



FY25

Collection Development Plan

North Grade K8

FY25 Collection Development Plan

Meredith Abrams , MLIS
2018 Dwyer Award Winner in Special Programs

Educational Media Specialist

Signature Page

North Grade K8

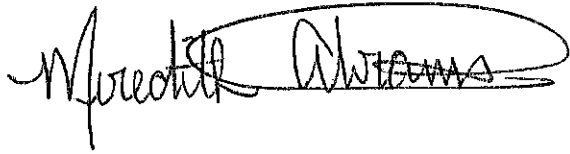
FY25 Collection Development Policy

Date Drafted: **April 15, 2024**

Date Approved by Administration: **April 15, 2024**

Media Specialist Name: Meredith Abrams

Media Specialist Signature: *Meredith Abrams*

A handwritten signature in black ink that reads "Meredith Abrams". The signature is written in a cursive style and is enclosed within a hand-drawn oval.

Principal Name: Nicole Patterson

Principal Signature: *Nicole Patterson*

A handwritten signature in black ink that reads "Nicole Patterson". The signature is written in a cursive style.

Table of Contents

<u>Purpose Statement</u>	#2
<u>Background Statement & School Community</u>	#2
<u>School Mission Statement</u>	#2
<u>Media Center Mission Statement</u>	#2
<u>Responsibility for Collection Management Development</u>	#3
<u>Library Program</u>	#3
<u>Goals and Objectives</u>	#4
<u>Budgeting and Funding</u>	#6
<u>Scope of the Collection</u>	#7
<u>Equipment</u>	#7
<u>Collection Development</u>	#8
<u>Selection Evaluation and Criteria</u>	#9
<u>Analysis of the Collection</u>	#10
<u>Gifts and Donations</u>	#11
<u>Collection Maintenance</u>	#12
<u>Strategic Focus – Weeding & Acquisitions</u>	#12
<u>Reconsideration of Materials</u>	#13
<u>Appendices</u>	#14
<u>A - Library Bill of Rights</u>	#15
<u>B - ALA Intellectual Freedom Statement</u>	#15
<u>C - Board Policy 8.12</u>	#25
<u>D - Board Policy 8.1205</u>	#20
<u>E - Specific Material Objection Form</u>	#27

Purpose of Collection Development Policy:

The purpose of The North Grade Media Center FY25 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.

Background Statement & 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. 70% of our students are of Hispanic descent. 12% of our students are Black. 83% of our students receive free or reduced lunch. 45% of our students are English Language learners. Our students speak Spanish, Haitian Creole, Mam, Kanjubal and others.

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.

FY24 Goals for the Media Center Program:

1. Establish Check Out/In procedure:
 - a. Ms. Abrams 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 homeroom teacher to keep in the classroom. Kindergarteners and first graders will check out **one** book at a time.
 - b. 2nd grade students will check out **two** books at a time.
 - c. 3rd-5th grade students will check out **two - three** books at a time
 - d. 6th-8th grade students can check out whatever books they want/need for their studies

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
 - e. LMS will attend grade level PLC meetings on a rotating basis to offer and encourage collaboration

Responsibility for Collection Management & Development

The responsibility of the collection ultimately falls on the Library Media Specialist, but the School Advisory Committee, Parent Teacher Organization, administration, families, teachers, and students play a part in the selection of new materials, as well. All stakeholders have the opportunity to make suggestions for how library funds should be used. Everyone listed is able to contribute titles to be purchased and added to the collection. As long as they support the goals of the Collection Development Policy, are age-appropriate for the students of North Grade K8, and are supported by at least two positive reviews from publications such School Library Journal or Kirkus Review, they will become a part of the next book order.

Library Program:

The North Grade K - 8 Media Center is part of the K - 5 Fine Arts Wheel. We have 6 30-minute classes per day on a 6-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 3 Book Fairs annually. The first is our biggest fundraiser of the year. In FY23 we raised over \$3000 to spend on additional Media Center Resources. Our third 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, have story time(s), and 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.

Goals and Objectives

Goal 1: Participation in Battle of the Books will increase by 200%. The students of North Grade K8 had not participated in BOB in many years because of uncertainty of who would be in the LMS position. With a certified LMS in the position in FY24, the students were able to participate once again. Seven students made the commitment to read at least three of the SSYRA titles and participate in competition.

In FY25, the goal is for 21 students to commit to read at least three of the SSYRA books and compete in the BOB competition. The LMS and students who participate in FY24 will be responsible for recruiting new students and getting them excited about the competition.

To expedite the process and give the students the maximum time to read, the LMS has already (as of 4/12/24) added the books to the district's book submission database and submitted a request to PTO to purchase one copy of each.

The students who commit to participate will be able to borrow the books as soon as the 14-day waiting period is up and the order is received. The students will meet every two weeks to review questions, create next steps, and brainstorm ways to recruit new students.

Goal 2: Overall circulation will increase by 20%. The media specialist and media clerk will be responsible for increasing circulation. In order to do this, both will meet with the middle school teachers and create a checkout schedule for them (as the middle school students are not on the fine arts wheel nor is media an elective class for them). This year the Language Arts position was filled by different people, and hopefully the person in the position now will be staying for the years to come and that relationship can grow. Middle school is responsible for approximately 15 books checked out per week. We would like to see that number grow to at least 30+ books per week (accounting for a book for one half of the middle school students).

Another way we will increase circulation is with better advertisements regarding morning circulation. This year, the library media center was open to students from 7:35am - 7:55am. Because it was the first year, students were still unsure about the new procedures. It is hoped that this will increase circulation by another 5%.

