

# Collection Development Plan

## North Grade K - 8



School District of Palm Beach County  
FY23

Created by  
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Media Specialist



Nicole Patterson, Principal



**School Mission Statement:** North Grade is committed to providing the best education possible with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Further, North Grade envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

**Media Center Mission Statement:** North Grade K-8 Media Center is dedicated to being an open and welcoming hub for students, teachers, administrators, and community members; to work in collaboration with all school members to provide the resources and instructional support necessary to achieve the academic and social emotional goals of our school and District.

FY23 Goals for the Media Center Program:

1. Establish Check Out/In procedure:
  - a. Ms. Poskanzer or Ms. Ghosn will check in/out all books.
  - b. Books will be brought to the Media on a daily rotation schedule or dropped off in book boxes outside the Media Center entrances.
  
2. Establish Circulation Guidelines:
  - a. Kindergarteners will choose books to be checked out to the classroom teacher to keep in the class. They will practice Proper shelf etiquette, using shelf markers and handling books gently.
  - b. Kindergarten parents may set up an account to check out books to home
  - c. 1st - 8th grade students may check out 1 book at a time
  - d. 1st - 8th grade students may earn the right to check out more than 1 book at a time by maintaining a good record of circulation.  
(More than 50% of students earned the right to check out more than one book at a time during FY22)



3. Establish Collaboration Projects with Classroom Teachers:

- a. Resources available through the District
- b. Project development and planning
- c. Digital library boards
- d. Create class collections on content by request

**Purpose of Collection Development Policy:**

The purpose of The North Grade Media Center FY23 Collection Development Plan is to make certain the activities and budget expenditures for the coming school year meet the needs of our students, teachers, staff, and community while also supporting the overall Mission of North Grade K-8.

**School Community:**

North Grade K-8 has three programs: Regular K - 5, Gifted K -5, and Dual Language K-8

NGK-8 has two IND/ESE inclusion classes

North Grade K - 8 serves a multi-ethnic and economically disadvantaged community. Over 60% of our students are of Hispanic descent. 25% of our students are Black. 79% of our students receive free or reduced lunch. Over 50% of our students are English Language learners. Our students speak Spanish, Haitian Creole, Mam, Kanjubal and others.

**Library Program:**

The North Grade K - 8 Media Center is part of the K - 5 Fine Arts Wheel. We have 7 30-minute classes per day on a 5 day rotation schedule.

NGK-8 Media Center Program offers:

- a. Instruction in Destiny catalog and Dewey system
- b. Instruction in proper handling of books and other material
- c. Curriculum collaboration
- d. Pleasure reading
- e. Digital citizenship
- f. Technology instruction and instruction through technology
- g. Research skills
- h. Morning Announcements



NGK-8 Media Center hosts 2 Book Fairs annually. The first is our biggest fundraiser of the year. In FY22 we raised over \$3000 to spend on additional Media Center Resources. We hope to expand the Book Fair in FY23 with the addition of volunteers back in the building. Our second Book Fair of the year is a BOGO Book Fair, which puts our fundraising dollars back in the hands of our students in the form of more books for THEM.

NGK-8 has open Media Center hours for summer reading selections for a total of 4 days throughout the summer for students to come spend time in the Media Center, use the computer lab, have story time(s), and of course check out books to bring home. Children will be accompanied by an adult, and therefore will be able to select up to 5 books at a time for summer reading pleasure.

### **Budget and Funding:**

North Grade K - 8 Media Center receives budget dollars from State, District and Title 1 funding sources. Additionally, we host a fundraising Book Fair which raised over \$3000 during our most recent in-person fair. Our BOGO book fair is not a fundraiser for the school.

During FY23 Media staff will research and apply for grants to supplement our budget to meet the economic needs of our collection.

### **Scope of the Collection:**

The collection development is focused on the curriculum of NGK-8, 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 NGK-8 is arranged by the Dewey Decimal Classification System (per District policy). 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 NGK-8 support both curriculum and pleasure reading as per School Board Policy 8.12.





