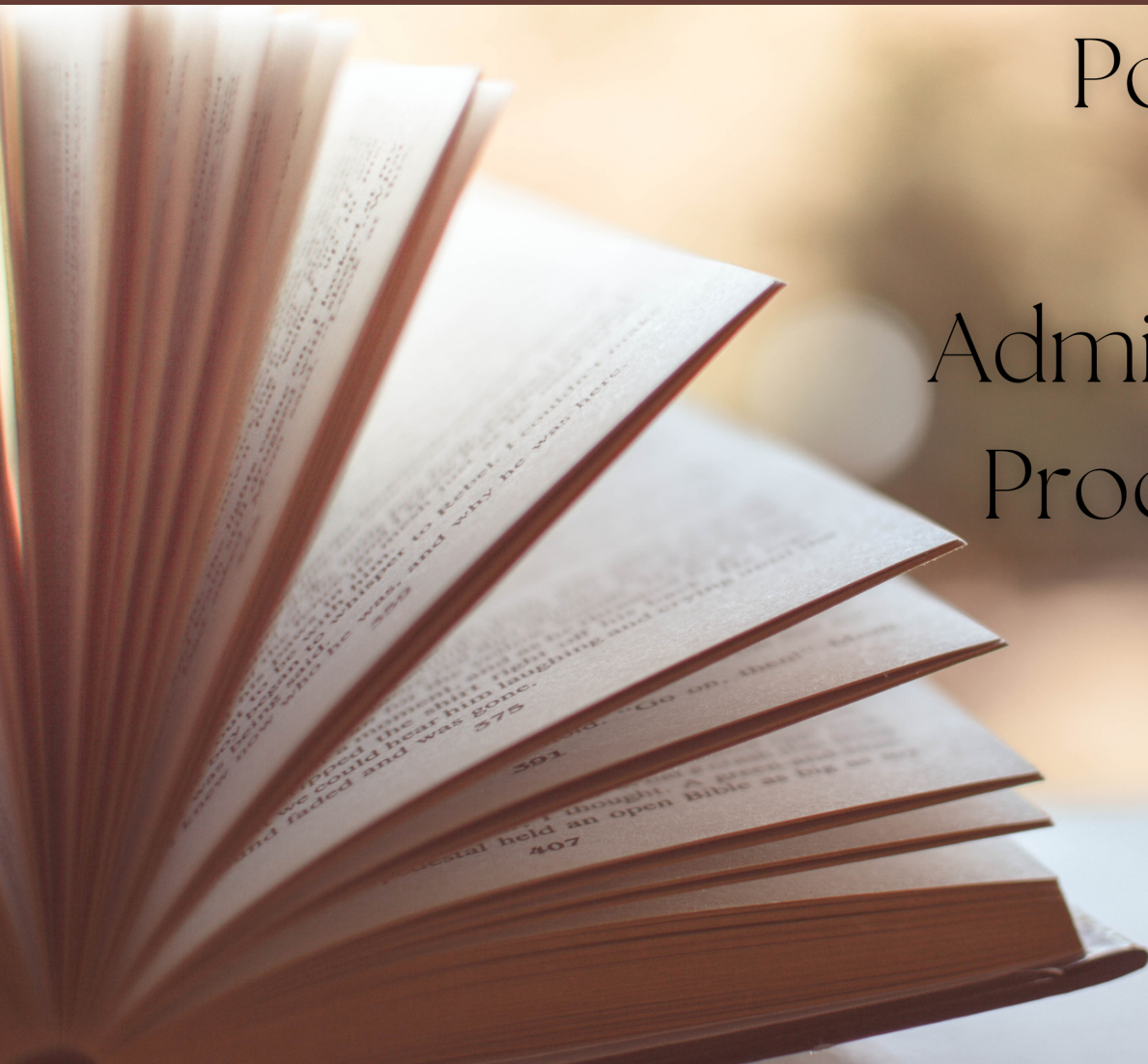




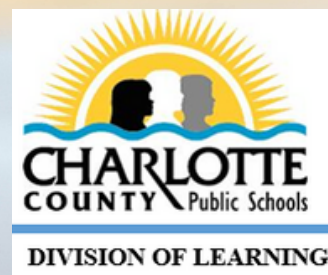
Instructional Materials & School Library Media Center Plan

Mark Vianello
Superintendent

Cheryl LaPorta Edwards
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Policies & Administrative Procedures



Instructional Materials & School Library Media Center Plan

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STATEMENT OF PURPOSE

According to F.S. 1006.28, *Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials*, the 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.

This plan serves the following purposes:



Administrative procedures for the review, selection, adoption, purchase and implementation of INSTRUCTIONAL MATERIALS



Administrative procedures for the approval and purchase of NON-ADOPTED INSTRUCTIONAL MATERIALS



Administrative procedures for the management of SCHOOL LIBRARY MEDIA CENTERS & CLASSROOM LIBRARIES



Administrative procedures for accepting and resolving an objection by a parent or resident to specific materials.

The Instructional Materials & School Library Media Center Plan will be reviewed annually and updated as necessary to reflect current school board policy and legislative action.

STATE & DISTRICT INSTRUCTIONAL MATERIALS ADOPTION PROCESS

In Florida, specific courses within selected subject areas and grade levels are called for adoption on a rotating basis, usually for a period of five years. Florida adopts instructional materials for those specific courses. Subject areas for the current adoption year and the adoption schedule are posted on the Florida Department of Education Instructional Materials (FDOEIM) website: <https://www.fl DOE.org/academics/standards/instructional-materials/>

The Florida Department of Education (FDOE) publishes specifications for the subjects to be adopted. These specifications outline the courses, as well as the standards that the materials are expected to meet. Specifications can be downloaded from the FDOEIM website.