An additional way to increase circulation will be by training kindergarteners to borrow books. The past two years, only first through eighth graders have been able to check out. Kindergarten students account for approximately one-seventh of our school's population. Providing them the opportunity for books, beginning in January, will naturally increase our overall circulation.

In addition, second through fifth grade students, beginning in August, will be able to borrow up to three books each media center visit. That is something new as students in second grade were only able to borrow one book at a time this year and third through fifth grade students only borrowed up to two books per visit. This should increase circulation by over 10%.

Goal 3: Raise the average age of the collection to 2011. This year, through specific weeding, the library collection age increased from 2006 to 2008. (Approximately 800 books that lacked circulation or are outdated, damaged, or include incorrect information were removed from the collection.) With more specific weeding, the plan is to increase the collection by another three years.

The next things to be weeded from the collection are books from years prior to 1980 that have not circulated once in over eight years. This includes approximately 150 books. After that, the 900s will be whittled down by removing any books with improper information or those with discolored/mildewed pages. There are approximately 250 titles that fit into this category.

Another way the collection age will rise is to be mindful of the age of all books being added. The goal is to only add books that were published in 2015 or after (other than on a specific case-by-case basis).

After completing each of these actions, the collection age should be up to 2011. (The only reason weeding stopped in FY24 was because there was a lack of space to store the weeded books until November.) Weeding will continue beyond FY25 in hopes that the age of the collection will eventually be only ten years prior to the current year. (After weeding, there will still be 10+ books per child.)

Budget and Funding

North Grade K - 8 Media Center receives budget dollars from State, District and Title 1 funding sources. Additionally, we hosted two fundraising Book Fairs which raised over \$6000 each. Our BOGO book fair is not a fundraiser for the school. We are currently investigating other opportunities as we are parting ways with Scholastic Book Fairs for FY25.

In the FY25 projected budget amounts replace the amounts with your actual ones.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$567	\$567
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$340	\$340
<i>Account 561100 - Library Books</i>	\$1021	\$1021
<i>Account 562230 - Media A/V Equipment</i>	\$454	\$454
<i>Account 564220 - Furn-Fix/Equip</i>	\$567	\$567
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1021	\$1900

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Bookmarks	\$300
Supplies for Literacy Night	\$300
Updating TV Production Studio Equipment	\$1000
Cover One book repair supplies	\$300
Updating Books in the collection	\$2000
Total:	\$3900

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.

Equipment

The workroom area consists of three copy machines, an Ellison die cut system (three cutters and approximately 300 dies), and a book binding machine.

In the TV Production Studio, there is a monitor, two cameras, four microphones, two mic stands, a switcher, a desktop computer, and a Mic Line mixer. (All of the equipment is over 20 years old.)

Housed in the media office is also a laminator. The laminator is available for staff use. Items are submitted for lamination by the media clerk.

There are two district telephones: one on the circulation desk and one on in the media office.

There is a Cover One machine in the media office that was purchased with Scholastic Dollars during the FY24 school year.

State Categorical Funds purchased a printer for the circulation desk during the FY24 school year.

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

Board Policy 8.12 lays the foundation for all selection decisions for every library media center in Palm Beach County Schools. The policy states that a wide variety of materials on a variety of levels that represent the patrons in the school be provided in a variety of formats to meet the needs of all.

When purchasing books for the collection, at least two professional book review sites are referenced for age-appropriateness and quality of material. Those sources are School Library Journal, Kirkus Reviews, Publishers Weekly, and Horn Book Magazine. Per Board Policy 8.12, if a book is not age-appropriate or hasn't received at least two positive reviews, it will not be added to the collection. All donations and gifts are scrutinized in the same manner, in accordance with Board Policy 8.12.

The specific process for selection, as stated in Board Policy 8.12, is outlined below:

Selection-- Fla. Stat. § 1006.28 provides selection requirements. a. Initial Review Process i. "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, who has completed the required training provided by the State, regardless of whether the book is purchased, donated, or otherwise made available to students." This training must be completed annually (SBE Rule 6A7.0715). Employees holding a valid educational media specialist certificate (with the required FDOE in the Library Media Training) at each school location, or if a qualified person is not employed at the school, by another District employee with these qualifications, shall evaluate and select print and nonprint materials for the library media center using criteria outlined below, as appropriate for the media type. Per SBE Rule 6A-7.0715, "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." These persons must complete this training before reviewing and selecting age-appropriate materials, reading list materials, and library resources. ii. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSB 2671, attached hereto and incorporated as part of this policy, to solicit additional input. b. SBE Rule 6A-7.0715, in the Library Media Training, contains information describing what is considered pornography and harmful to minors. Sexual conduct is defined in Fla. Stat. § 847.001(19). c. Additionally, as stated in Fla. Stat. § 1006.34 (2) (b)," In the selection of ...library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include: i. The age of the students who normally could be expected to have access to the material. ii. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the 4 curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92. iii.

