



Collection Development Plan and Handbook for School Library Media Centers and Classroom Libraries 2024-2025

Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s.1006.283, or otherwise purchased or made available. s.1006.28, F.S. - Duties of district school board, district superintendent; and school principal regarding K-12 instructional materials.

**This document reflects updates/changes as defined by HB 1069 (2023 Legislative Session)*

School Library Media Program Mission Statement:

The mission of the CCPS school Library Media Program is to ensure that students and staff are effective users of ideas and information; students are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

School Library Media Program Goals:

- To instill in students a love of reading, an appreciation of the written word, and a desire to become lifelong learners.
- To develop and foster a rich culture in oral and written English.
- To provide students with free physical and digital access to diverse resources.
- To provide and maintain a collection of books and non-print media materials designed to complement and enrich the school curriculum and meet the interests of students.
- To provide learning experiences that encourage students to become discerning consumers and skilled curators of information.

- To stay current with trends in technology and implement tools that will influence students in their learning.
- To help all students achieve information literacy.
- To provide resources and activities for learning that represent a diversity of experiences, opinions, and social and cultural perspectives.

Professional Growth, Training, and State Requirements:

- Beginning January 1, 2023, school librarians, media specialists, and other personnel involved in the selection of school district library materials must complete the training program developed pursuant to s.1006.29(6) before reviewing and selecting appropriate materials and library resources. This training must be completed annually and can be accessed at <https://www.fldoe.org/academics/standards/instructional-materials/>.
 - This training must be completed before reviewing and selecting appropriate materials and library resources. Certificates proving training completion are to be submitted to the Division of Learning.
 - Only persons who are certified as an Educational Media Specialist under rule 6A-4.0251, Florida Administrative Code (F.A.C.) are authorized to make selections of materials available to students in a school library or classroom library and books included on a recommended or assigned school, grade-level, or classroom reading list.
- Library media specialists are encouraged to participate in professional development opportunities. Professional development may be obtained through the CCPS Professional Development Center, CCPS Media Professional Learning Community, Florida Association for Media in Education (FAME) Annual Conference, American Library Association (ALA) Conferences, International Reading Association (IRA) Conferences, and the Future of Educational Technology Conference (FETC).

Florida Statute 1006.28 - Duties of the district school board, district school superintendent; and school principal regarding K-12 instructional materials include the following:

- Establish and maintain a program of school library media services for all public schools in the district, including school library media centers, or school library media centers open to the public, and, in addition, such traveling or circulating libraries as may be needed for the proper operation of the district school system.
- Upon written request, CCPS is required to provide parents access to any material or book in a school or classroom library or reading list specific in the request.

- Each book made available to students through a school district library media center, classroom library, 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 Florida Educational Media Specialist Certificate, regardless of whether the book is purchased, donated, or otherwise made available to students. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials, classroom library materials, or school and grade level reading lists at the school to which they are assigned.
- Each district school board shall adopt procedures for developing library media center collections and post the procedures on the website for each school within the district.
 - The procedures must:
 - Require that book selections meet the criteria in s.1006.40(3) (c).
 - Require consultation of reputable, professionally recognized periodicals and school community stakeholders.
 - 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.
 - Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to subparagraph (a)2.
- Each elementary school must publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of 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. (6A-7.0713)
- The district shall adopt or 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 (Form in Appendix).
- In accordance with 1006.29(6), F.S., each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students. Have completed the Library Media Training incorporated in rule.

- This certification must be made on the form entitled “[Certification of Library Media Training](#)” (Form IM-C) and include the number of those who completed the training by job code.
- This certification must be submitted electronically to <https://districts.flimadoption.org>
- This certification is due annually by July 1

Criteria for the Selection of School or Classroom Library Materials and Reading Lists:

- Choose materials that are relevant to the ages of the school's student population
- Choose materials that address the reading levels, special curricular needs, and programs of your school/district
- Consult professional peer-reviewed journals for age or grade-level recommendations (examples include: School Library Journal, Horn Book, The ALAN Review, Booklist, Kirkus Review)
- Collections must:
 - Support academic standards and curriculum
 - Support the academic needs of students and faculty
 - Consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List
 - Per School Board Policy 2520: “The District will strive to ensure that books identified by the Florida Department of Education as meeting the state standards are available in the library media center collection for the recommended grade level.”
 - 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)
 - Material to supplement state-approved, district-adopted core curriculum
 - Be based upon reader interest
 - Be suited to student needs and ability to comprehend material