A district school board or consortium of school districts may implement an instructional materials program that includes the review, recommendation, adoption, and purchase of instructional materials. The district school superintendent shall certify to the department by March 31 of each year that all instructional materials for core courses used by the district are aligned with applicable state standards. A list of the core instructional materials that will be used or purchased for use by the school district shall be included in the certification.

Charlotte County Public Schools implements an instructional materials program that is aligned to the FDOE adoption schedule. Per *School Board Policy 2520: Selection, Adoption, and Purchase of Instructional Materials*, the Superintendent shall develop administrative procedures that set forth a process to involve staff in the review and evaluation of instructional materials. The staff involved in this process (The Division of Learning) shall recommend to the Superintendent for submission to the Board for adoption and purchase of the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board rule.

The district will adopt and purchase from the state-adopted instructional materials list if there has been a state adoption or from publishers and other resources if there has not been a state adoption for any particular course.

Administrative procedures of the district's instructional materials adoption review process will also include the process of acquisition, management, use, accountability, and reporting requirements of all instructional materials.

Whether adopted off the state adoption list or through the district review process, all instructional materials are expected to align to all course-associated benchmarks and course descriptions and and answer correctly the "Core Questions Rubric" used for evaluation of all instructional materials bid for state adoption.

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POLICIES AND PROCEDURES SPECIFICATIONS FOR THE FLORIDA INSTRUCTIONAL MATERIALS ADOPTION



GENERAL INFORMATION

Florida adopts the major tool of instruction, along with priced ancillary materials which are designed to work with the major tool. The major tool is comprised only of items necessary to meet the standards and benchmarks in the course description of the course or subject for which it is designed and submitted. The major tool must also be made available as separate and unbundled items, each priced individually. Ancillary materials, while not necessary to meet the course requirements, are designed to enhance the major tool. All Florida instructional materials adoptions are dependent upon statutory authority, adequate funding and the ability of the department to secure a sufficient number of qualified reviewers to perform the required evaluations.

For purposes of state adoption, the following definitions apply:

- “Instructional materials,” as provided in s. 1006.29(2), F.S., means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit or package form and may consist of hardbacked or softbacked textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media and computer courseware or software. A publisher or manufacturer providing instructional materials as a single bundle shall also make the instructional materials available as separate and unbundled items, each priced individually. A publisher may also offer sections of state-adopted instructional materials in digital or electronic versions at reduced rates to districts, schools and teachers.
- “Major tool” refers to:
 - Materials that provide instructional content and student learning activities for each of the Florida Standards that are in the course descriptions for reading, language arts, literature, math, science, social studies, physical education, health, world languages, visual arts and performing arts; and
 - Materials that provide instructional content and student learning activities for each of the intended outcomes and/or student performance standards of the Career and Technical Education Curriculum Frameworks.
- “Ancillaries” are those items that were designed to work with the major tool and may be priced or free with order.
- “Supplementary” materials are defined as supporting materials that do not qualify as the major tool and are not designed to accompany the specific major tool with which they were submitted, but could be used with any publisher’s materials.
*Florida does not have a process for the adoption of supplementary materials.

POLICIES AND PROCEDURES SPECIFICATIONS FOR THE FLORIDA INSTRUCTIONAL MATERIALS ADOPTION



GENERAL INFORMATION, CONTINUED. . .

Items not eligible for bid include supplementary materials, professional development, equipment and supplies. Supplementary materials are defined as supporting materials that do not qualify as the major tool and are not designed to accompany the specific major tool with which they were submitted, but may be used with any publisher's materials. Equipment and supplies refer to anything that does not have intellectual content. Examples of items from previous bids that will be removed from the bid unless offered free are: Word Wall Charts, Hanging Vinyl Charts with Pockets, Writing Folders, Cumulative Folders, Page Protectors, Skills Profile Folders and Website Resource Cards.

Per Florida Statutes, all adopted instructional materials for students in kindergarten through grade 12 must be provided in an electronic or digital format:

- "Electronic format" means text-based or image-based content in a form that is produced on, published by and readable on computers or other digital devices and is an electronic version of a printed book, whether or not any printed equivalent exists.
- "Digital format" means text-based or image-based content in a form that provides the student with various interactive functions; that can be searched, tagged, distributed and used for individualized and group learning; that includes multimedia content such as video clips, animations and virtual reality; and that has the ability to be accessed at anytime and anywhere.

The terms do not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies.

RELATIONSHIP BETWEEN PUBLISHERS AND STATE INSTRUCTIONAL MATERIALS REVIEWERS/DISTRICT SCHOOL OFFICIALS

The relationship between the state instructional materials reviewers and the publishers shall be in compliance with s. 1006.30, F.S.

The relationship between district school board officials, including school officers, instructional personnel and administrative personnel pursuant to s. 1012.01, F.S., and the publishers shall be in compliance with s. 1006.32, F.S.

POLICIES AND PROCEDURES SPECIFICATIONS FOR THE FLORIDA INSTRUCTIONAL MATERIALS ADOPTION



STATE INSTRUCTIONAL MATERIALS REVIEWERS AND DISTRICT REVIEWERS

STATE INSTRUCTIONAL MATERIALS REVIEWERS

The Commissioner of Education shall appoint three state instructional materials reviewers in the content areas submitted for adoption to review each of the instructional materials bid for adoption and evaluate the content for alignment with the applicable standards and benchmarks. For the materials which the first two state instructional materials reviewers agree to recommend or not recommend for adoption, an evaluation by the third reviewer will not be required. An evaluation by the third reviewer will only be required for situations in which the first two reviewers disagree as to whether materials should be recommended for adoption. Instructional materials shall be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to the applicable standards and benchmarks. State instructional materials reviewers will be paid a stipend per s. 1006.29(1)(d), F.S.