The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program. iv. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state. Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school. d. "SBE Rule 6A-7.0715, in the Library Media Training, also states: i. "Choose materials that address the reading levels, special curricular needs, and programs of your school/district." ii. 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 the state-approved, district-adopted core curriculum. iii. Factors to consider for any material include Avoiding unsolicited theories that may lead to student indoctrination. e. The School Board has adopted "procedures for developing library media center collections" and shall "post the procedures" on each school's website within the District. f. Each elementary school¹ must "publish on its website, in a searchable format prescribed by the [Florida Department of Education (FDOE)], 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." g. Per HB 1069 (2023) in Fla. Stat. § 1006.28, the 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." h. Per Fla. Stat. § 1006.28 (2) (d), these procedures for developing library media center collections must and do: i. "Require that book selections meet the criteria in s. 1006.40(3) (d)."²

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

District Resources And Services

The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

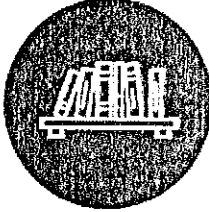
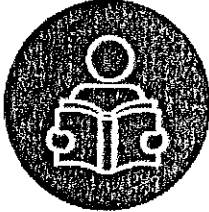
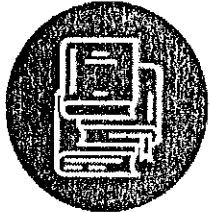

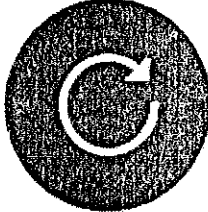
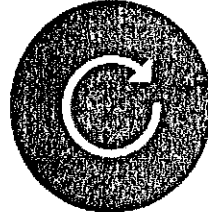
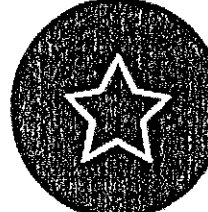

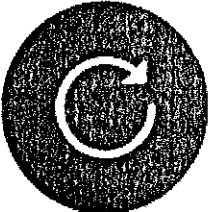

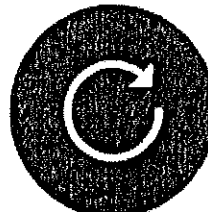
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitor categorical and capital budgets allocated for library programs
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, the

technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
12,547 Items in the Collection	16.3 Items per Student	27% Fiction Titles in the Collection	51% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2008 Average Age of the Collection	52% Aged Titles	8% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
35% Representative Titles in Collection	2007 Representative Titles Average Age	3608 SLL Titles in Collection	2009 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (Years)
Computer Science, Information & General Works	86	2013
Philosophy & Psychology	47	2011
Religion	49	2010
Social Sciences	864	2005
Language	310	2007
Science	1949	2009
Technology	759	2009
Arts & Recreation	912	2011
Literature	257	2001
History & Geography	1118	2006
Biography	780	2007
Easy	2054	2007
General Fiction	3344	2008
Graphic Novels	384	2015

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated.

This year, we shared a wishlist of wanted titles with our families and community partners. We will continue to do the same in FY25. The same procedures are followed to add those titles to the collection.

Collection Maintenance

As per Board Policy 8.12 (8), inventory of the library media center will occur on a three-year rotation. In FY22, the fiction section (elementary, Spanish, and middle school) were inventoried. In FY23, the easy section was inventoried. In FY24, the nonfiction section (elementary, Spanish, and middle school) was inventoried. The future rotation will be fiction in FY25, easy in FY26, and nonfiction in FY27. Past media specialists placed a black checkmarks on the covers of books that didn't have Reading Counts tests and orange spine labels on books that do. As a school, we no longer use these programs, so both labeling systems are obsolete. Spanish books are labeled with "Spanish/Espanol" stickers on the spine. All SSYRA books (current and past) are labeled with a green dot. All books in the middle school subgroup of the collection are labeled with "Middle School" on the spine.

Lost or Damaged Library Materials

School Board Policy 2.21B(9) states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property." We ask families to replace lost or damaged materials with the exact item. We are happy to help them find it, should they ask. If a family is unable to replace a lost or damaged book, we remove the book and any fee associated with the child's name.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Spanish ● Nonfiction: technology, geography, social science ● Nonfiction: biographies
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Nonfiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction: history ● Nonfiction: computer science ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction

	<ul style="list-style-type: none"> • Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> • Fiction • Middle school fiction • Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Nonfiction • Fiction • Easy

Reconsideration of Materials

North Grade K8 emphatically follows Board Policy 8.1205 when presented with a book challenge. It is the right of any Palm Beach County resident or parent of a child in a Palm Beach County school to file an objection regarding instructional materials that have not gone through the Board’s adoption process. The person filing the grievance will be asked to provide evidence to reinforce their belief about the certain book, etc. If a ruling has been made on the book in the past three years, and no NEW evidence has been provided, the ruling will be upheld. Both the policy, in entirety and the Material Objection form are linked in the appendix of this Collection Development Policy.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed March 20, 2024)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed March 20, 2024)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 20, 2024)

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.

PBSD

1113

Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

1. Per SBE Rule: 6A-7.0715, "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." 2.

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 and State law. 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. 3. Per HB 5101 (2023), which created this definition in Fla. Stat. § 1006.28 (1) (a) 3, "Library media center means any collection of books, eBooks, periodicals, or videos maintained and accessible on the site of a school, including in classrooms." 4. Reading List Materials -- Reading list materials are recommended or assigned materials school-wide or grade level. 5. Purpose -- The Board believes that the selection of library media materials and reading list materials is within its jurisdiction pursuant to relevant statutes, rules, and constitutional provisions. 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.
- f. Introduce new instructional technologies into the learning environment.

6. 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.
- b. 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.

7. Use of Library Media Materials Allocation -- School principals are responsible for ensuring that operating budget and state 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.

