprehend the material presented.
- be appropriate for the grade level and age group for which the materials are used or made available.

In addition, the following must be considered when deciding to add material to a school or classroom library, including a reading list:

### **Student Welfare [1001.42, F.S. and SBE Rule 6A-10.081]**

Classroom instruction by school personnel or third parties on sexual orientation or gender identity in prekindergarten through grade 8 is prohibited, except when required by [ss. 1003.42\(2\)\(n\)3](#) “*For students in grades 6 through 12, awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy*” and 1003.46 “*Health education; instruction in acquired immune deficiency syndrome.*” If such instruction (sexual orientation or gender identity) is provided in grades 9-12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards. This applies to charter schools.

To complement F.S.1001.42(8), State Board of Education Rule 6A-10.081 *Principles of Professional Conduct for the Education Profession in Florida* ensures educators are teaching to the standards, as outlined in Florida’s state academic standards (Rule 6A-1.09401). The Rule provides that educators “*Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3 and 1003.46, F.S. and shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student’s parent has the option to have his or her student not attend.*”

Violation of State Board of Education Rule 6A-10.081, *Principles of Professional Conduct for the Education Profession in Florida* may result in a sanction against the educator’s Florida Educator Certificate.

***\*The district will err on the side of caution\****

**With regards to material that is potentially harmful to minors and in violation of s. 847.012, F.S. or s. 847.001(19), current law will allow for an objection if a book contains the following:**

- Any picture...or visual representation of a person or a portion of a human body which depicts nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse and which is harmful to minors.
- Any book, pamphlet, magazine [or] printed matter...that contains...explicit and detailed verbal descriptions or narrative accounts of sexual excitement, or sexual conduct and that is harmful to minors. The phrase “harmful to minors” requires that any description or representation of nudity, sexual conduct or sexual excitement meet three requirements in order to be found “harmful to minors.” The description or representation must:
  - Predominantly appeal to a prurient, shameful, or morbid interest;
  - Be patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
  - Taken as a whole the material is without serious literary, artistic, political, or scientific value for minors.
- Sexual conduct is defined in section 847.001(19), F.S., as “actual or simulated sexual intercourse, deviate sexual intercourse, sexual bestiality, masturbation, or sadomasochistic abuse; actual or simulated lewd exhibition of the genitals; actual physical contact with a person’s clothed or unclothed genitals, pubic area, buttocks, or, if such person is a female, breast with the intent to arouse or gratify the sexual desire of either party; or any act or conduct which constitutes sexual battery or simulates that sexual battery is being or will be committed. A mother’s breastfeeding of her baby does not under any circumstance constitute ‘sexual conduct.’”

***If a challenge is filed based on a book containing pornography or sexual conduct, it must be pulled from circulation within five (5) days and remain unavailable until the rejection is resolved.***

**II. Additional Criteria for Selection into the Library Media Center Collection, including Classroom Libraries**

***\*\*Considerations shall include the following when selecting materials that are suited to student needs and appropriate for the grade level and age group for which the materials are used or made available:***

- Choose materials that are relevant for the ages of your students.
- Choose materials that address the reading levels, special curricular needs and programs of your school/district.
- Look at professional peer-reviewed journals for age or grade level recommendations.

Collections must:

- Support academic standards and curriculum
- Support the academic needs of students and faculty
  - Consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List
  - Evaluate school academic organizational needs to include, but not be limited to:
    - School mission and vision;
    - School performance or improvement plan;
    - Specialized curriculum needs such as those for career or technical courses;
    - School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and

- Material to supplement state-approved, district-adopted core curriculum.
  - Age of student population should be considered when selecting materials based on student interest.
    - Be based upon reader interest.
    - Be suited to student needs and ability to comprehend material
    - The degree to which the material will be explained/supplemented by classroom instruction
    - The educational purpose of the material with priority given to material aligned to state standards
    - The accurate portrayal of the state’s broad racial, ethnic, socioeconomic and cultural diversity, without bias or indoctrination
    - Be appropriate for the age and grade level of students for which the material is made available
    - Maturity of students
    - Follow Florida Statutes, State Board of Education rules and school district policies.
    - Err on the side of caution – assess whether or not the book selection would cause discomfort reading aloud the material in a public setting.

**III. Suggestions for Selecting New Materials**

- Curriculum needs -high priority
- Survey stakeholders -teachers, students, parents, administration
- Balance fiction vs. nonfiction
- Diversity and age of collection
- High interest needs of readers
- Use reputable book vendors that offer quality bindings
- Look at professional and reputable award lists and state compiled book lists appropriate for your school age level
- Check any books that have been removed or restricted due to a challenge in other districts. Those books should be carefully considered before purchasing.