DISTRICT REVIEWERS

The Commissioner of Education shall request each school district superintendent to nominate one classroom teacher or district-level content supervisor to review two or three of the submissions recommended by the state instructional materials reviewers. District reviewers shall be provided electronic access to two or three recommended submissions and shall complete an electronic evaluation of the instructional usability of the materials.

REVIEWER TRAINING

Pursuant to s. 1006.29(5), F.S., the FDOE developed a training program for the state instructional materials reviewers and district reviewers. Each adoption year, all state instructional materials reviewers must complete the training prior to evaluating the instructional materials. Details are posted on the FDOEIM website. Training includes content on the use of the online evaluation system and content directly related to the standards and benchmarks relevant to the current instructional materials adoption.

EVALUATION OF MATERIALS

For submissions bid as a series, such as a K-5 series, the FDOEIM office may, if necessitated by the amount of content required for review, divide a submission by grade level, or another appropriate manner, for reviewers to evaluate. In such cases, the reviewers will evaluate all materials which they are assigned, and FDOEIM will establish criteria for determining whether the submission as a whole meets the requirements for recommendation.

POLICIES AND PROCEDURES SPECIFICATIONS FOR THE FLORIDA INSTRUCTIONAL MATERIALS ADOPTION



EVALUATION OF MATERIALS, CONTINUED. . .

Only electronic or digital sample copies of the major tool of instruction will be evaluated for adoption, except during adoptions in which ancillary materials are instrumental to the content area. For these adoptions, the FDOEIM office will instruct the publishers as to the number and types of ancillary materials allowable for review.

To complete the evaluation process, reviewers will receive electronic access to the following materials:

- Instructional Materials Specifications – The specifications describe the courses for which materials are being sought, as well as cite the standards and benchmarks that the instructional materials are expected to meet. In addition, they contain the research base that outlines the components of effective instructional materials.

The following forms prepared by the publisher:

- Standards Alignment Form IM7 – Standards and benchmarks alignments assist the Florida Department of Education and the reviewers in determining the degree to which submitted materials meet the requirements, intended outcomes and/or objectives of a course.
- Publisher’s Questionnaire Form IM8 – The questionnaire describes and identifies the components of the program submitted in the publisher’s instructional materials bid.
- Universal Design for Learning Form IM12 – The form provides information on presentation, navigation, study tool and assistive technology supports that allow the material to be accessible to all students.
- Correlation Forms Required in the Specifications – Correlation forms to support the Florida Department of Education and the reviewers in determining the degree to which submitted materials meet the program design of a course as listed in the Specifications.

Publishers may provide a 15-minute virtual presentation to the state instructional materials reviewers on the merits of the materials submitted for adoption. This virtual presentation is prerecorded and accessible to reviewers on the sample website.

After their evaluation is complete, the state instructional materials reviewers will make a recommendation of whether or not to adopt the instructional materials. Materials which have been recommended by the state instructional materials reviewers will then be made available for electronic review by the district reviewers. The district reviewers shall independently rate the recommended submissions on the instructional usability of the resources and provide an electronic evaluation to the FDOEIM office.

POLICIES AND PROCEDURES SPECIFICATIONS FOR THE FLORIDA INSTRUCTIONAL MATERIALS ADOPTION



PUBLIC REVIEW

The general public will be allowed electronic access to review instructional materials submitted for adoption.

COMMISSIONER REVIEW

The Commissioner of Education shall review the evaluations of the state instructional materials reviewers and district reviewers, consider the costs of the materials and public feedback, and then approve, reject or amend the list of materials.

APPEALS

Publishers may seek to challenge the adoption list or the adoption process. Pursuant to Chapter 120, F.S., and Rule 28-106, F.A.C., a company has twenty-one (21) days from receipt of the notice within which to request, by written petition, meeting the requirements set forth in Rule 28-106.201, F.A.C., an opportunity for a hearing.

SUBSTITUTIONS

Publishers may request permission to substitute editions of adopted materials as follows:

- Publishers and manufacturers of instructional materials currently under adoption in Florida may request permission to substitute for any such instructional materials on a current contract.
- The substitution must be a revised edition which corrects or updates content.
- Each request shall be filed in writing with the Director of Instructional Materials, who shall forward the request with a recommendation to the Bureau Chief of Standards and Instructional Support.

*****Important Note:** Charlotte County Public Schools will closely monitor the release of the state adoption list. In the event that the district's #1 rank textbook, for any particular course of study, does not fall on the state adoption list, and the textbook is on the state's "Not Recommended List," the district will not purchase the district's #1 rank textbook until the publisher company's appeal of the textbook is successful. If the appeal is not successful, the district will purchase its #2 or #3 ranked textbook, if that textbook is on the state adoption list. In the event that the district's #2 or #3 textbook is not on the state adoption list, nor the "Not Recommended List," the district may proceed with the purchase of the #2 or #3 textbook. In the event that the district's #1, #2, and #3 ranked textbooks are on the "Not Recommended List," and the appeals of the textbooks are unsuccessful, the district will proceed as follows:

1. The Division of Learning will select a textbook "on" the state adoption list and request school board approval to purchase. In this case, the District's Instructional Materials Review Process does not need to be followed.
2. The Division of Learning will adopt and purchase a textbook "off" the state adoption list, but must facilitate the District's Instructional Materials Review Process before doing so.

At no time will the district purchase a textbook that resides on the state's "Not Recommended List."