### **Collection Development:**

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the North Grade K - 8 Media Center materials collection is a primary function of the Media Center's mission. Collection Development at NGK-8 is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

### **Selection and Evaluation Criteria:**

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

- a. "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.]\*”

Materials considered for purchase are selected on the basis of the following criteria:

- \* Firsthand examination by a library media professional
- \* Recommendation by a faculty member
- \* A favorable review in a reputable, unbiased, professionally prepared selection tool, including but not limited to:
  - \*Booklist
  - \*School Library Journal
  - \* BookTalk
  - \* Book Report
  - \* Bulletin for the Center for Children’s Books
  - \* Online–Offline
  - \* Book Links



- \* T.H.E. Journal
- \* Award winning materials included but not limited to the following awards:
  - \* The Newbery Award
  - \* The Caldecott Award
  - \* The Alex Award
  - \* The Pulitzer Prize for Literature
  - \* The Nobel Prize for Literature
  - \* Sunshine State Young Reader's Award Nominees
  - \* Florida Reading Association Children's Book Award Nominees
- \* Educational Significance
- \* Need and value to the collection/curriculum
- \* Quality of the writing/production
- \* Readability level
- \* Organization and presentation of content
- \* Relationship to the course of study and curriculum
- \* Reputation of the publisher/producer
- \* Reputation and significance of the author/producer, et al
- \* Timeliness or permanence
- \* Quality of format
- \* Degree of potential user appeal

### **Gifts and Donations:**

Financial donations are encouraged. Gifts of previously purchased books are discouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if needed with the Reading Leadership Committee assigned to provide oversight to the library media program. A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it



directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as “new”.

### Weeding and Collection Maintenance

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 ongoing maintenance of a quality collection which includes procurement of new materials and discard 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. Materials that are weeded can be disposed of in different ways. **Keep in mind that media that is obsolete or has misinformation should be discarded in recycling bins to prevent inaccurate information from being shared.** Other materials can be disposed of by:

- a. Giving them to students or teachers for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2) The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).





## **INVENTORY CYCLE:**

Inventory of a particular section of the collection shall be completed every year. During FY22 we inventoried the Fiction sections in English, Spanish, and the Middle School sublocations.

NOTE: Although inventory can occur at any time during the year, spring is best since the process identifies items still checked out so student obligation records can be accurate.

## ***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 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996

### **Intellectual Freedom**

North Grade K -8 supports Intellectual Freedom as stated in documents published by the American Library Association at <http://www.ala.org/ala/aboutala/offices/oif/index.cfm>  
School Board Policies 8.12 and 8.125

The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.1205.

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## **Policy 8.12 - Selection of Library Media Center Materials**

1. **Adequate Library Media Materials.**-- Library media materials for the school's Library Media Center, including print, non-print, serials [periodicals], electronic resources, computer software, video images, films, and instructional television programs, represent fundamental resources selected for schools to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. It is the shared responsibility of the State, District, and school, within budgetary constraints, to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. It is also the responsibility of the State and District and school to provide library media materials that represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
2. **Purpose.**-- The Board believes that the selection of library media materials are within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
  - a. Promote the development of lifelong reading habits and information literacy skills in students;
  - b. Provide a broad background of information resources in areas of knowledge;
  - c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
  - d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
  - e. Support the professional needs of teachers and administrators; and
  - f. Introduce new instructional technologies into the learning environment.
3. **Choice.**-- Library media materials are available to students and staff as optional resources and are usually not mandatory reading as is the case with textbook instructional materials.
  - a. Library media that is sensitive or mature may not be appropriate for all readers in a school but remains a part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level and maturity level of students when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. If a parent or adult student states a reasonable objection to library reading material assigned to a class, comparable instruction will be made available for the student through an alternate reading assignment without penalty.

**4. Use of Library Media Materials Allocation.**-- School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the manner in which materials are used to implement the curriculum of the school under Fla. Stat. § 1006.40.

**5. Management of Library Media Materials.**-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General



Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.

## 6. Selection Criteria

- 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/lbr.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbr.pdf)) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.
- e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. Additional criteria used in evaluating all materials include:
  - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
  - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
  - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
  - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
  - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
  - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
  - vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
  - viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
  - ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
  - x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.





- xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

RULEMAKING

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

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42 (2), (9) (13), & (19)(a); 1001.43(2) & (3); 1006.28;; 1006.40; 1006.41; 847.012.

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



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

This Policy implements Fla. Stat. § 1006.28(2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials during the adoption process or more than 30 days after adoption of instructional materials and b): library media materials, including reading lists. This Policy also applies to challenges for classroom instructional or reading list materials that are not purchased from the Instructional Materials Allocation. The procedures to follow for those challenges are outlined below; however, a parent or a resident of this County has the option to speak and proffer evidence at the Board hearing on adopting instructional materials and the Board adoption meeting without having followed the procedures below.

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

**1. Grievance Procedures Concerning Instructional Materials including, Library Media Materials, Reading Lists, and Supplemental Classroom Instructional Materials**

- a. The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law to insure timely and objective review of instructional materials, including textbooks.
- b. Any resident of Palm Beach County, or emancipated student or parent of a child attending public school in Palm Beach County may file an objection with a school or the Board Clerk concerning the use of instructional materials including instructional materials, library media materials, and supplemental classroom instructional materials, including reading lists.
- c. The parent or resident will be provided the opportunity to proffer evidence on the grounds stated within Fla. Stat. § 1006.28(2)(a)(2), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists.
- d. Challenged materials may be removed from use in the school where the objection was initiated only after the procedures of this Policy have been completed or if it is agreed by the District at any of these stages. Per Fla. Stat. § 1006.28(2)(a)(2), except objections relating to the process for adoption of instructional materials with non-categorical funds, library media materials, and supplemental classroom instructional materials, including reading lists, if the School Board "finds that an instructional material does not meet the criteria under sub-subparagraph a. or that any other material contains prohibited content under sub-subparagraph b., the school district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable."
- e. Objections filed by a parent or emancipated student shall be heard in the school in which that student is registered. If the parent has children at different schools in Palm Beach County, then the objection must specify which school(s) the objection pertains to and it will be heard in that/those school(s). If the objecting party is not the parent of a child in the School District, the objection will be assigned to the appropriate school within the boundary corresponding to the residence of the objecting party for review if the material is located at that school or to the school in close proximity where the material is located.

**School Level: Informal Complaint**

- c. 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.
- d. If the complainant is not satisfied with the explanation and desires to file a formal complaint, the formal procedures below shall be followed.

**School Level: Formal Complaint**

- c. As stated in Policy 8.122, objections to instructional materials and Supplemental Classroom Materials, including Reading Lists, shall be filed on form PBSB 2569 (Petition to Object/Objection to Instructional Materials), which is part of this policy and incorporated herein as part of this Policy. The form can be found on the District's forms website at: [www2.palmbeachschools.org/formssearch/](http://www2.palmbeachschools.org/formssearch/).
- d. For objections to Library Media Materials, the complainant shall file form PBSB 1113 ("Objection to, Library Media Materials") and this form can be obtained from the principal or a designee. A copy of the form is also available on the District's forms Web site at [www2.palmbeachschools.org/formssearch/](http://www2.palmbeachschools.org/formssearch/) and is incorporated herein by reference as part of this Policy.
- e. The complainant shall sign and sufficiently complete the applicable form in its entirety for each material to be considered, including stating the basis of the objection, retain one copy, and send one copy of the completed form to the principal of the school. *Failure to sufficiently fill out the form along with complainant's signature will result in the rejection of the form and no formal review process under this subsection will be initiated.*
- f. 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.
- g. A challenge to multiple materials will require additional preparation time for the reviewing persons and entities set forth below. A challenge of more than five materials will add an additional two (2) days per item to the time deadlines for the school or District actions that are specified within this Policy.
- h. For materials used *in that school*, the form and the material in question shall be studied by a School Materials Review Committee appointed on an ad hoc basis by the school Principal. Representation on the School Materials Review Committee should reflect the diversity of the District and school, and the following provisions apply:
  - i. The committee shall consist of the Principal or his/her designee of the school where the complaint was made; two teachers in the appropriate subject area/grade; one teacher from another subject area/grade; a library media specialist; a guidance counselor; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high school only); one layperson from the school's Parent-Teacher Association or the School Advisory Council; a representative designated by the Regional Superintendent, and a representative from the District department representing Instructional Materials, Teaching and Learning and/or Library Media Services.
  - ii. The School Materials Review Committee shall meet within fifteen (15) school work days of receipt by the Principal of the reconsideration form. The complainant shall be notified of the committee's meeting date and time and shall be invited to present arguments for no more than 10 minutes unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation at the committee's discretion.
  - iii. The School Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in School Board Policy 8.12(6)(d)(i).
  - iv. The School Materials Review Committee shall be chaired by the Principal or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.