8. 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. 9. Selection-- Fla. Stat. § 1006.28 provides selection requirements. a. Initial Review Process i. "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, who has completed the required training provided by the State, regardless of whether the book is purchased, donated, or otherwise made available to students." This training must be completed annually (SBE Rule 6A7.0715). Employees holding a valid educational media specialist certificate (with the required FDOE in the Library Media Training) at each school location, or if a qualified person is not employed at the school, by another District employee with these qualifications, shall evaluate and select print and nonprint materials for the library media center using criteria outlined below, as appropriate for the media type. Per SBE Rule 6A-7.0715, "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." These persons must complete this training before reviewing and selecting age-appropriate materials, reading list materials, and library resources. ii. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671, attached hereto and incorporated as part of this policy, to solicit additional input. b. SBE Rule 6A-7.0715, in the Library Media Training, contains information describing what is considered pornography and harmful to minors. Sexual conduct is defined in Fla. Stat. § 847.001(19). c. Additionally, as stated in Fla. Stat. § 1006.34 (2) (b)," In the selection of ...library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include: i. The age of the students who normally could be expected to have access to the material. ii. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92. iii. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program. iv. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state. Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school. d. "SBE Rule 6A-7.0715, in the in the Library Media Training, also states: i. "Choose materials that address the reading levels, special curricular needs, and programs of your school/district." ii. 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 the state-approved, district-adopted core curriculum. iii. Factors to consider for any material include Avoiding unsolicited theories that may lead to student indoctrination. e. The School Board has adopted "procedures for developing library media center collections" and shall "post the procedures" on each school's website within the District. f. Each elementary school1 must "publish on its website, in a searchable format prescribed by the [Florida Department of Education (FDOE)], 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." g. Per HB 1069 (2023) in Fla. Stat. § 1006.28, the 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." h. Per Fla. Stat. § 1006.28 (2) (d), these procedures for developing library media

center collections must and do: i. "Require that book selections meet the criteria in s. 1006.40(3) (d)." 2 1 The District relies on the definitions of an "elementary school" and "elementary school grade level" as stated in SBER 6A-7.0713 Elementary School Website Listing of Library Materials and Reading Lists. 2 Former Fla. Stat. §1006.40(3)(d) now (c) states that the materials must be: "1. Free of pornography and material prohibited under s. 847.012 [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and 3. Appropriate for the grade level and age group for which the materials are used or made available." ii. Require consultation of reputable, professionally recognized reviewing periodicals³, and school community stakeholders. 4 The District shall rely on any State Board of Education Rules, to determine what is age appropriate. See SBE Rule 6A-7.0715, in the Library Media Training, for a description of what constitutes Materials Prohibited by Fla. Stat. § 847.012 (harmful to minors). Sexual conduct is defined in Fla. Stat. § 847.001(19). This Library Media Training also states: "it must be clear that a book depicting nudity, sexual conduct, or sexual excitement does not meet the tenets of "Harmful to minors" (s. 847.001, F.S.), which are: (a) Predominantly appeals to a prurient, shameful, or morbid interest; (b) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and (c) Taken as a whole, is without serious literary, artistic, political, or scientific value for minors. 3 These periodicals are 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, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog. Also, SBE Rule 6A-7.0715, in the in the Library Media Training, states to "consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List, and that selection "should consider the consultation of crowd- sourced reviews." 4 Per SBE Rule 6A-7.0715, in the training for media specialists, stakeholders must include parents. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at <http://l.sdpbc.net/luluc> then click on Active LMS Book Orders. On the date of the requested purchase or acceptance of library media center materials after media specialist review, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Board Policy 1.097). The message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments. The members will be asked to provide comments to the district email address below and to send the information to persons in the community who are not committee members. In addition, there will be a standing item on this committee's agenda for all meetings relating to input on the new materials under consideration. Stakeholders with questions, comments, or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media team for consideration. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations. If a iii. "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." iv. "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." 5 In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The basis for the removal shall be documented. Removal procedures regarding an Objection are based on Statute and/or School Board

Policy 8.1205 Objection Procedures for Instructional Materials. 10. Additional Selection Criteria a. The following may be considered in the selection process but must be consistent with Florida law requirements stated above and in SBE Rule 6A-7.0715 Certifications and Plans for Instructional Materials and Library Media. Materials for use in school media centers or classroom library collections shall be carefully selected subject to the requirements stated above in Paragraph 9. b. 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" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and Policy 8.1205. c. Annually, the District requires using the selection criteria and the removal criteria referenced in this Policy to have library media specialists evaluate their collection in order to write a School Collection concern is raised about any item on an order, that order may be discussed at an Academic Advisory Committee meeting or reviewed and considered by District staff. 5 Subparagraph (a) (2) relates to School Board Policy 8.1205 Objection Procedures for Library Media Materials, Supplemental Classroom Materials, Classroom Library Materials, and Reading Lists. Development Plan to enhance their individual library programs that align to the District required components⁶. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process. d. The SBE Rule 6A-7.0715 Certifications and Plans for Instructional Materials, in the Library Media Training, suggests a balance of fiction and non-fiction. e. 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 State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms. f. 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. g. Additional criteria, again if consistent with Florida law requirements, that may be used in evaluating and selecting all materials (although copyright and graphic novels are mandatory criteria) include: i. 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. ii. 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. iii. ACCURACY -- Nonfiction information is correct, recent, and objective. iv. LITERARY MERIT -- Fiction that has a noteworthy plot, setting, characterization, style and theme. 6 The School Collection Development Plan will include School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives. v. SCOPE -- Content is covered adequately to achieve its intended purpose. vi. AUTHORITY -- The author, editor, or producer has a superior reputation for producing materials of this nature. vii. SPECIAL FEATURES -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique, or are valuable. viii. TRANSLATION INTEGRITY -- Material translated from one language to another maintains the stylistic characteristics of the original. ix. ARRANGEMENT -- Concepts are presented in a logical sequence and in a