FLORIDA INSTRUCTIONAL MATERIALS ADOPTION SCHEDULE



FLORIDA INSTRUCTIONAL MATERIALS ADOPTION SCHEDULE FOR ADOPTION YEARS 2023-2024 THROUGH 2027-2028

Adoption Year	Subject Area	Specifications and Criteria Available	State Adoption Process	Effective Date of Contract April 1 - March 31
2023-2024	Science, <i>K-12</i>	Nov. 2022	April 2023-2024	2024-2029
2024-2025	Career and Technical Education, World Languages, Art, Music, Dance, Health and Computer Science, <i>K-12</i>	Nov. 2023	April 2024-2025	2025-2030
2025-2026	English Language Arts, <i>K-12</i>	Nov. 2024	April 2025-2026	2026-2031
2026-2027	Mathematics, <i>K-12</i>	Nov. 2025	April 2026-2027	2027-2032
2027-2028	Social Studies, <i>K-12</i>	Nov. 2026	April 2027-2028	2028-2033

Updated: 4/3/23

FLORIDA'S CORE QUESTIONS RUBRIC



Core Questions Rubric	
<i>This serves as the rubric used for evaluation of all instructional materials bid for state adoption.</i>	
Content	
1.	A. Alignment with curriculum: The content aligns with the state's standards, benchmarks and clarifications for subject, grade level and learning outcomes.
2.	A. Alignment with curriculum: The content is written to the correct skill level of the standards, benchmarks and clarifications in the course.
3.	A. Alignment with curriculum: The materials are adaptable and useful for classroom instruction.
4.	B. Level of Treatment: The materials provide sufficient details for students to understand the significance of topics and events.
5.	B. Level of Treatment: The content matches the standards.
6.	B. Level of Treatment: The content matches the student abilities and grade level.
7.	B. Level of Treatment: The content matches the time period allowed for teaching.
8.	C. Expertise for Content Development: The primary and secondary sources cited in the materials reflect expert information for the subject.
9.	C. Expertise for Content Development: The primary and secondary sources contribute to the quality of the content in the materials.
10.	D. Accuracy of Content: The content is presented accurately. (Material should be devoid of typographical or visual errors.)
11.	D. Accuracy of Content: The content of the material is presented objectively. (Material should be free of bias and contradictions and is noninflammatory in nature.)
12.	D. Accuracy of Content: The content of the material is representative of the discipline. (Material should include prevailing theories, concepts, standards and models used with the subject area.)
13.	D. Accuracy of Content: The content of the material is factually accurate. (Materials should be free of mistakes and inconsistencies.)
14.	E. Currency of Content: The content is up-to-date according to current research and standards of practice.
15.	E. Currency of Content: The content is presented to the curriculum, standards and benchmarks in an appropriate and relevant context.
16.	E. Currency of Content: The content is presented in an appropriate and relevant context for the intended learners.
17.	F. Authenticity of Content: The content includes connections to life in a context that is meaningful to students.

FLORIDA'S CORE QUESTIONS RUBRIC



18. F. Authenticity of Content: The material includes interdisciplinary connections which are intended to make the content meaningful to students.
19. G. Multicultural Representation: The portrayal of gender, ethnicity, age, work situations, cultural, religious, physical, and various social groups are fair and unbiased. (Please explain any unfair or biased portrayals in the comments section.)
20. H. Humanity and Compassion: The materials portray people and animals with compassion, sympathy, and consideration of their needs and values, and exclude pornography, materials harmful to minors under s. 847.012, F.S., and inhumane treatment. (An exception may be necessary for units covering animal welfare.)
21. In general, is the content of the benchmarks and standards for this course covered in the material?

Presentation

1. A. Comprehensiveness of Student and Teacher Resources: The comprehensiveness of the student resources address the targeted learning outcomes without requiring the teacher to prepare additional teaching materials for the course.
2. B. Alignment of Instructional Components: All components of the major tool align with the curriculum and each other.
3. C. Organization of Instructional Materials: The materials are consistent and logical organization of the content for the subject area.
4. D. Readability of Instructional Materials: Narrative and visuals engage students in reading or listening as well as in understanding of the content at a level appropriate to the students' abilities.
5. E. Pacing of Content: The amount of content presented at one time or the pace at which it is presented must be of a size or rate that allows students to perceive and understand it.
6. Accessibility: The material contains presentation, navigation, study tool and assistive supports that aid students, including those with disabilities, to access and interact with the material. (For assistance refer to the answers on the UDL questionnaire.)
7. In general, how well does the submission satisfy PRESENTATION requirements? (The comments should support your responses to the questions in the Presentation section.)

Learning

1. A. Motivational Strategies: Instructional materials include features to maintain learner motivation.
2. B. Teaching a Few "Big Ideas": Instructional materials thoroughly teach a few important ideas, concepts or themes.
3. C. Explicit Instruction: The materials contain clear statements of information and outcomes.
4. D. Guidance and Support: The materials provide guidance and support to help students safely and successfully become more independent learners and thinkers.
5. D. Guidance and Support: Guidance and support must be adaptable to developmental differences and various learning styles.



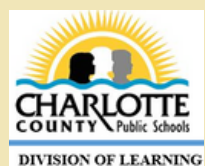
FLORIDA'S CORE QUESTIONS RUBRIC



6. E. Active Participation of Students: The materials engage the physical and mental activity of students during the learning process.
7. E. Active Participation of Students: The materials include organized activities that are logical extensions of content, goals and objectives.
8. F. Targeted Instructional Strategies: Instructional materials include the strategies known to be successful for teaching the learning outcomes targeted in the curriculum requirements.
9. F. Targeted Instructional Strategies: The instructional strategies incorporated in the materials are effective in teaching the targeted outcomes.
10. G. Targeted Assessment Strategies: The materials correlate assessment strategies to the desired learning outcomes.
11. G. Targeted Assessment Strategies: The assessment strategies incorporated in the materials are effective in assessing the learners' performance with regard to the targeted outcomes.
12. Universal Design for Learning: This submission incorporates strategies, materials, activities, etc. that consider the needs of all students.
13. B.E.S.T. Standards Application: Do you observe the appropriate application of ELA Expectations and/or Mathematical Thinking and Reasoning Standards as applicable?
14. In general, does the submission satisfy LEARNING requirements? (The comments should support your responses to the questions in the Learning section.)