- v. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the School Materials Review Committee shall prepare the committee's recommendation with supporting reasons and use form PBSB 1857, School Materials Review Committee Recommendations, or a signed letter written on school letterhead. The form can be found on the District's forms Web site at [www2.palmbeachschools.org/formssearch/](http://www2.palmbeachschools.org/formssearch/) and is incorporated herein by reference.
- i. Guidelines for Committee's Recommendation. -- The School Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in Policy 8.12(6) (for media center materials) or State requirements and guidelines and Policy 8.122 (for textbooks or other instructional materials and reading lists) and shall render a decision based on a majority vote.
  - i. The selection criteria in Policy 8.12(6), for media center, shall be made available to all interested persons.
  - ii. The recommendation to the Principal will be based on the selection criteria in School Board Policy 8.12(6) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), and the following additional factors and criteria:
    - A. educational significance of the material;
    - B. appropriateness of age and maturity level;
    - C. need and value to the collection/curriculum;
    - D. summation of the professional reviews on the media;
    - E. literary merit;
    - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
    - G. freedom from stereotypes, bias, prejudice or distortion; and
    - H. timeliness or permanence.
    - 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.
- j. 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.
- b. Principal's Written Decision. -- Within five (5) school work days after receipt of the School Materials Review Committee's recommendation, the Principal shall make a decision, based on the same criteria considered by the committee as set forth in subsection (3)(g) above, on whether to follow the committee's recommendation, and shall inform the complainant *in writing* of the recommendation of the committee, the Principal's decision, and *the reasons for the recommendation and decision*. This written communication must inform the complainant of the next level of appeal under this policy and the time deadline if the decision is not the relief sought by the objecting





party. Such communication shall be sent by regular U. S. Mail, and certified mail, return receipt requested.

**District Level: Formal Appeal.** -- The complainant may appeal the Principal's decision to the Superintendent, subject to the following provisions.