*In addition, and in recognition of the 2022 Legislative session (HB 1467, K-12 Education which amends s.1006.28,F.S.), the school district will review the Florida Department of Education’s published list of materials that were removed or discontinued as a result of an objection for consideration in its selection procedures.*

**Collection Development**

Only persons who are certified as an Educational Media Specialist under Rule 6A-4.0251, Florida Administrative Code (F.A.C.), are authorized to make selections of:

- Materials available to students in a school or classroom library; and
- Books included on a recommended or assigned school, grade-level, or classroom reading list.

Classroom libraries are a type of school library. Materials in all school libraries must be selected by a certified media specialist. (Rule 6A-7.0714, F.A.C.; s. 1006.28 (2)(d)1., F.S.).

***School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials, classroom library materials, or school and grade level reading lists at the school to which they are assigned.***

Library collection development is the ongoing process of systematically building high-quality print and non-print information resources to meet the information needs of the school.

Library collection development must ensure that school library and classroom library books meet the statutory selection criteria of being suited to student needs, are age and developmentally appropriate, are free from pornography and materials harmful to minors under s. 847.012, F.S., and are free of depictions or descriptions of sexual conduct as defined in s.847.001(19), unless such material is for a course required by s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education Rule.

Library collection development requires the input of stakeholders, including parents. Therefore, each school will include in its procedures for collection development the work of the **School Library Media Center Collections Committee**. The following procedures will be followed by each school within the district:

- Each school within the district will convene a committee (*The School Library Media Center Collections Committee*) for the purpose of selecting books for its library media center collection.
- Committee members shall be appointed by the school principal.
- The committee's proceedings shall not be subject to s.286.011 and shall not be open to the public.
- Committees meet and consult on media book choices up to four times a year.
- The committee's recommendation of books to be included in the school library media center shall be submitted to the Assistant Superintendent of Learning at least 30 days prior to the school board meeting to request approval to purchase the material.

***The following shall serve as the committee for school library media center collections:***

1. Media Specialist: Chairperson *\*Must hold a valid educational media specialist certificate*
2. One (1) school administrator
3. Up to three (3) Faculty or Staff members
4. Up to three (3) Parent or Community Members
5. Up to three (3) other members as appointed by the principal (optional)

Library collection development requires the consultation of reputable, professionally recognized peer review journals. These may include the following:

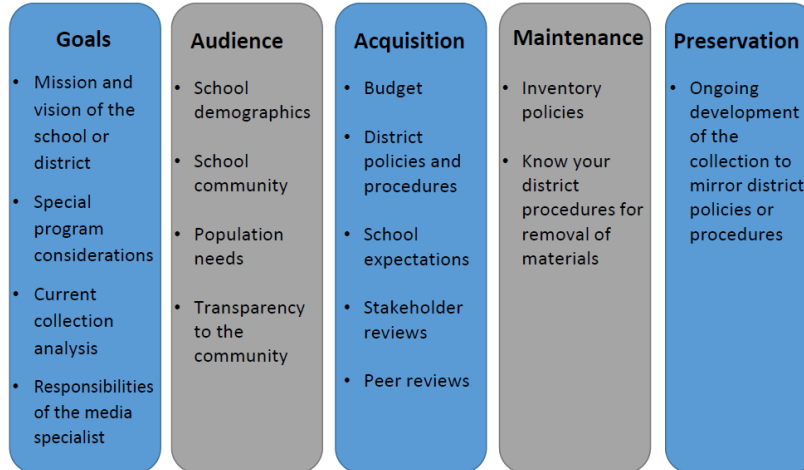
- School Library Journal
- Horn Book
- The ALAN Review (Secondary titles)
- Booklist
- Kirkus Reviews

**I. Goals of Collection Development**

1. Provides guidelines for selecting material for the collection of the school and classroom library that are balanced. Examples include fiction, nonfiction, and the inclusion of opposing viewpoints.
2. Determines the retention, preservation, and archiving of materials.
3. Describes the process for removal of inappropriate materials.

## II. Collection\_Development Process

### Collection Development Process



## III. Removal or Discontinuance of Materials

The removal or discontinuance of library materials and resources is determined by a continuous review of the existing collection, both print and digital. In the removal process, many factors are taken into consideration including, but not limited to, space constraints, age or relevancy of material, physical condition of the material, and circulation data.