Florida Statutes and State Board of Education Rule
1. Critical Race Theory: Do materials align to Rule 6A-1.094124, F.A.C., which prohibits Critical Race Theory (CRT) in instructional materials?
2. Culturally Responsive Teaching: Do instructional materials omit Culturally Responsive Teaching as it relates to CRT?
3. Social Justice: Do instructional materials omit Social Justice as it relates to CRT?
4. Social Emotional Learning: Do instructional materials NOT solicit Social Emotional Learning (SEL), as these are considered extraneous and unsolicited strategies outside the scope of subject-area standards?
5. Principles of Individual Freedom: Do instructional materials align to s. 1003.42(3), F.S., by acknowledging that all people are equal before the law and have inalienable rights and materials are consistent with the following principles: <i>(a) No person is inherently racist, sexist, or oppressive, whether consciously or unconsciously, solely by virtue of his or her race or sex</i> <i>(b) No race is inherently superior to another race.</i> <i>(c) No person should be discriminated against or receive adverse treatment solely or partly on the bases of race, color, national origin, religion, disability, or sex.</i> <i>(d) Meritocracy or traits such as hard work ethic are not racist but fundamental to the right to pursue happiness and be rewarded for industry.</i> <i>(e) A person, by virtue of his or her race or sex, does not bear responsibility for actions committed in the past by other members of the same race or sex.</i>

<i>(f) A person should not be instructed that he or she must feel guilt, anguish, or other forms of psychological distress for actions, in which he or she played no part, committed in the past by other members of the same race or sex.</i>
6. Student Welfare: Do instructional materials align to s. 1001.42(8)(c)3., F.S., in grades PreK-8 to EXCLUDE any instruction regarding sexual orientation or gender identity? except when required by ss.1003.42(2)(n)3 and 1003.46



DISTRICT SCHOOL BOARD INSTRUCTIONAL MATERIALS REVIEW PROCESS



Instructional materials will be accessible for review online for at least twenty (20) calendar days prior to the open, publicly noticed meeting at which a public hearing will be held so that the Board can receive comment, if any, about the instructional material under consideration for adoption. The Superintendent shall establish reasonable safeguards against the unauthorized use, reproduction, and distribution of the instructional material under consideration.

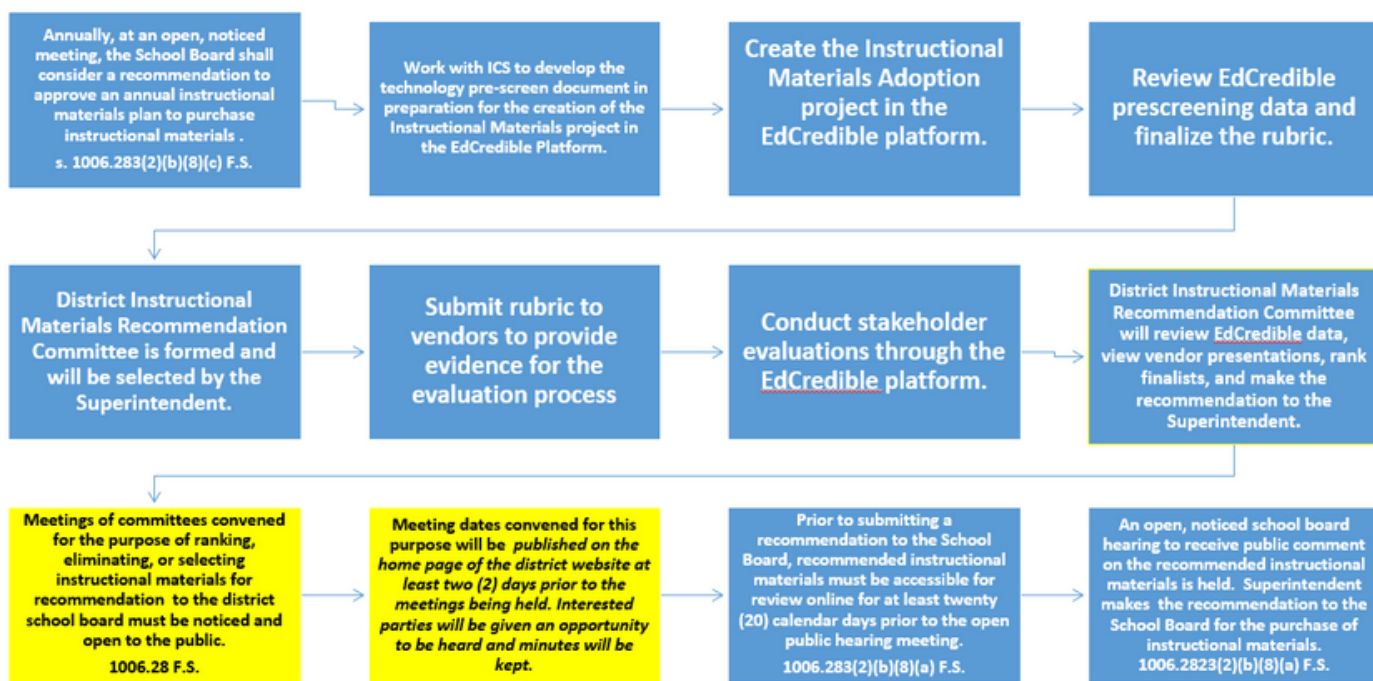
Following the public hearing, the Board shall act upon the Superintendent's recommendation to adopt the instructional materials.