way that assures learning. x. TREATMENT -- Typeset, visuals, style, and/or medium capture and hold the student's attention. xi. TECHNICAL QUALITY -- Sound is clear and audible and visuals project clearly. xii. AESTHETIC QUALITY -- Material is superior to similar items in attractiveness and presentation of content. xiii. POTENTIAL DEMAND -- Item has particular timeliness or popular appeal. xiv. DURABILITY -- Material has the potential for frequent use or is of a nature that it will be considered consumable. xv. 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. xvi. GRAPHIC NOVELS AND PERIODICALS -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodical into circulation. 11. Compliance a. Per Fla. Stat. § 1006.28 (4) (f), "school principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned and notifying parents of the process for objecting to the use of specific materials." b. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media team. c. Per Fla. Stat. § 1006.29 (6), no later than July 1 of each year, the Superintendent must certify to the FDOE that all school librarians and media specialists employed by the District have completed the FDOE online Library Media Training program. The certification form is incorporated in SBE Rule 6A-7.0715. RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a); 1001.32(2); 1001.41(1), (2), & (5); 1001.42. LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42 (8), (9), (13), & (19)(a); 1001.43(2), (3) & (5); 1006.28; 1006.29; 1006.34; 1006.40; 1006.41; 847.012; SBE Rule 6A-7.0715; SBER 6A-7.0713 HISTORY: 2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008; 1/24/2018; 12/27/22; 11/14/23 RELATED POLICIES: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process This Policy does not apply to the 30-day post-adoption challenges to specific instructional materials by parents or County residents in compliance with Fla. Stat. § 1006.28(1)(a)(3). The procedures to follow for those challenges are outlined in School Board Policy 8.122, subparagraph (3)(g). In addition, the Superintendent or designee, even without an objection or challenge, has the authority to remove instructional materials, library media materials, supplemental classroom materials, or reading lists based on statutory considerations. The basis for the removal shall be documented. This Policy implements Fla. Stat. § 1006.28 (2)(a)2 relating to: objections by parents or this County's residents to: a) instructional materials that have not gone through the Board's adoption process and b): library media center materials, including reading lists, and non-adopted classroom materials. 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. 1. Grievance Procedures Concerning Library Media Center Materials, Classroom Library, Reading Lists, Supplemental Classroom Instructional Materials, and Instructional Materials That Have Not Gone Through the Board Adoption Process a. The Superintendent or his/her designee is authorized to administer the following procedures in accordance with federal and state law. b. Any resident of Palm Beach County or parent of a child attending public school in Palm Beach County may file an objection with a school concerning the use of or content in specific instructional materials, library media center materials, classroom libraries, and supplemental classroom materials, reading lists, and instructional

materials that have not gone through the Board's adoption process. 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), as interpreted by SBE Rule 6A7.0714, relating to library media center materials, classroom libraries, supplemental classroom materials, reading lists, and instructional materials that have not gone through the Board's adoption process. d. However, if the School Board has previously made a decision on a challenged material within the last three (3) calendar years unless reversed on appeal, the formal process stated below (starting with Paragraph 3) will not apply. The school will forward the Objection form and the evidence proffered by the challenger to the Superintendent/designee. The Objections and its supporting items will be placed as a School Board agenda item with its previous decision, and unless new information is provided, the prior decision will remain. e. Per Fla. Stat. § 1006.28 (2)(a)2, the basis for Objections where the parent or resident is provided the opportunity to proffer evidence is as follows: i. If the instructional material did not go through the District's public adoption process, the instructional material does not meet the criteria of s. 1006.31(2)[1] or s. 1006.40(3)(d)2 if it was selected for use in a course or otherwise made available to students in the school district. ii. "Any material used in a classroom³, made available in a school or classroom library, or included on a reading list contains content which:" A. "Is pornographic or prohibited under s. 847.012 [Harmful to minors];" 1 Fla. Stat. §1006.31 contains standards for selecting instructional materials and several of these are found in Fla. Stat. § 1006.34(2)(b): "In the selection of instructional materials... the standards used to determine the propriety of the material shall include: 1. The age of the students who normally could be expected to have access to the material. 2. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92. 3. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program. 4. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state." "Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school." (Fla. Stat. § 1006.34 (2)(b)). Recommended materials are "only those instructional materials aligned with the state standards provided for in s. 1003.41. Instructional materials ... shall be, to the satisfaction of each reviewer, accurate, objective, balanced, noninflammatory, current, free of pornography and material prohibited under s. 847.012, and suited to student needs and their ability to comprehend the material presented. ..." Fla. Stat. § 1006.31(2). Fla. Stat. § 1006.31(2) further states that "[E]ach reviewer shall: (a) Include only instructional materials that accurately portray the ethnic, socioeconomic, cultural, religious, physical, and racial diversity of our society, including men and women in professional, career, and executive roles, and the role and contributions of the entrepreneur and labor in the total development of this state and the United States. (b) Include only materials that accurately portray, whenever appropriate, humankind's place in ecological systems, including the necessity for the protection of our environment and conservation of our natural resources and the effects on the human system of the use of tobacco, alcohol, controlled substances, and other dangerous substances. (c) Include materials that encourage thrift, fire prevention, and humane treatment of people and animals. (d) Require, when appropriate to the comprehension of students, that materials for social science, history, or civics classes contain the Declaration of Independence and the Constitution of the United States. A reviewer may not recommend any instructional materials that contain any matter reflecting unfairly upon persons because of their race. "color, creed, national origin, ancestry, gender, religion, disability, socioeconomic status, or occupation or otherwise contradict the principles