- The degree to which the material will be explained/supplemented by classroom instruction
- The educational purpose of the material with priority given to material aligned to state standards
- The accurate portrayal of the state's broad racial, ethnic, socioeconomic, and cultural diversity without bias or indoctrination
- Be appropriate for the ages, grade levels, and maturity of students for which the materials are made available
- Follow Florida Statutes, State Board of Education Rule, and School District Policies
- **Suggestions for Selecting New Materials:**
 - Curriculum needs- high priority
 - Survey stakeholders- teachers, students, parents, administration
 - Balance fiction vs nonfiction
 - Diversity and age of collection
 - High-interest needs of readers
 - Use reputable book vendors that offer quality bindings
 - Look at professional and reputable award lists and state-compiled book lists appropriate for your school-age level
 - Check any books that have been removed or restricted due to a challenge in other districts. Those books should be carefully considered before purchasing.
- Note: Classroom sets of a particular title will be purchased with funds outside of the library budget
- Duplicate copies:
 - Popular and heavily used materials may require the purchase of duplicate copies. Certain materials may be purchased in multiple formats, depending on demand for the materials and present budget constraints.
- **Selections must meet the criteria in s.1006.40(3)(c).**

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

 - be free of pornography and material prohibited under s. 847.012.
 - be suited to student needs and their ability to comprehend the material presented.
 - be appropriate for the grade level and age group for which the materials are used or made available.

Permission: Library Materials Interlibrary Loan from Older Grade Bands

If students from elementary or middle schools want to borrow a book from an older grade-band school, they need parent or guardian permission and a

completed "Permission: Library Materials Interlibrary Loan from Older Grade Bands" form, which can be found in the appendix of this handbook.

Procedures of the School Media Advisory Committee (MAC):

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

- Convene a Media Advisory Committee (MAC) for the purpose of selecting new books for its library media center collection
- Committee members shall be appointed by the school principal
- The committee's proceedings shall not be subject to s.286.011 and shall not be open to the public
- Committees consult on media book choices as needed
- The following shall serve as the Media Advisory Committee:
 - Media Specialists: Chairperson *Must hold a valid educational media specialist and be state-trained
 - One (1) school administrator
 - Up to three (3) Faculty or Staff Members
 - Up to three (3) Parent or Community Members
 - Up to three (3) other members as appointed by the principal (optional)

Rebinding and Repairs:

The library media specialists or paraprofessionals will make efforts to rebind and repair materials that are not suffering from irreparable damage. Items that cannot be repaired and still meet the needs of the collection will be replaced with a new purchase, if possible.

*Any replacement titles that are purchased must adhere to the requirements outlined in HB1467 (2022 Legislative Session)

Removal or Discontinuance of Materials:

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

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

1. Heavy weeding will occur every 3-5 years

2. Criteria for Weeding Materials:
 - Outdated or inaccurate information
 - Damaged material beyond repair or poor quality
 - Unneeded duplicates
 - Material has consistently low circulation (excluding titles relating to School Board Policy 2520)
 - Material is not age-appropriate for the school community
 - Material includes information that is biased
 - Material is irrelevant to the needs of students and staff
 - Subsequent editions of the book have been added
3. Discards: Materials weeded from the collection will be discarded according to the following procedure:
 1. Copies are deleted from the library catalog
 2. All identifying information, including barcodes and the school name, is removed or blackened out
 3. Items are to be labeled as “discarded”
 4. Materials that are contaminated (i.e. mold, food, liquid, bugs) are discarded in the trash immediately
 5. All of the materials are to be discarded according to the current CCPS procedures
 6. See the administrator in charge of facilities for disposal of surplus library books.