At an open, publicly noticed meeting held on a different date than the meeting at which the instructional material is adopted, the Board shall consider a recommendation to approve an annual instructional materials plan that identifies any instructional materials to be purchased pursuant to the instructional materials review process described herein.

The Superintendent shall maintain a list of all adopted instructional materials.

Administrative Procedures (School Board Policies 2520 & 2522)

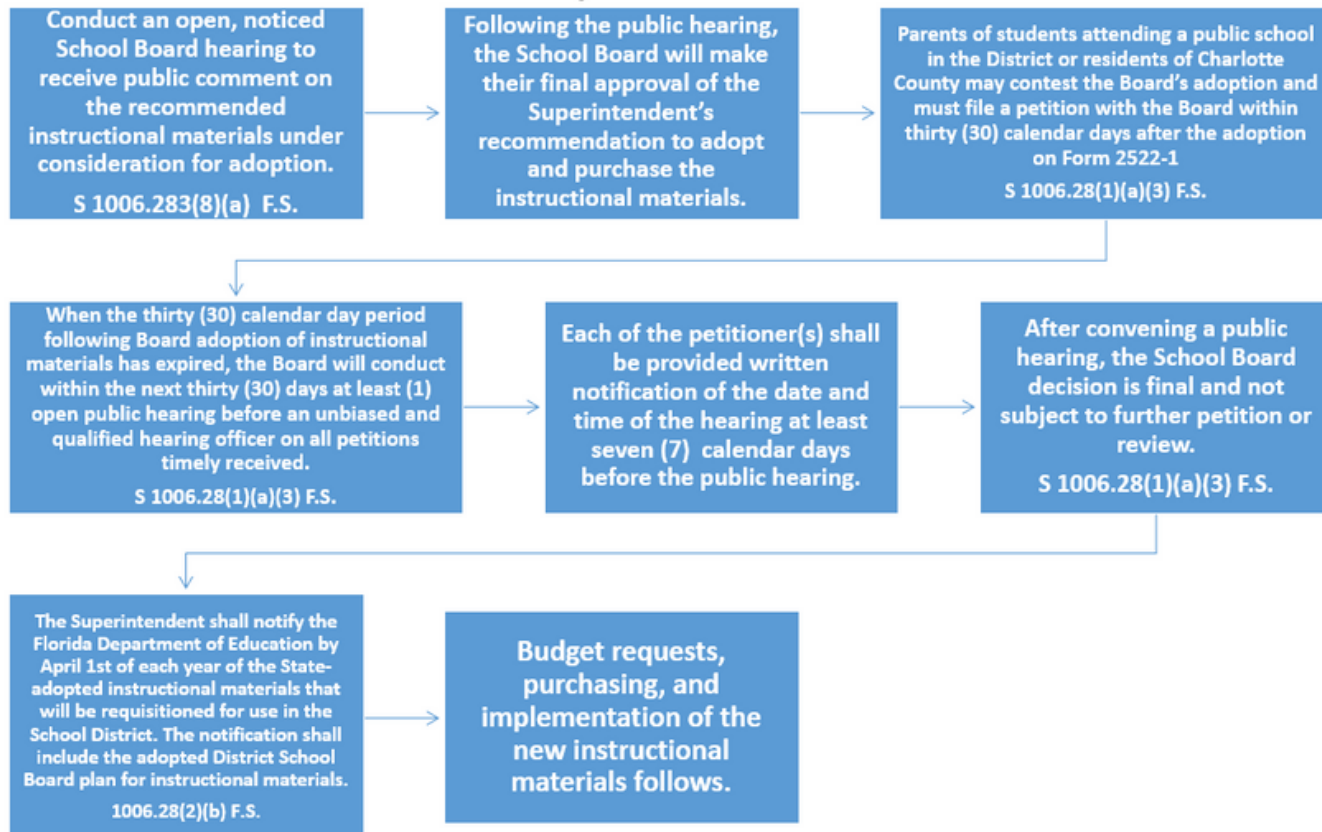
Instructional Materials Adoption Process



DISTRICT SCHOOL BOARD INSTRUCTIONAL MATERIALS REVIEW PROCESS



Post 20 day Public Review



DISTRICT INSTRUCTIONAL MATERIALS COMMITTEE (K-5)



District Instructional Materials Committee

Principal Nomination Form Elementary (K-5)

F.S. 1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."

Name of School: _____ Principal: _____

Subject: _____

NOMINATIONS:

2 School Site-Based Administrators and/or Lead Teacher:

1 Elementary School Teacher Per Grade (consider varying your nominations to include teachers that teach remedial, general education, and advanced students):

K: _____
1: _____
2: _____
3: _____
4: _____
5: _____

1 School ESE Representative: _____

1 SAC Member/Community Stakeholder: _____

Address: _____ Phone: _____ Email: _____

Revised: 7.1.2023/DOL/CE

Parents of Students Who Will Have Access to Materials

Parent of Grade K: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 1: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 2: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 3: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 4: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 5: _____

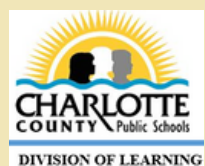
Address: _____ Phone: _____ Email: _____

Signature of Principal (or designee): _____

Revised: 7.1.2023/DOL/CE

F.S. 1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."



DISTRICT INSTRUCTIONAL MATERIALS COMMITTEE (6-8)



District Instructional Materials Committee

Principal Nomination Form Middle School (6-8)

F.S.1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."