enumerated under s. 1003.42(3). (e) When such instructional materials are for foundational reading skills, include only materials that are based on the science of reading and include phonics instruction for decoding and encoding as the primary instructional strategy for word reading. Instructional strategies within such materials may not employ the three cueing system model of reading or visual memory as a basis for teaching word reading. Instructional strategies within such materials may include visual information and strategies that improve background and experiential knowledge, add context, and increase oral language and vocabulary to support comprehension, but may not be used to teach word reading. "(Fla. Stat. § 1006.31(2) 2 Fla. Stat. §1006.40 (3)(d) [now(c)] states: (d) Any materials purchased pursuant to this section must be: 1. Free of pornography and material prohibited under s. 847.012. 2. Suited to student needs and their ability to comprehend the material presented. 3.B. "Depicts or describes sexual conduct as defined in 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., or identified by State Board of Education rule [material used in instruction on HIV/AIDS, child sexual abuse prevention, abstinence and the impacts of teenage pregnancy, or any other course identified by the FDOE].;" C. "Is not suited to student needs and their ability to comprehend the material presented; or" D. "Is inappropriate for the grade level and age group for which the material is used." f. Fla. Stat. § 1006.28 (2)(a)2 further states: i. "Any material that is subject to an objection on the basis of [1]) being pornographic or prohibited under s. 847.012 [Harmful to minors] or [2]) depicts or describes sexual conduct as defined in s. 847.001(19)[3], 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., or identified by State Board of Education rule 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." ii. 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 that meets the requirements of being pornographic or prohibited under s. 847.012 [Harmful materials to minors], the District shall discontinue the use of the material. g. In addition to the removal of materials as stated above in sub-paragraph 1(e)i, challenged materials, based on objections for other reasons, may be removed from use in the school where the objection was initiated after the procedures of this Policy have been completed or if it is agreed by the District at any of these stages. Moreover, per Fla. Stat. § 1006.28(2)(a) 2, if the School Board "finds that any material meets the requirements under sub-subparagraph a. [the basis stated in paragraph (1)(e) i] above for challenging instructional materials] or that any other material contains prohibited content under sub-sub-subparagraph b.(i) [is pornographic or prohibited under s. 847.012 (harmful to minors)],, the school district shall discontinue the use of the material. If the district school board finds that any other material contains prohibited content under sub-sub-subparagraph b. (ii)-(iv),[depicts or describes sexual conduct (unless under the exceptions), is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade level and age group for which the material is used] the school district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable." h. Objections filed by a parent 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 3 As per SBE Rule 6A-7.0714 This does not include instructional materials as defined in Section 1006.29(2), F.S., except as noted in subparagraph (3)(a)4 of this rule which relates to instructional materials that have not gone through the Board's adoption process. 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. i. If objections are made

to instructional materials for reasons not state applicable to them within SBE Rule 6A-7.0714, they will be rejected by the Superintendent on behalf of the School Board without going through the process stated below.

2. School Level: Informal Complaint a. Any complaint arising out of the use of material in a school shall be registered in writing with the principal of the school. The principal shall forward a copy to the District's Department of Instructional Materials. Within five school days of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant to explain: i. the school's selection procedures for these materials; ii. the criteria used for the selection of these materials; iii. the role that the material in question has in the school's curriculum or library media center or classroom collection; and iv. whatever additional information is deemed needed regarding the item's use. b. If the complainant is not satisfied with the explanation and desires to file a formal complaint, the formal procedures below shall be followed.