- a. If the complainant appeals the Principal's decision, the Principal shall send copies of all reports and communications to division and department heads that supervise Instructional Materials, Teaching and Learning, and Library Media Services and to the appropriate Regional Superintendent.
- b. Access to challenged materials shall not be restricted during the reconsideration process; the materials shall remain in use unless the School Materials Review Committee, through formal vote, recommended removal of the instructional materials to the Principal, and the decision to remove is made by the Principal.
- c. Within twenty (20) calendar days of the date of the Principal's decision, the complainant shall notify the Superintendent in writing of the request to appeal. *Failure to comply with these requirements will result in the appeal not being considered.*
- d. Within twenty (20) school work days of receipt of such request, the Superintendent or his/her designee and appropriate staff shall review the action taken at the school level and issue a decision based on the same criteria set forth in subsection (3)(g) above and with the same alternative results as set forth in subsection (3)(h) above. If the decision does not include further review by the Superintendent/designee (and District Materials Review Committee), the complainant shall be so notified of the decision and be informed of the ability and deadline to request *in writing* an appearance to appeal directly to The School Board of Palm Beach County, Florida in accordance with this Policy. Notice to the complainant shall be made by regular U. S. Mail and certified mail, return receipt requested.
- e. If the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee whose representation reflects the diversity of the District and school, appointed on an ad hoc basis by the Superintendent or his/her designee, according to the following provisions:
  - ii. Representation on District Instructional Materials Committees should reflect the diversity of the District and schools.
  - ii. Individuals on the District Materials Review Committee cannot be the same as those that served on the School Materials Review Committee.
  - iii. The committee shall consist of the Assistant Superintendent of Teaching and Learning, or his/her designee; an appropriate Regional Superintendent or designee; one Principal at the appropriate level; a division or department head that supervises Instructional Materials, Teaching and Learning, and/or Library Media Services, an appropriate subject area Administrator/Program Planner; one teacher in the appropriate subject area/grade; one library media specialist; one student from the appropriate grade level or a student who is accomplished in the specific subject area (middle and senior high only); a representative from the Palm Beach County Council of Parent-Teacher Associations who will be appointed by the President of the District Association, a representative from the District Academic Advisory Committee; and one lay person. The General Counsel to the School Board, or designated attorney(s) of his/her Office, may be invited to provide legal advice to the Committee, if deemed appropriate by the Superintendent.
  - iv. In the event that a person from a position named above cannot be present at the District Materials Review Committee meeting(s), the Superintendent may appoint an alternate.
  - v. District Materials Review Committee Procedures
    - A. The District Materials Review Committee shall be chaired by the Assistant Superintendent of Teaching and Learning or his/her designee. A recorder of minutes shall be appointed from the membership of the committee to take minutes and to record the recommendation of the committee.
    - B. The District Materials Review Committee shall solicit, if readily available, professionally written reviews of the material, from sources such as those listed in Policy 8.12(6)(d)(i).



- C. The District Materials Review Committee shall meet and *provide a recommendation with supporting reasons* to the Superintendent within twenty (20) school work days of receipt of the referral from the Superintendent, based on the criteria set forth in subparagraph (4)(e)(v) D and paragraph (vi) below. The complainant shall be notified of the committee's meeting date and time and shall be invited to present argument for no more than 10 minutes, unless time is extended by the committee for good cause. A question/answer period or committee discussion may follow the presentation *at the committee's discretion*.
- D. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the District Materials Review Committee shall prepare the committee's recommendations with supporting reasons.

Guidelines for Recommendation to the Superintendent. -- The District Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's questionnaire, consider one or more of the evaluative criteria in School Board Policy 8.12(6) (for media center materials) or State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials) and shall render a decision based on a majority vote.

- ii. The Selection Criteria in Policy 8.12(6) (for media center materials) shall be made available to all interested persons.
  - ii. The recommendation to the Superintendent will be based on the selection criteria in School Board Policy 8.12(6) (for media center materials), State requirements and guidelines and School Board Policy 8.122 (for textbooks and instructional materials), as well as the following criteria:
    - A. educational significance of the material;
    - B. appropriateness of age and maturity level;
    - C. need and value to the collection/curriculum;
    - D. summation of the professional reviews on the media;
    - E. literary merit;
    - F. validity, accuracy, objectivity, and up-to-date and appropriate information;
    - G. freedom from stereotypes, bias, prejudice or distortion; and
    - H. timeliness or permanence.
  - 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 Department of Communications & Engagement shall make the selection criteria and a copy of the material(s) in question available for review upon request of interested persons.

**Board Level Appeal**

- f. 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.
- g. 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.

**Policy Awareness**

- f. A copy of the selection and reconsideration procedures as set forth in this Policy and in Board Policy 8.12 should be a part of the Collection Development Plan for each school library media center and should be available for easy access and reference.
- g. Each school Principal should include at a minimum, a summary or references to this Challenge Policy and School Board Policy 8.12 in the school's staff handbook and shall review the selection and reconsideration procedures with the staff as needed, emphasizing Board policy pertaining to the teaching of controversial issues and the ethical considerations that are needed in handling citizen complaints with courtesy and integrity.

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

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(1)(2) & (5); 1001.42 (2)(11)(13) & (28); 1001.42(7) & (17)(a); 1001.43(2)(3); 1006.28; 1006.34; 1006.40; 1006.41; 847.012

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

I have reviewed the Collection Development Plan for North Grade K-8 FY23

*Nicole Patterson*

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Nicole Patterson (Principal North Grade ES)