Name of School: _____ Principal: _____

Subject: _____

NOMINATIONS:

2 School Site-Based Administrators and/or Lead Teacher:

1 Middle School Teacher Per Grade (consider varying your nominations to include teachers that teach remedial, general education, and advanced students):

6: _____

7: _____

8: _____

1 School ESE Representative: _____

1 SAC Member/Community Stakeholder: _____

Address: _____ Phone: _____ Email: _____

Revised: 7.1.2023/DOL/CE

Parents of Students Who Will Have Access to Materials

Parent of Grade 6: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 7: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 8: _____

Address: _____ Phone: _____ Email: _____

Signature of Principal (or designee): _____

Revised: 7.1.2023/DOL/CE

F.S. 1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."

DISTRICT INSTRUCTIONAL MATERIALS COMMITTEE (9-12)



District Instructional Materials Committee

Principal Nomination Form High School (9-12)

F.S.1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."

Name of School: _____ Principal: _____

Subject: _____

NOMINATIONS:

2 School Site-Based Administrators and/or Lead Teacher:

1 High School Teacher Per Grade (consider varying your nominations to include teachers that teach remedial, general education, and advanced students):

9: _____
10: _____
11: _____
12: _____

1 School ESE Representative: _____

1 SAC Member/Community Stakeholder: _____

Address: _____ Phone: _____ Email: _____

Revised: 7.1.2023/DOL/CE

Parents of Students Who Will Have Access to Materials

Parent of Grade 9: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 10: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 11: _____

Address: _____ Phone: _____ Email: _____

Parent of Grade 12: _____

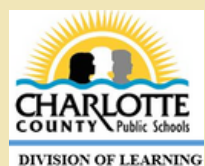
Address: _____ Phone: _____ Email: _____

Signature of Principal (or designee): _____

Revised: 7.1.2023/DOL/CE

F.S. 1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials

"Meetings of committees convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the district school board 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."



PROCESS FOR PETITIONERS TO CONTEST THE ADOPTION OF SPECIFIC INSTRUCTIONAL MATERIALS



Parents of students attending a public school in the District or residents, within the meaning of Florida law, of Charlotte County (petitioners) may contest the Board's adoption of specific instructional material. The petitioner must file a petition, on a form provided by the school board, within thirty (30) calendar days after the Board's adoption of specific instructional material. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website.

The petition form must be signed by the petitioner (parent or resident), include the required contact information, and state the objection to the instructional material, based on the following criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d).

In the selection of instructional materials, library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:

- The age of the students who normally could be expected to have access to the material;
- The educational purpose to be served by the material;
- Priority shall be given to the selection of materials that align with the applicable State Standards as provided for in F.S. 1003.41 and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult general education adopted by rule of the State Board of Education under F.S. 1004.92.
- The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program;
- The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.

Any materials purchased must be:

- Free of pornography and material prohibited under s. 847.012;
- Free of material which depicts 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;
- Suited to student needs and their ability to comprehend the material presented;
- Appropriate for the grade level and age group for which the materials are used or made available.

PROCESS FOR PETITIONERS TO CONTEST THE ADOPTION OF SPECIFIC INSTRUCTIONAL MATERIALS



When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct within the next thirty (30) calendar days at least one (1) open, public hearing before an unbiased and qualified hearing officer on all petitions timely received. The hearing officer may not be an employee or agent of the School District. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. The hearing officer shall be appointed by the Superintendent from a pool of candidates selected by the Board.

Procedures for Hearings

Petitioners will have an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

- The petitioner may make an opening statement;
- The District's representative may make an opening statement;
- The petitioner may present evidence (including documents and testimony for witnesses) that instructional material does not meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d);
- The District representative may present evidence (including documents and testimony from witnesses) that the instructional material does meet the criteria of F.S. 1006.31(2) or 1006.40(3)(d);
- The petitioner may make a closing statement;
- The District representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, it shall be removed in accordance with Florida law. The Board's decision is final and not subject to further petition or review.

- *Hearings under this policy are not subject to the provisions of F.S. Chapter 120.*
- *The hearings will be public, recorded, and there shall be no requirement that public comment be received by the hearing officer.*
- *The Board's decision after convening a public hearing is final and not subject to further petition or review.*

PURCHASE OF INSTRUCTIONAL MATERIALS & REPLACEMENT OF INSTRUCTIONAL MATERIALS BY PARENT/STUDENT



Purchase of Instructional Materials

The Superintendent shall notify the Florida Department of Education by April 1st of each year of the state-adopted instructional materials that will be requisitioned for use in the School District. The notification shall include the adopted Board plan for instructional materials in order to assist the Department in determining if adequate instructional materials have been requisitioned. Following such adoption and notification, requisitions shall be issued to purchase current instructional materials from the state-adopted instructional materials list so that each student in kindergarten through grade 12 will have a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature.

Requisitions shall also be issued to purchase instructional materials that will be the major tool of instruction for subjects in the State Course Code Directory for which the Board has adopted courses of study, but for which there are no materials on the state-adopted instructional materials list.

Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available. The Superintendent shall approve these purchases.

In any year in which the total instructional materials allocation for District has not been expended or obligated prior to June 30th, the unobligated amount shall be carried forward and added to the next year's allocation.

Replacement and Purchase of Instructional Materials by Students/Parents

Students shall be held responsible for the cost of replacing any instructional materials lost, destroyed, or unnecessarily damaged. Failure to provide payment for the damage or loss may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site as determined by the school principal. A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the District's purchase price, including shipping, plus ten percent (10%) for administrative fee. Teacher editions shall not be sold or otherwise made available to parents or students.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



2522 - CHALLENGES TO ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS

The following individuals may contest the adoption of a specific instructional material, or object to the use of specific material used in a classroom, made available in a school library, or included on a reading list:

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

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

Process for Petitioners to Contest the Adoption of Specific Instructional Materials

Filing a Petition

A parent or resident must file a petition with the Board within thirty (30) calendar days after the Board's adoption of specific instructional material on the "Petition to Contest the Adoption of Instructional Materials" form provided by the Board. The petition form shall be publicly available by visiting any school in person or by accessing the link on the Board's website. The form (2522-1) must be signed by the parent or resident, include the required contact information, and state the objection to the instructional material based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d). The form shall be available by visiting a school in person or by accessing the link on the Board's website.

