

## CONCERNS ABOUT INSTRUCTIONAL RESOURCES

FILE: KEC

**TITLE:** Challenged Materials

**POLICY:**

The following procedures shall be followed when the appropriateness of books or materials other than state-adopted textbooks is questioned.

- (1) Citizens may register their concerns with the principal of the school where the material is being challenged.
- (2) All concerns shall be presented in writing on a printed form that is available through the principal of the school. A complainant who does not complete and return the form shall receive no consideration. The statement shall include the following information:
  - (a) Author, compiler or editor
  - (b) Publisher
  - (c) Title
  - (d) Reason for objection
  - (e) Page number of each item challenged
  - (f) Signature and address of person making criticism
- (3) These procedures shall be followed for a school-level appeal.
  - (a) The school's Literacy Council consisting of: teachers, educational media specialists and other qualified personnel shall be informed. The principal shall notify the appropriate area superintendent when the committee is convened.
  - (b) Challenged materials shall not be removed immediately; such materials shall be available for student use pending a final decision.
  - (c) Challenged materials shall be read and re-evaluated by the Literacy Council, considering the specific objections. The principal shall provide directions to the committee on timelines for the report of their decision.
  - (d) The complainant and the area superintendent shall be informed in writing concerning the Literacy Council's recommendations.

- (4) The following procedures shall be appropriate for district-level appeals and shall be followed when the complainant disagreed with the decision rendered from the school-level decision. A committee shall be appointed by the superintendent to review the appeal. A committee member shall not be selected from the school where the challenge to the materials originated.
  - (a) The committee shall be comprised of five or more members selected by the associate superintendent for curriculum and student services to include lay people, principals, teachers and media specialists
  - (b) In the deliberations of challenged materials, the review committee shall consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials and the objections of the complainant.
  - (c) The findings of the building-level committee and/or district review committee shall be a matter of written record and transmitted to the appropriate instructional associate superintendent. The associate superintendent for curriculum and student services shall inform the complainant, the school involved, the area superintendent, the director of technology and library media, the superintendent and the school board in writing of the action taken.
- (5) A school board appeal may be requested by the complainant when the school and district level appeals did not satisfactorily resolve concerns. The school board shall review recommendations from the school and district-level committee and shall render the final decision on the complainant's concern.

**STATUTORY AUTHORITY:** Section 1001.41, Florida Statutes

**LAWS IMPLEMENTED:** Sections 1001.41; 1012.28; 1001.54; 1006.28, Florida Statutes

**ADOPTED:** 11/17/08