The media specialist will continually reevaluate the school library media collection in relation to changing curriculum, new instructional methods, new formats of materials, and the needs of the students and faculty.

- Heavy weeding will occur every 3-5 years
- Criteria for Weeding Materials:
  1. Outdated or inaccurate information
  2. Damaged material beyond repair or poor quality
  3. Unneeded duplicates
  4. Material has consistently low circulation
  5. Material is not age appropriate for the school community
  6. Material includes information that is bias, racist, or sexist
  7. Material is irrelevant to the needs of students and staff
  8. Subsequent editions of the book have been added
- Discards: Materials weeded from the collection will be discarded according to the following procedure
  1. Copies are deleted from the library catalog
  2. All identifying information, including barcodes and the school name, is removed or blackened out
  3. Items are to be labeled as “discarded”
  4. Materials that are contaminated (i.e. mold, food, liquid, bugs) are discarded in the trash immediately
  5. All of the materials are to be discarded according to the current CCPS procedures. See administrator in charge of facilities for disposal of surplus library books.
  - 6.

**IV. Duplicate Copies**

Popular and heavily used material may require the purchase of duplicate copies. Certain materials may be purchased in multiple formats, depending on demand for the materials and present budget constraints. Classroom sets of a particular title will be purchased with funds outside the library budget

**V. Inventory**

An inventory of the media collection is taken each school year, generally during the last month of school. The library media specialist conducts inventory following these guidelines:

- Efforts are made to collect all circulated materials before beginning inventory.
- Shelves are checked for Dewey Decimal order accuracy (shelf-reading)
- Each item is scanned into the inventory program
- After all items are scanned, reports are generated and attempts are made to locate missing materials
- A final inventory report should include the number of missing items (not checked out and not scanned during inventory), number of lost materials (items checked out but not returned), and damaged books (both paid and unpaid)

**VI. Purchasing Timeline**

**2023-2024**

**MEDIA CENTER COLLECTIONS PURCHASING SCHEDULE**

Convene Committees for Media Collections Review & Selection Consultation	Media Collections Purchasing Request form due to Division of Learning	20 Day Public Review Period / District Website	School Board Meeting Date – Action Agenda Item	
SCHOOL MEDIA SPECIALISTS WILL SCHEDULE ACCORDINGLY	JUNE 16, 2023	JULY 3 – JULY 23, 2023	JULY 24, 2023	School Media Specialists will Confirm Purchase Request Approval and Proceed with Purchasing and Collection Development – Update Destiny
	AUGUST 8, 2023	AUGUST 22 – SEPTEMBER 10, 2023	SEPTEMBER 11, 2023	
	DECEMBER 11, 2023	DECEMBER 27 – JANUARY 15, 2024	*JANUARY 16, 2024 (tentative)	
	FEBRUARY 7, 2024	FEBRUARY 21 – MARCH 11, 2024	*MARCH 12, 2024 (tentative)	

*\*JANUARY and MARCH school board meeting dates will be determined at the November organization school board meeting.*