3. School Level: Formal Complaint a. As stated in Policy 8.122, objections to instructional materials that are currently in use, and as noted in School Board Policy 8.12 objections for other school materials, shall be filed with the school principal on the standard template/form adopted by the State Board of Education rule (once one is adopted) and the District's Part I template to the form which are part of this policy and incorporated herein. i. Until the adoption of this State form, the complainant shall assert these objections by filing form PBSB 1113 (Objections to Library Media Center, Classroom Library, Reading List, Supplemental, or Instructional Materials That Have Not Gone Through the Board's Adoption Process) which is part of this policy and incorporated herein as part of this Policy. PBSB 1113 can be found on the District's forms website at: <https://www2.palmbeachschools.org/formssearch/pdf/1113.pdf> ii. The form must be posted and easily accessible on the homepage of the District's website alongside the objection process. iii. Alternatively, until the State form is adopted, the complainant can file a document specifying the objection which also identifies the School District point of contact and contact information for the submission of an objection and is easy to read and understand. iv. The principal shall forward a copy of any objection to materials to the District's Department of Instructional Materials. b. 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. c. 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. d. 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 five (5) school work days per item to the time deadlines for the school or District actions that are specified within this Policy. e. 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 and/or Library Media Services. The committee must include parents of students who will have access to such materials. 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. Per HB 1069 (2023) "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 [the Sunshine law]". iv. 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(9), footnote 3. v. 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. vi. 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 <https://www2.palmbeachschools.org/formssearch/pdf/1857.pdf> and is incorporated herein by reference. f. 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 Objection form, and consider applicable Florida statutes and rules which are a basis for an objection as stated in sub-paragraphs (1)(e) and (f) above and Fla. Stat. § 1006.28 (2)(a) 2 or any other State laws which are the basis for an objection. in) The committee shall render its recommendation based on a majority vote. i. The criteria for asserting objections stated above in the Policy shall be made available to all interested persons. ii. ii. The recommendation to the Principal will be based on the same criteria stated above in sub-paragraph (3)(f) iii. 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 and consistent with State law. However, pursuant to current case law, the committee may not recommend the 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. g. 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. h. 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)(f) 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. The principal shall forward a copy to the District's Department of Instructional Materials 4. District Level: Formal Appeal. -- The complainant may appeal the Principal's decision to the Superintendent, subject to the following provisions. a. If the complainant appeals the Principal's decision, the Principal shall send copies of all reports and communications to division and department heads that supervise Instructional Materials and Library Media Services and to the appropriate Regional Superintendent. b. Access to challenged materials shall be governed by Paragraph (1)(e) above, or if not based on one of those grounds, will not be restricted during the reconsideration process; the materials shall remain in use unless removal is required by State law or the School Materials Review Committee, through a 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)(f) above and with the same alternative results as set forth in subsection (3)(g) above. If the decision does not include further review by the Superintendent/designee (and District Materials Review Committee), the complainant shall be so notified of the decision and be informed of the ability and deadline to request in writing an appearance to appeal directly to The School Board of Palm Beach County, Florida in accordance with this Policy. Notice to the complainant shall be made by regular U. S. Mail and certified mail, return receipt requested. e. If the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee whose representation reflects the diversity of the District and school, appointed on an ad hoc basis by the Superintendent or his/her designee, according to the following provisions: i. Representation on District Instructional Materials Committees should reflect the diversity of the District and schools. ii. Individuals on the District Materials Review Committee cannot be the same as those who served on the School Materials Review Committee. iii. The committee shall consist of the Chief Academic Officer 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, 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. The committee must include parents of students who will have access to such materials. 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 Chief Academic Officer 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(9), footnote 3. C. Per HB 1069 (2023) "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[the Sunshine law].” D. 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 (3) (f) above. 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. E. If the review is not completed, the committee may schedule additional meetings. Within five (5) school work days of its final meeting, the District Materials Review Committee shall prepare the committee's recommendations with supporting reasons. f. Guidelines for Recommendation to the Superintendent. -- The District Materials Review Committee shall review enough of the relevant portions of the material being challenged in order to make an informed recommendation on the request. The committee shall also consider readily available reviews of the material, study the comments on the complainant's Objection form, and consider the same criteria in sub-paragraph (3)(f) above. The committee shall render its recommendation based on a majority vote. i. The Criteria for asserting objections stated above in the Policy shall be made available to all interested persons. Page 9 of 10 ii. The recommendation to the Superintendent will be based on the coii. The recommendation to the Superintendent will be based on the consider the same criteria in sub-paragraph (3)(f) above. 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 Strategic Communications & Engagement shall make the criteria for objections and a copy of the material(s) in question available for review upon request of interested persons. 5. Board Level Appeal a. The complainant may appeal the decision of the Superintendent/designee to the School Board under subsection (4)(d) or paragraph (4)(h) above by filing a signed writing with the School Board Clerk within thirty (30) days of the decision and may request an appearance before the School Board. b. After notice to the appealing party, the School Board Level review shall occur at a public meeting. The Board shall review all evidence and materials presented previously in this process. If the complainant wishes to proffer any additional evidence, it must be submitted to the superintendent no less than five (5) days prior to the meeting at which the matter will be heard. c. The complainant and public shall be afforded an opportunity to comment before the Board makes a final decision. d. The School Board's decision shall be based on the same criteria considered by the Superintendent as set forth in subsections (4)(d) and (h) above. e. The parents who were the complainants may request on the appropriate State form the appointment of a special magistrate if they disagree with the local decision about an objection to materials used in school or classroom libraries as set forth in SBER 6A1.094126 Special Magistrate for Materials Used in Classroom or School Libraries. The magistrate “will not be appointed for parental objections to instructional materials that were adopted by a school district or are in the process of adoption by a school district using district procedures for

public review and comment” as required by the Statute. The District’s obligations during this process are stated in this Rule. This includes the designation of at least one person responsible for responding to FDOE inquiries regarding a request for the appointment of a special magistrate and notifying FDOE of the name and email address of the individual. 6. Policy Awareness a. A copy of the selection and reconsideration procedures, as set forth in this Policy and in Board Policy 8.12, should be a part of the Collection Development Plan for each school library media center and should be available for easy access and reference. b. Each school Principal should include at a minimum, a summary or references to this Challenge Policy and School Board Policy 8.12 in the school’s staff handbook and shall review the selection and reconsideration procedures with the staff as needed, emphasizing Board policy pertaining to the teaching of controversial issues and the ethical considerations that are needed in handling citizen complaints with courtesy and integrity. 7. Reporting Objections a. Fla. Stat. § 1006.28 (2)(e)3.a requires that: “Annually, beginning June 30, 2023, [the School Board] submit to the Commissioner of Education a report that identifies: a. Each material for which the school district received an objection pursuant to [Fla. Stat. 1006.28] subparagraph (a)2 [regarding an objection by a parent or a resident of the county to the use of a specific instructional material or any material used in a classroom, made available in a school library, or included on a reading list], including the grade level and course the material was used in, for the school year and the specific objections thereto. b. Each material that was removed or discontinued. c. Each material that was not removed or discontinued and the rationale for not removing or discontinuing the material.” b. The most recently adopted SBER 6A-7.0714 Library and Instructional Materials Objection Report sets forth the form of the Report and the method of reporting the information to the Florida Department of Education (FDOE). c. Accordingly, this data must be collected for these reports in a manner as determined by the Superintendent/designee. d. The FDOE publishes and regularly updates a list of materials that “were removed or discontinued as a result of an objection and disseminates the list to school districts for consideration in their selection procedures.” RULEMAKING AUTHORITY: LAWS IMPLEMENTED: HISTORY: Fla. Stat. §§ 120.81 (1) (a); 1001.32 (2); 1001.41(1)(2) & (5); 1001.42(29) Fla. Stat. §§ 1001.32(2); 1001.41(1)(2) & (5); 1001.42 (8)(13) & (15) 1001.43(2)(3); 1006.28; 1006.283; 1006.31; 1006.34; 1006.40; 847.012; SBER 6A-7.0714; SBER 6A-1.094126 5/7/2008; 1/24/2018; 11/30/22; 11/14/23 RELATED POLICIES: School Board Policy 8.122 Textbooks and Related Instructional Materials School Board Policy 8.12 Selection of Library Media Center Materials, Classroom Library Materials and Reading List Materials School Board Policy 5.735 Parent’s Bill of Rights