Inventory:

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

- Efforts are made to collect all circulated materials before beginning the inventory
- Shelves are checked for accuracy (shelf-reading)
- Each item is scanned into the inventory program
- After all items are scanned, reports are generated and attempts are made to locate missing materials.

Gifts and Donations:

Each library media center is grateful for gifts of materials that enhance its collection and support the school’s teaching and research needs, however, all donations must align with School Board Policy 9700 which states that “the board shall not permit the use of any type of education material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages.” Donated materials will be accepted or declined at the discretion of the Media Advisory Committee (MAC) and the school principal. All

gifts and donations (monetary or physical) brought to the school become the sole property of the school, and the donor relinquishes all rights to the donated money or materials.

For tax purposes, the media specialists cannot appraise donated materials. However, a receipt may be issued for monetary donations upon request.

Student Assistants and Volunteers:

Well-chosen, trained, and supervised student assistants can be an asset to the School Library Media Program.

Benefits to the Student Assistants:

- Satisfaction of participating in a school activity
- Recognition for service
- Increased mastery of media skills and knowledge of materials
- Exposure to career opportunities

Benefits to the Library Media Program:

- Helping keep up with routine tasks
- Encouraging their classmates to use the library

Possible Tasks:

- Shelving books and materials and shelf-reading
- Media housekeeping
- Preparing books and other library materials for circulation
- Delivery of student notices (overdues, holds, etc), materials, and small equipment to teachers
- Operation of media equipment
- Planning and producing displays and bulletin boards
- Answering phones and assisting students and staff
- Assisting with marketing

Adult Volunteers:

- Adult volunteers may be enlisted as needed. Adult volunteers assume the same duties as student assistants. Volunteers must comply with the CCPS Volunteers procedures outlined on the [District Website on the Our Community Volunteers](#) page. They must register at the front office and run their license through the Raptor system to receive a visitor's pass. Adult volunteers should always be within sight of the library media specialist if they are with a child/children. See also: School Board Policy 9200: Volunteers.

Student Fines:

- No CCPS student will be charged a fine for the late return of a book.
- Students may, however, be fined if they return a book that is damaged beyond repair or if the student misplaces or fails to return a book. The student will be responsible for paying the replacement cost of the book.
- When a student moves from one school to another within the district and within the same grade-band, the fee for missing or damaged media books will follow him or her to the new school. However, once a student leaves the grade-band and graduates to a new grade-band school, the media fines from the previous grade-band will be removed from the student's record in Destiny. This will happen at the following times:
 - When a student leaves 5th grade and enters 6th grade
 - When a student leaves 8th grade and enters 9th grade.

Budget:

Project 107 Library Books:

- This allocation is based upon student enrollment at each school site.
 - Monies are awarded by the state, to the district specifically for this project and are dispersed and used solely for the purchase of library materials in print and digital formats.
 - Allocations will vary from year to year and are placed in the associated school-based 107 account.
 - Media specialists are to ask school bookkeepers to add a note to any purchase request \$2,500 or more indicating which vendors were looked at and why this vendor was chosen. This can be a simple statement, such as "pricing and format options were checked with Follet, Mackin, and PermaBound. Follet was chosen for overall better prices and format options." *Every single book does not require vetting against 3 vendors.*
- Funds from Project 107 should be spent by the deadline provided when the funding is dispersed.

Internal Accounts:

- Internal accounts reside at the school site.
- Sources for internal funds may include payments for damaged or lost library book fines, printing or photocopying, and fundraisers such as book fairs.
- These funds may carry forward from year to year and should be spent in accordance with CCPS policies.

Function 6200 Instructional Media Services:

- These funds are distributed by principals
- The amount of these funds may vary from school to school

- These funds may be spent on books (print/digital); online databases, supplies, periodicals, out-of-county travel, audio-visual materials, and non-capitalized furniture and software.
- These funds are accessed through purchase order requests submitted to the school bookkeeper
- These funds must be spent during the current school year and cannot be rolled over to the next year's budget.

Copyright:

The School Board directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law. In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative procedures regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's website.

Because the Board hosts a website and stores information on it at the direction of users, it is classified as an online service provider for copyright purposes. In order to limit the Board's liability relating to material/ information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and email address shall appear on the homepage of the Board's website. Such contact information, along with the appropriate filing fee, shall be provided to the Copyright Office of the Library of Congress.