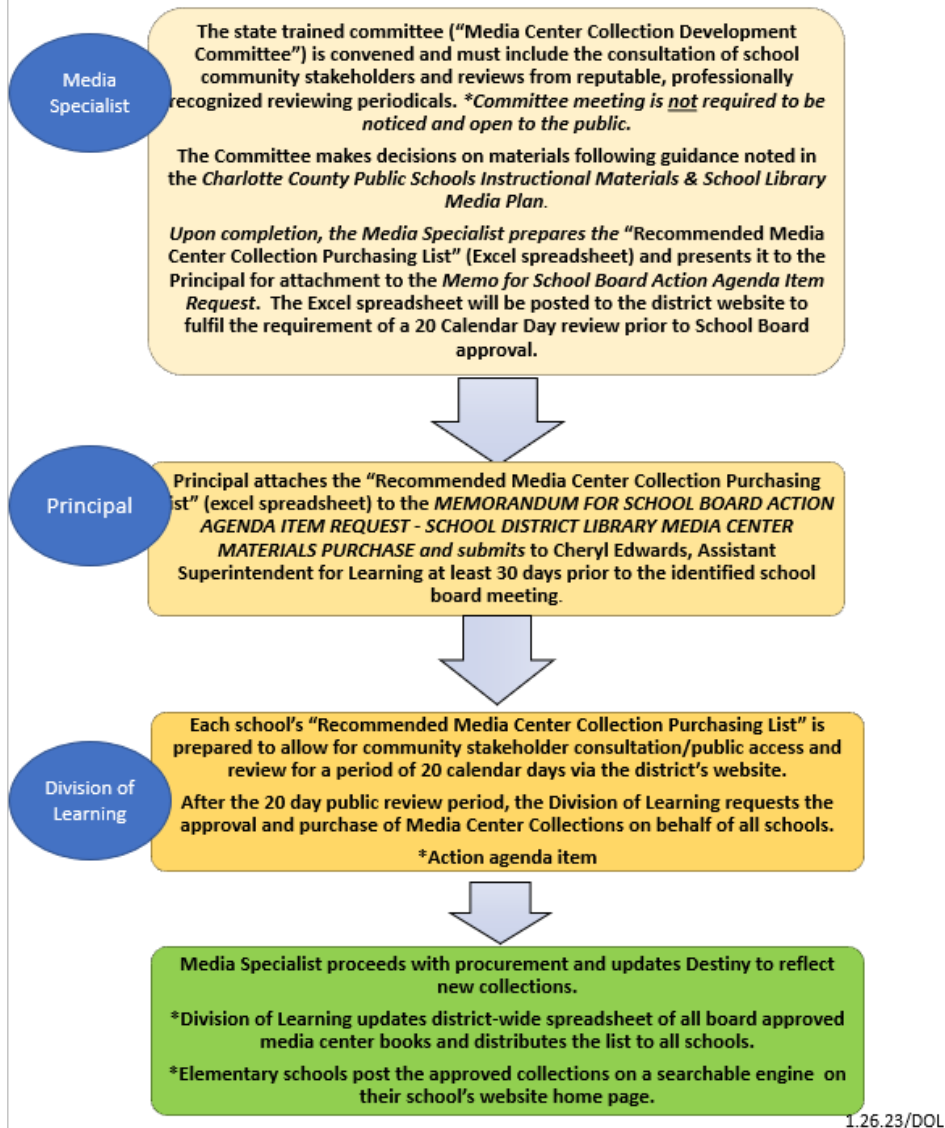
**VII. Steps for Purchasing:**

- Convene the **Media Center Collection Development Committee.**
- Consult reputable, professionally recognized periodicals for all selected titles
- Via email, at least 30 days prior to the requested school board meeting, submit the **Recommended Media Center Collection Purchasing List** (attached to the *Memo for School Board Action Agenda Item Request*)
- Monitor the school board meeting agenda and action taken
- Upon school board approval to purchase, proceed with procurement process.
  - \*Note: It is the responsibility of the school to enter the PR after school board approval.



## SUMMARY PAGE

### Media Center Collection Development Procedures for School Board Approval & Purchase



### **Access and Challenges to Materials Made Available in a School or Classroom Library, or Included on a Reading List**

Upon written request, school districts are required to provide parents access to any material or book in a school or classroom library or reading list specified in the request (s. 1006.28(2)(d), F.S.)

According to School Board Policy 2522, *Challenges to Adoption or Use of Instructional, Library, or Reading List Materials*, the following individuals may contest the adoption of a specific instructional material, or object to the use of specific material used in a classroom, made available in a school library, or included on a reading list:

- A. parent of a student in the district; and
- B. resident of the county.

*For purposes of this policy, "parent" means a parent of a student enrolled in the district's schools. "Resident" means a person residing in the county who has maintained residence in Florida for the preceding year, has purchased a home that is occupied by them as their residence, or has established a domicile in Florida pursuant to F.S. 222.17.*

Per HB 1069 (2023 Legislative Session), the objection form, as prescribed by State Board of Education rule, and the district's process to handle all objections must be easy to read and understand and easily accessible on the homepage of the school district's website. The objection form identifies the school district point of contact and contact information for the submission of an objection.

The process of submitting an objection must provide the parent or resident the opportunity to proffer evidence to the district school board that:

- a. An instructional material does not meet the criteria of s. 1006.31(2) or s. 1006.40(3)(d) if it was selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under s. 1006.283(2)(b)8., 9., and 11.
- b. Any material used in a classroom, made available in a school or classroom library, or included on a reading list contains content which:
  - i. Is pornographic or prohibited under s. 847.012;
  - ii. Depicts or describes sexual conduct as defined in s. 847.001(19), unless such material is for a course required by s. 301 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule;
  - iii. Is not suited to student needs and their ability to comprehend the material presented; or
  - iv. Is inappropriate for the grade level and age group for which the material is used.

Parents shall have the right to read passages from any material that is subject to an objection. If the school board denies a parent the right to read passages due to content, the school district shall discontinue the use of the material.