Specific Material Objection Part I: This form is for use by a parent of a student or resident of Palm Beach County who is challenging specific library media center, classroom library, reading list, supplemental, or instructional materials that have not gone through the Board’s adoption process. This form must be used after the informal objection process, as described in School Board Policy 8.12051, has occurred if the challenger remains dissatisfied. Pursuant to Board Policy 8.1205, which implements F.S. 1006.28(2)(a)2, as interpreted by SBE Rule 6A- 7.0714, this form must be used by the parent of a student or a resident of Palm Beach County to object to the use of the aforementioned materials. However, a parent or County resident may object without using this form at the Board’s public hearing or meeting to adopt instructional materials. The process for filing this objection form is as follows in compliance with School Board Policy 8.1205. Objections filed by a parent 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 but a County resident, 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. The school's and principal's email address and mailing address are located on the bottom of the school's website or can be obtained by contacting the District's Strategic Department of Communications and Engagement.

First Step: Informal Complaint at the School Level 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.

Next Step: School Level: Formal Complaint If the complainant is not satisfied with the school's explanation and desires to file a formal complaint, the formal procedures shall be followed, including filing this form. Provide the information requested on the form so that adequate information is received to process the Objection and attempt resolution. 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. If, however, the School Board has previously decided on a challenged material within the last three (3) calendar years, unless reversed on appeal, the formal process in the Policy will not apply. The school will forward the objection form and the evidence proffered by the challenger to the Superintendent/designee. The Objections and its supporting items will be placed as a School Board agenda item with its previous decision, and unless new information is provided, the prior decision will remain. Moreover, if objections are made to instructional materials for reasons not stated applicable to them within 1 School Board Policy 8.1205 -- Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process—can be found on the School District's website at this link: <http://l.sdpbc.net/htai7> . Specific Material Objection Incorporated in Rule 6A-7.0714, F.A.C. Effective November 2023 SBE Rule 6A-7.0714, they will be rejected by the Superintendent on behalf of the School Board without going through the process stated below. If the formal process applies, the School Materials Review Committee will review the material and hold an open public meeting subject to the Sunshine laws. 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. The Policy states the composition of the committee and the committee must include parents of students who will have access to such materials. The Committee will vote and make a recommendation to the Principal based on statutory criteria for objections to materials, as interpreted by State Board of Education Rules, any readily available, professionally written reviews of the material, the objection form, and the CTA agreement to the extent it is consistent with State law. The committee's recommendation with supporting reasons will be stated on form PBSB 1857--School Materials Review Committee Recommendations—and is provided to the Principal. The Principal makes a written decision based on the same criteria and states the reasons for the recommendation and decision. This written communication forwarded to the complainant 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.

Next Step: District Level: Formal Appeal The complainant may appeal the Principal's decision to the Superintendent within twenty (20) calendar days of the date of the Principal's decision. 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. 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. If, however, the Superintendent finds cause for further review, the complaint shall be submitted to a District Materials Review Committee and the Policy sets forth its

diverse composition including parents of students who will have access to such materials. The committee will hold an open public meeting subject to the Sunshine laws. 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. The committee will vote and provide a recommendation with supporting reasons to the Superintendent based on the same criteria. The Superintendent or his/her designee shall make a final decision, based on the same criteria considered by the committee, and send the written report to the complainant, which will contain time limits to appeal to the Board if the complainant is dissatisfied. Next Step: Board Level Appeal The complainant may appeal the decision of the Superintendent/designee to the School Board 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. After notice to the appealing party, the School Board Level review shall occur at a public meeting. The Board shall review all evidence and materials presented previously in this process. If the complainant wishes to proffer any additional evidence, it must be submitted to the superintendent no less than five (5) days prior to the meeting at which the matter will be heard. The complainant and public shall be afforded an opportunity to comment before the Board makes a final decision. The School Board's decision shall be based Specific Material Objection Incorporated in Rule 6A-7.0714, F.A.C. Effective November 2023 on the same criteria considered by the Superintendent. Next Step—Special Magistrate Parents who were the complainants may request on the appropriate State form the appointment of a special magistrate if they disagree with the local decision about an objection to materials used in school or classroom libraries as set forth in SBER 6A-1.094126 Special Magistrate for Materials Used in Classroom or School Libraries.

Part II: 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 at <http://l.sdpbc.net/htai7> or <http://l.sdpbc.net/z8uvq> . 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. 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 Specific Material Objection Incorporated in Rule 6A-7.0714, F.A.C. Effective November 2023 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. Section 4: Objection Specific Information 1. What brought this material to your attention? 2. Did you examine this material in its entirety? Yes No If Specific Material Objection Incorporated in Rule 6A-7.0714, F.A.C. Effective November 2023 not, what sections did you examine? 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 within this form.) 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? Specific Material Objection Incorporated in Rule 6A-7.0714, F.A.C. Effective November 2023 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