The agent shall be responsible for investigating and responding to any complaints.

Fair Use Guidelines:

The library media specialist should assist in educating staff and students on the importance of following copyright law, applying the fair use guidelines, and using or creating works.

Access and Challenges to Materials Made Available in a School or Classroom Library, or Included on a Reading List s.1006.28(2).

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

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

- a. Parent of a student in the district, and
- b. Resident of the county

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

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

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

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

Any material that is subject to an objection on the basis of sub-sub-subparagraph b.(I) or sub-sub-subparagraph b.(II) 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. 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 under sub-sub-subparagraph b.(l), the school district shall discontinue the use of the material. If the district school board finds that any material meets the requirements under sub-subparagraph a. or that any other material contains prohibited content under sub-sub-subparagraph b.(l), the school district shall discontinue use of the material.

Committees:

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

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

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

The process for requesting reconsideration of non-adopted materials made available in the classroom, school or classroom library, or included on a reading list is found at <https://www.yourcharlotteschools.net/Page/18482>. See Appendix for a copy of Form 2522-2, the "Request for Reconsideration of Materials" form.

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

When a parent or guardian would like to restrict access to materials in the school or classroom library, the "Library Materials Limited Student Access Form" will need to be completed in its entirety and submitted to the school principal. The form will then be copied for the media specialist and/or classroom teacher. There must be a separate form for each title being restricted. See Appendix or [Instructional Materials Policies and Procedures page of the district website](#) for a copy of the form.

Multi-Media Use and Audio Visual Procedures: In Accordance with SB Policy 2540:

The purpose of this policy is to establish consistent procedures for the use of multi-media (MM)/audio-visual (AV) instructional materials for classroom instruction. Instructors bear responsibility for full compliance with the following:

- The instructional use of audio-visual materials must comply with the following:
 - Support and be consistent with the School Board educational goals, policies, and specific course objectives;
 - Adhere to copyright laws (see Copyright: A Guide to Information and Resources by Gary Becker, a noted expert in copyright laws);
 - Reflect best practices based on age-appropriateness and instructional relevance.
- MM/AV instructional materials must:
 - Withstand a school-level review/selection;
 - Undergo scrutiny prior to use. The instructor's responsibility is to view and/or listen to materials, assuring compliance with this policy.
- Videos from outside the school collection must:
 - Have the approval of the principal or designee prior to student viewing;
 - Adhere to F.S. 1006.34(2)(b) which prohibits the showing of movies that are not age-appropriate.

Instructional leaders will review the District MM/AV use policy, annually, with new and returning teachers. The principal (or designee) will make substitute teachers aware of this policy. Each school is required to follow procedures for MM/AV materials and use.

To ensure compliance, the school principal or designee and/or the Division of Learning, Media/Literacy Liaison, and the appropriate content specialist may grant an exception if requested in writing by the teacher. Those seeking an exception must do so in writing at least thirty (30) days in advance of the planned viewing. Those seeking an exception also must use the District-appropriate forms that ensure compliance with this policy. If an exception is approved, parents must grant permission in writing before their child(ren) will be allowed to view the material. The district will provide a specific form, found in procedures.

CCPS MM/AV Procedures in Accordance with SB Policy 2540:

Purpose: The following procedures are purposeful for the clear and

consistent procedures for the use of MM/AV materials for instruction in the classroom. These materials include both commercially- and locally-produced materials offered to school districts.

All instructional resources must:

- be consistent with CCPS School Board policies, educational goals, and the objectives of specific courses.
- be consistent with Florida Statutes 1006.34 (2)(b), and relevant to the Florida Standards
- adhere to federal and state copyright laws and CCPS School Board Policy 2540
- reflect best teaching practices, based on age-appropriateness and instructional relevance.