### **Committees**

Per HB 1069 (2023 Legislative Session), meetings of committees convened for the purpose of resolving an objection by a parent or resident to specific materials must be noticed and open to the public in accordance with s. 286.011.

Any committees convened for such purposes must include parents of students who will have access to such materials.

If a parent disagrees with the determination made by the district school board on the objection to the use of a specific material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The special magistrate shall determine facts relating to the school district's determination, consider information provided by the parent and the school district, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted. The costs of the special magistrate shall be borne by the school district.

The process for requesting reconsideration of non-adopted materials made available in the classroom, school or classroom library, or included on a reading list is found at <https://www.yourcharlotteschools.net/Page/29278>

The screenshot shows the website for Charlotte County Public Schools. The header includes the district logo and navigation links for District Home, Select a School, and Translate. A main navigation bar lists Home, District, Departments, Schools, Parents & Students, Community, Employees, News, and Job Opportunities. The left sidebar is titled 'INSTRUCTIONAL MATERIALS' and contains a list of links: Policies & Procedures, Adopted Instructional Materials, Currently Adopted Textbooks, School Library Media Services, Reproductive Health and Disease Education, Non-Adopted Instructional Materials, and Lost or Damaged Instructional Materials. The main content area is titled 'NON-ADOPTED INSTRUCTIONAL MATERIALS' and contains the following text: 'Before the district school board takes any official action on non-adopted materials, public access to the materials will be provided online for at least twenty (20) calendar days. Materials will be included as a separate line "action" item on the agenda, and a reasonable opportunity for public comment will be provided.' Below this is a green callout box with the text: 'Links to access materials for viewing will be provided here at least 20 calendar days prior to the school board taking official action on the materials.' The bottom of the page features a blue bar with the text 'DOL/CE – rev. 10.18.2023' on the left and the 'Division of LEARNING' logo on the right, with the page number '11' to its right.

# Parental Process to Limit Student Access to Materials in the School or Classroom Library.



## School Library and Classroom Library Materials Limited Student Access Form

**Purpose:** F.S. 1006.28, *Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials* is amended by HB 1069 (2023 Legislative Session) to include the following:

*"Each district school board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library."*

*When a parent or guardian wishes to restrict access to school library media materials or a teacher's classroom library materials, this form is to be completed by the parent/guardian in its entirety and submitted to the school principal or designee.*

**Please submit only one material title per form.**

Date Submitted: \_\_\_\_\_ School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal/Designee Signature acknowledging receipt of form: \_\_\_\_\_

### Restricted Access Request:

Check one:

- School Library Material  
 Classroom Library Material

Material Title: \_\_\_\_\_

Material Author: \_\_\_\_\_

**For School Library Media Specialist Use:**

Date note added to Destiny file: \_\_\_\_\_

School Library Media Specialist Signature:  
\_\_\_\_\_

**For Classroom Teacher Use:**

Date form received: \_\_\_\_\_

Classroom Teacher Signature:  
\_\_\_\_\_

*\*A copy of this signed form is to be provided to the parent and school library media specialist or classroom teacher, as applicable. The Principal/Designee is to place the original, signed form in the student's cumulative folder, keeping a copy for his/her records.*

7.1.2023 DOL/CE

# Request for Reconsideration of Instructional Materials – FORM 2522-2.



## Charlotte County Public Schools – Form 2522-2 *Request for Reconsideration of Materials*

### Part 1:

The following information is prepared in order to assist a parent or resident of the county with the submission of an objection to a specific material. Directions found within *Form 2522-2, Request for Reconsideration of Materials* are based upon *School Board Policy 2522, Challenges to Adoption or Use of Instructional, Library, or Reading List Materials* and are used to handle objections, as required by s.1006.28(2)(a)2., F.S. \*Parents or residents wishing to petition against the adoption of instructional materials as defined in s.1006.29(2), F.S. are to use *Form 2522-1, Petition to Contest the Adoption of Instructional Materials*.

The following individuals may object to materials used in a classroom, materials made available to students in a school or classroom library, or materials included on a school or classroom reading list:

- A. Parent/guardian of a student enrolled in the district's schools; and
- B. Resident of the county

*Determination of Charlotte County residency will be made by the submission of two or more documents identified below. The petitioner is to attach required documentation to Form 2522-2 at the time of initial submission for the petition to be acknowledged.*

- i. *Florida Driver's License or state of Florida issued I.D. card*
- ii. *Florida Vehicle Registration*
- iii. *Proof of home in Charlotte County (document such as deed or other evidence of title to property used as residence, utility bill, etc.)*

A parent/guardian or resident (petitioner) who has an objection to a specific material must do the following:

**Step 1:** Request, in writing, a meeting with the school principal to discuss the material. The principal will schedule the meeting within ten (10) school days of receiving the request. The Principal shall consider the criteria of F.S. 1006.28(2)(a)(b)(i-iv) in considering resolution.

**Step 2:** The principal will review the objection and may meet with the teacher, school library media specialist and/or the petitioner in an attempt to resolve the objection, using an alternative instructional material, if applicable.

**Step 3:** If the objection is not resolved to the petitioner's satisfaction, the principal shall notify the Assistant Superintendent for Learning and will refer the petitioner to the district's "Request for Reconsideration of Materials" (Form 2522-2) available in each school office and on the homepage of the district's website.

**Step 4:** The petitioner must complete Form 2522-2 in its entirety and submit the form, and required residency documentation, to the following address:

Charlotte County Public Schools  
The Division of Learning  
Attention: Cheryl Edwards, Assistant Superintendent  
1445 Education Way  
Port Charlotte, Florida 33948

*The petitioner may also email Form 2522-2 and required residency documentation to the district's contact:*

[Cheryl.Edwards@yourcharlotteschools.net](mailto:Cheryl.Edwards@yourcharlotteschools.net)

**Step 5:** If the petitioner's concerns are not resolved at the school level, and the "Request for Reconsideration Form" (Form 2522-2) is received by the Division of Learning, a District Materials Review Committee shall be appointed by the Superintendent/designee to review the petitioner's objection to the specific material.

Specific Material Objection Form  
Incorporated in Rule 6A-7.0714, F.A.C.  
Effective November 2023

CCPS Form 2522-2  
DOL/CE 10.18.23



## Charlotte County Public Schools – Form 2522-2 *Request for Reconsideration of Materials*

- A petitioner who does not complete and return the form to the Division of Learning as stated on the form shall receive no consideration.
- Meetings of committees convened for the purpose of resolving an objection by a parent/guardian or resident to specific materials must be noticed and open to the public in accordance with F.S. 286.011.
- The Superintendent shall designate a staff member to be responsible for the organization of the committee.
- If the material objection is on the basis of pornographic or prohibited under s. 847.012 or depicts or describes sexual conduct as defined in s. 847.001(19), The material in question must be removed within 5 school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.
- The committee's recommendation shall be submitted to the Superintendent within twenty (20) District working days;
- The petitioner may request an appeal before the Board by filing a written request with the Superintendent within fifteen (15) working days of the date of the Superintendent's written notification.
- The Board shall review the appeal within thirty (30) days. In its review of the appeal, the Board shall consider the recommendation(s) from the District Material Review Committee and the Superintendent's determination and shall render the final decision on the Petitioner's appeal within thirty (30) days of the appeal. If the Board finds that the appeal is warranted and upheld, the district shall discontinue the use of the material for any grade level or age group for which such use is inappropriate or unsuitable, or place such restrictions on the circulation of the material as the Board deems reasonable. The Board's decision affects all schools within the district.
- If a parent disagrees with the determination made by the Board on the objection to the use of a specific material, a parent may request the Commissioner of Education to appoint a special magistrate.

*NOTE: In the case where multiple challenges are received simultaneously, the district will process those challenges in a reasonably efficient manner, including the consideration of combining multiple challenges into a single hearing. Timelines for completion of district review may be amended to reflect time of year, staffing requirements, and the number of challenges received and/or currently pending.*

### Part 2:

#### **Introduction**

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures, to submit an objection to the school board for the following material:

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found <https://www.yourcharlotteschools.net/Page/9>
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.
4. Instructional Materials adopted and made available to students without the opportunity for public notice, review and hearing procedures by districts that implement their own instructional materials program under s. 1006.283, F.S.

Specific Material Objection Form  
Incorporated in Rule 6A-7.0714, F.A.C.  
Effective November 2023

CCPS Form 2522-2  
DOL/CE 10.18.23



Charlotte County Public Schools – Form 2522-2  
Request for Reconsideration of Materials

Section 1: Parent or Resident Information

Check the box that applies to you. Check all that apply.