Selection Objectives:

In addition to the purpose above, objectives for selection include, but are not limited to:

- Age-appropriateness and accurate in content
- Authority of author/qualifications etc.
- Of quality language and format
- Of literary, aesthetic, social, and/or educational value
- Free of bias (noting bias exists in all mediums)
- Free from gratuitous violence, offensive language and/or nudity
- Relevant to the Standards being taught in one's classroom
- May be instrumental in helping students to gain awareness and understanding of the many contributions made to our society by a diverse population.

*All materials used in Charlotte County Public Schools, whether from school collections or outside sources, must be used in accordance with federal and state copyright laws.

School staff must be aware of the multi-media/audio-visual (MM/AV) policy and procedures. School leaders are to review the policy, administrative procedures related to the policy, and forms related to the procedures, annually, with instructional and support staff.

Movie Rating Guide:

G	General audiences/suitable for all ages. These movies do not contain offensive materials that parents would object to student viewing. Use only for instruction, not entertainment.
PG	Parental guidance is suggested. Some material may not be suitable for young children. May contain what some parents would find objectionable content. Prohibited in elementary schools without prior exception and parental permission.
PG-13	Parents Strongly Cautioned. Some material may be inappropriate for children under the age of 13. Permitted in middle schools with prior exception and parental permission.
R	Restricted for individuals under 17 years of age. Contains some adult materials. Parents are urged to learn more about the film before taking young children to view. Prohibited in Charlotte County Public Schools K-8, allowable in grades 9-12 with exception and parental permission.
NC-17	No Children under 17 permitted. Off limits to all students in Charlotte County Public Schools. No exception is rendered.

TV Rating Guide:

TV-Y	All Children. This program is designed to be appropriate for all children. Whether animated or live-action, the themes and elements in this program are specifically designed for a very young audience, including children from ages 2-6. This program is not expected to frighten younger children. Use only for instruction, not entertainment.
TV-Y7	Directed to Older Children. This program is designed for children age 7 and above. It may be more appropriate for children who have acquired the developmental skills needed to distinguish between make-believe and reality. Themes and elements in this program may include mild fantasy violence or comedic violence, or may frighten children under the age of 7. Therefore, parents may wish to consider the suitability of this program for their very young children. Use only for instruction, not entertainment.
TV-Y7,FV	Directed to Older Children, Fantasy Violence. For those programs where fantasy violence may be more intense or more combative than other programs in this category, such programs will be designated TV-Y7-FV. Use only for instruction, not entertainment.
TV-G	General Audience. Most parents would find this program suitable for all ages. Although this rating does not signify a program designed specifically for children, most parents may let younger children watch this program unattended. It contains little or no violence, no strong language and little or no sexual dialogue or situations. Use only for instruction, not entertainment.
TV-PG	Parental Guidance Suggested. This program contains material that parents may find unsuitable for younger children. Many parents may want to watch it with their younger children. The theme itself may call for parental guidance and/or the program may contain one or more of the following: some suggestive dialogue, infrequent coarse language, some sexual situations, or moderate violence. Prohibited in elementary schools without prior exception and parental permission.
TV-14	Parents Strongly Cautioned. This program contains some material that many parents would find unsuitable for children under 14 years of age. Parents are strongly urged to exercise greater care in monitoring this program and are cautioned against letting children under the age of 14 watch unattended. This program may contain one or more of the following: intensely suggestive dialogue, strong coarse language, intense sexual situations, or intense violence. Permitted in middle schools with prior exception and parental permission.
TV-MA	Mature Audience Only. This program is specifically designed to be viewed by adults and therefore may be unsuitable for children under 17. This program may contain one or more of the following: crude indecent language, explicit sexual activity, or graphic violence. Prohibited in Charlotte County Public Schools K-8, allowable in grades 9-12 with exception and parental permission.

All forms for MM/AV Policies are found on the District Website on the Division of Learning [Documents and Resources](#) page.