Parent/guardian of a student  Resident of this county

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Section 2: Information Regarding Material

Type of material:  Book  Non-print material  Other (identify): \_\_\_\_\_

Title of the material: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher or Producer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Grade Level used: \_\_\_\_\_

Where is the material found:  Media Center  Classroom Library  Reading List  Other: \_\_\_\_\_

School(s) where material is found: \_\_\_\_\_

ISBN, if available: \_\_\_\_\_

Section 3: Basis for the Objection

Identify the basis for your objection:

- The material is pornographic.
- The material is prohibited under Section 847.012, F.S.
- The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.
- The material is not suited to student needs and their ability to comprehend the material.
- The material is inappropriate for the grade level and age group for which it is used.

Specific Material Objection Form  
Incorporated in Rule 6A-7.0714, F.A.C.  
Effective November 2023

CCPS Form 2522-2  
DOL/CE 10.18.23



**Charlotte County Public Schools – Form 2522-2**  
**Request for Reconsideration of Materials**

**Section 4: Objection Specific Information**

1. What brought this material to your attention?

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2. Did you examine this material in its entirety?  Yes  No  
 If not, what sections did you examine?

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3. Identify the portion of the material objected to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit withing this form.)*

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Specific Material Objection Form  
 Incorporated in Rule 6A-7.0714, F.A.C.  
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 DOL/CE 10.18.23





Charlotte County Public Schools – Form 2522-2  
Request for Reconsideration of Materials

4. Is there any age or grade you would recommend this material?  Yes  No

If yes, please specify: \_\_\_\_\_

5. Is there any value in this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is your desired outcome for this material?

- Remove or discontinue use of material.
- Limit access to certain grade levels: \_\_\_\_\_
- Limit my child's access.
- Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division of Learning Use Only:*

Received Date: \_\_\_\_\_

Received by Name & Title: \_\_\_\_\_

Specific Material Objection Form  
Incorporated in Rule 6A-7.0714, F.A.C.  
Effective November 2023

CCPS Form 2522-2  
DOL/CE 10.18.23

**6A-7.0713 Elementary School Website Listing of Library Materials and Reading Lists.**

(1) Purpose. The purpose of this rule is to provide school districts with the requirements for the format districts must use on elementary school websites in order to post, and permit searches of, materials maintained in elementary school library media centers and materials found on a required school or a grade-level reading list in an elementary school.

(2) Definitions. In this rule, the following definitions apply:

(a) "Elementary school" means a district-run public school that includes one or more grade levels from prekindergarten through grade five or a district-run school that includes any elementary school grade level;

(b) "Elementary school grade level" means kindergarten through grade five;

(c) "Library media center" means any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of an elementary school including classrooms;

(d) "School or grade-level reading list" means a list of required reading material for a student in an elementary school, or required at one or more elementary school grade levels; and

(e) "School District" means the Florida Virtual School under Section 1002.37, F.S. the Florida School for the Deaf and the Blind under Section 1002.36, Developmental research (laboratory) schools under Section 1002.32, F.S. and districts set forth in Article IX, Section 4, of the Florida Constitution.

(3) Format. The format that must be used by school districts for materials maintained in an elementary school library media center which can be checked-out or used by a student in any elementary school grade level must:

(a) Identify the type of material maintained in the library media center by category, such as books, ebooks, periodicals and videos; and

(b) List, at a minimum, the following information;

1. The title and author for books and ebooks;

2. The name or title for periodicals and videos; and

3. The title for any other material maintained in the media center.

(c) Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

(4) Reading Lists. A school or grade level reading list must meet the same requirements set forth in subsection (3) of this rule.

*Rulemaking Authority 1001.02(1), (2)(n), 1006.28(2)(d)3. FS. Law Implemented 1006.28(2) FS. History—New 11-22-22.*

#### **6A-7.0715 Certifications and Plans for Instructional Materials and Library Media.**

(1) Purpose. The purpose of this rule is to set forth the certifications and plans that must be filed by school district superintendents with the Florida Department of Education relating to instructional and library materials.

(2) Definitions. In this rule, the following definitions apply:

(a) "Core courses" means core-curricula courses as defined in Section 1003.01(14), F.S., and any course covering a subject area for which instructional materials have been adopted by the Department;

(b) "Department" means the Department of Education;

(c) "Instructional materials" means the definition set forth in Section 1006.29(2), F.S.;

(d) "Librarians" means school district employees who meet the definition set forth in Section 1012.01(2)(c), F.S.;

(e) "Library Media Center" means any collection of books, ebooks, periodicals, and videos maintained and accessible to students on the site of a school, including classrooms;

(f) "Media specialist" means school district employee who meets the definition set forth in Section 1012.01(2)(c), F.S.;

(g) "State academic standards" means the standards set forth in Section 1003.41, F.S., and Rule 6A-1.09401, F.A.C.;

(h) "Superintendent" means the president of the Florida Virtual School under Section 1002.37, F.S., the president of the Florida School for the Deaf and the Blind under Section 1002.36, F.S., the directors of developmental research (laboratory) schools under Section 1002.32, F.S., and school district superintendents under Section 1001.46, F.S.;

(3) School District Annual Requisition Plan for Instructional Materials under Section 1006.28(3)(b), F.S.