- MM/AV materials selected for student instruction and classroom use must be age-appropriate and relevant to the specific instructional goal(s).
- MM/AV materials in the school collection and those selected for use from outside the school collection must be chosen based on personal preview, reviews and/or recommendations from professional publications, or have been recommended for use by the District.
- No advance notification is requested for MM/AV materials that accompany an adopted textbook series in use in the District. Teachers wishing to use MM/AV (instructional materials must comply with School Board Policy 2540. Any exception must follow the following procedures:
 - Teachers are required to complete (electronically) form MM/AV 1, Notification for Intent to Use MM/AV Instructional Materials, and form MM/AV 2, Lesson Plan Guide for MM/AV Materials.
 - After completion of forms 1 and 2, the teacher sends them, electronically, to the principal or his/her designee for review.
 - The principal or his/her designee is to review the forms promptly. If questions arise as to the connection of the curricular materials, the principal/designee is to discuss the topic with the teacher. The material in question should be available for review.
 - The principal/designee will complete MM/AV Form 3 Principal Review of MM/AV Materials.
 - All correspondence (forms and attachments) should be kept on file (digitally or paper copy) by the principal or principal's designee for a period of four (4) years.
 - If the principal/designee denies the use of the MM/AV materials, the principal will submit the rationale for denial electronically to the teacher.
- **Teacher Appeal:** A teacher who does not agree with the principal's/designee's determination has the right to pursue remedies available under the Academic Freedom provisions. The teacher may ask for a Division of Learning (DOL) review with the appropriate Director, Media Liaison, and appropriate Curriculum Specialist.
 - The teacher must fill out Form MM/AV 4, Request for Second Review of MM/AV Materials. All other forms must be supplied along with this form (Forms MM/AV 1-3).
 - The teacher should deliver the form, electronically, to all stakeholders
 - The Division of Learning's review and response should occur within two (2) working weeks (10 school days). Form MM/AV 5, Second

Review Decision for Use of MM/AV Materials, will be returned, electronically, by the Director at the appropriate level.

- Once permission is obtained, parents must be informed in writing.

Form MM/AV 6, Permission to View, provides a letter of parent/guardian permission with information for an informed decision. The school principal will keep all permissions on file for a period of four (4) years.



APPENDIX

Contents

- **Request for Reconsideration of Materials**
- **Permission: Library Materials Interlibrary Loan from Older Grade Bands**
- **School Library and Classroom Library Materials: Limited Access Form**



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

Part 1:

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

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

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

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

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

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

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

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

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

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

*Charlotte County Public Schools
The Division of Learning
Attention: Bob Bedford, Assistant Superintendent
1445 Education Way
Port Charlotte, Florida 33948*

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

Bob.Bedford@yourcharlotteschools.net

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



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

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

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

Part 2:

Introduction

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

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

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

CCPS Form 2522-2
DOL/lr 5.23.24



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

Section 1: Parent or Resident Information

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

Parent/guardian of a student Resident of this county

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Email _____

Phone Number _____

Section 2: Information Regarding Material

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

Title of the material: _____

Author(s): _____ Publisher or Producer: _____

Copyright Date: _____ Grade Level used: _____

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

School(s) where material is found: _____

ISBN, if available: _____

Section 3: Basis for the Objection

Identify the basis for your objection:

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



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

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

If yes, please specify: _____

5. Is there any value in this material?

6. What is your desired outcome for this material?

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

Signature: _____ Date: _____

Division of Learning Use Only:
Received Date: _____
Received by Name & Title: _____



Permission: Library Materials Interlibrary Loan from Older Grade Bands

Purpose: *If students from elementary or middle schools want to borrow a book from an older school type, they need parent or guardian permission.*

Student Name: _____

Student ID Number: _____

Date Submitted: _____

Requested Book Title and Author: _____

Parent/Guardian Name: _____

Parent/Guardian contact information: _____

Parent/Guardian Signature: _____

Sending Media Specialist Name: _____

Receiving Media Specialist Name: _____

Action Taken: _____



School Library and Classroom Library Materials Limited Student Access Form

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

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

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

Please submit only one material title per form.

Date Submitted: _____ School: _____

Student Name: _____ Student ID #: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Principal/Designee Signature acknowledging receipt of form: _____

Restricted Access Request:

Check one:

School Library Material

Classroom Library Material

Material Title: _____

Material Author: _____

For School Library Media Specialist Use:

Date note added to Destiny file: _____

School Library Media Specialist Signature:

For Classroom Teacher Use:

Date form received: _____

Classroom Teacher Signature:

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