(a) Each superintendent must provide notice of the instructional materials the school district intends to requisition for use in the following school year. This notice must include the following:

1. Core courses offered by the school district in kindergarten through grade 12;

2. The instructional materials the school district intends to requisition by International Standard Book Number, publisher, and course; and

3. A school district plan for the use of instructional materials.

(b) This information must be submitted electronically to <https://districts.flimadoption.org>.

(c) The notice is due annually by April 1.

(4) Certification Requirements for School District Instructional Materials Programs under Sections 1006.283(1) and (4), F.S.

(a) Where a school district implements its own instructional materials program under the provisions of Section 1006.283, F.S., a superintendent must certify annually on the form entitled "Certification of Alignment and Adoption of Instructional Materials" (Form IM-A), the following:

1. Instructional materials used by the school district in core courses are aligned with state academic standards, as set forth in Section 1003.41, F.S., and Rule 6A-1.09401, F.A.C.; and

2. The school district's process for the review, selection and adoption of instructional materials complies with hearing requirements established by a district school board and the public meeting requirements set forth in Section 1006.283(2)(b)8., F.S.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by March 31.

(5) Certification Requirements for Implementation of Instructional and Library Media Materials

(a) Each superintendent must certify on the form entitled "Certification of Implementation of Instructional and Library Media Materials" (Form IM-B), the following:

1. The school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials and includes a process for verifying completion of the training;

2. Instructional materials are being implemented as designed;

3. All instructional materials for core courses used in the school district are aligned to applicable state academic standards;

4. Core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of Section 1001.215(7), F.S.; and

5. Any material objected to by a parent or resident of the county where the school district is located during the preceding school year, under the provisions of Section 1006.28, F.S., has been identified, along with the reason for the

objection and the grade and courses for which the material was removed or discontinued, in accordance with the requirements of Rule 6A-7.0714, F.A.C.

(b) This certification must be submitted electronically to <https://districts.flimadoption.org>.

(c) The certification is due annually by August 1.

(6) Selection, Training and Certification Requirements Regarding School District Library Materials under Sections 1006.28(2)(d) and 1006.29(6), F.S.

(a) Media Specialist. Materials maintained in a school district library media center that are accessible to students or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds an Educational Media Specialist Certificate, as described in Rule 6A-4.0251, F.A.C.

(b) Training Requirements. School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district library materials must complete the online training, entitled Library Media Training, before selecting library materials. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(c) Certification of Training. In accordance with Section 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training incorporated in this rule.

1. This certification must be made on the form entitled "Certification of Library Media Training" (Form IM-C) and include the number of those who completed the training by job code.

2. This certification must be submitted electronically to <https://districts.flimadoption.org>.

3. The certification is due annually by July 1.

(7) Certification of estimated allocation for instructional materials under Section 1006.40(1), F.S.

(a) In accordance with Section 1006.40(1), F.S., each superintendent must annually certify by July 1, the estimated allocation for instructional materials for the ensuing fiscal year.

(b) This certification must be made on the form entitled "Certification of Estimated Instructional Materials Spending" (Form IM-E), must be submitted electronically to <https://districts.flimadoption.org>.

(8) Documents Incorporated by Reference. The following documents are incorporated by reference and may be obtained at <https://www.fldoe.org/academics/standards/instructional-materials/>.

(a) Certification of Alignment and Adoption of Instructional Materials, Form IM-A, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15149>) effective February 2023, due annually on or before March 31.

(b) Certification of Implementation of Instructional and Library Media Materials, Form IM-B, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15919>) effective September 2023, due annually on or before August 1.

(c) Certification of Library Media Training, Form IM-C, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15151>) effective February 2023, due annually on or before July 1.

(d) Library Media Training, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15152>) effective February 2023.

(e) Certification of Estimated Instructional Materials Spending, Form IM-E, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15920>) effective September 2023, due annually on or before July 1.

*Rulemaking Authority 1001.02(1), (2)(n), 1006.28 FS. Law Implemented 1006.28(3), 1006.283(1), (4), 1006.29(6), 1006.40 FS. History—New 2-21-23, Amended 9-26-23.*