Timeframe for Hearing

When the thirty (30) calendar day period following Board adoption of the instructional material in question has expired, the Board will conduct, within the next thirty (30) calendar days, at least one (1) open public hearing before an unbiased and qualified hearing officer for all timely petitions received.

Hearing Officers

Hearing officers are not employees or agents of the District with the exception of any agreement entered into for purposes of conducting the hearings set forth herein. Hearing officers shall be selected annually by the Superintendent from a list of candidates provided by the Board.

Procedures for Hearings

The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. Hearings shall be conducted as follows:

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



- B. The District representative may make a closing statement.
- C. The petitioner may present evidence (including documents and testimony from witnesses) that instructional material does not meet the criteria of F.S. 1006.31(2) or 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 F.S. 1006.283(2)(b)8., 9., and 11.
- D. The District representative may present evidence (including documents and testimony from witnesses) that the instructional material does meet the criteria of F.S. 1006.31(2) or 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 F.S. 1006.283(2)(b)8., 9., and 11.
- E. The petitioner may make a closing statement.
- F. The District representative may make a closing statement.

Within fourteen (14) days of the date of the hearing, the hearing officer shall submit a recommended order to the Board. The Board shall consider the recommended order and enter a final order at a publicly noticed Board meeting. If the petitioner proves that the instructional material does not meet the criteria required under F.S. 1006.28, or contains prohibited material under that statute, the material shall be removed in accordance with Florida law. The Board's decision is final and not subject to further petition or review.

Hearings under this policy are not subject to the provisions of F.S. Chapter 120.

Process for Requesting Reconsideration of Non-Adopted Materials made available in the Classroom, School Library, or included on a Reading List

Parents/guardians of a public school student and residents of the county may object to the use of a specific instructional material in the classroom, made available in a school library, or included on a reading list, based on the criteria set forth in F.S. 1006.28(2) (a)2., F.S. 1014.05(1)(c), and 1006.40(3)(d).

A. Challenged material shall remain in use during the reconsideration process unless informal review has determined that the materials violate F.S. 1006.40(3)(d)1,2,3.

B. No challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some.

C. The School Board shall discontinue the use of any material challenged under this policy if it is prohibited under F.S. 847.012, is not suited to student needs and their ability to comprehend the materials presented, or is inappropriate for the grade level and age group for which the material is used.

D. 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.

E. 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.

F. Pathways for Reviews

1. Single school/single titles for reconsideration
2. Multiple schools/multiple titles for reconsideration

1. Single school/single titles for reconsideration

A parent/guardian or resident who has an objection to the use of a specific non-state adopted instructional material accessed in the classroom and/or the school library must first request, in writing, a meeting with Principal to discuss the use of the materials. 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 and 1006.40(3)(d) in considering resolution.

The principal will review the objection and may meet with the teacher, school library media specialist and/or parents/resident, or both, in an attempt to resolve the objection, using an alternative instructional material, if applicable. If the objection is not resolved to the objector'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 available in each school office and on the District website.

A petitioner who does not complete and return the form to the Division of Learning as stated on the form shall receive no consideration.

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

Any material that is subject to an objection on the basis of "pornographic or prohibited under s.847.012 or depicts or describes sexual conduct as defined in s.847.001(19), unless such material is for a course required by 1003.46, 1003.42(2)(n)1.g., or 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.

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

(HB 1069, 2023
Legislative Session)

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



A. 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 (Per HB 1069, 2023 Legislative Session)

B. The Superintendent shall designate a staff member to be responsible for the organization of the Committee.

C. The Committee's recommendation shall be submitted to the Superintendent within twenty (20) District working days.

D. No Committee member shall be selected from the school where the materials challenge originated, if possible.

E. The following shall serve as the Committee for Elementary School Materials:

1. Director of Elementary Learning
2. Curriculum and Instruction Specialist, ELA, K-5
3. One (1) Elementary School Principal
4. One (1) Elementary School Librarian/Media Specialist
5. Two (2) Instructional staff members at the elementary level
6. Two (2) parents of elementary age students

Any committees convened must include parents of students who will have access to such material

F. The following shall serve as the Committee for Secondary School Materials:

1. Director of Secondary Learning
2. Curriculum and Instruction Specialist, ELA, 6-12
3. One (1) Middle School or High School Principal
4. One (1) Middle School or High School Librarian/Media Specialist
5. Two (2) Instructional staff members at the secondary level
6. Two (2) parents of secondary age students

Any committees convened must include parents of students who will have access to such material

G. In preparation for the review:

1. Each member of the District Material Review Committee shall receive a copy of the completed Request for Reconsideration of Materials Form, and any other information about the challenged material that the District Material Review Committee may want to see.
2. The committee, in evaluation, the material questioned, shall be guided by F.S. 1006.28 and 1006.40 and the following criteria:

- a. The appropriateness of the material for the age and maturity level of the student with whom it is being used
- b. The accuracy of the material
- c. The objectivity of the material
- d. The use being made of the material
- e. The material in question may be withdrawn from use pending the presentation of the committee's determination to the Superintendent regarding whether or not the materials violates 1006.40(3)(d)1,2,3.

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



H. In reviewing the challenged material, the District Material Review Committee shall:

1. Receive a copy of the materials and be given adequate time to read the materials in its entirety. The committee meeting will be scheduled within fifteen (15) days of the time given to read the material.
2. Treat the review objectively, unemotionally, in a business-like manner and shall be conducted with the best interests of the student, the school, and the community.

I. Following the formal review, the District Materials Review Committee shall:

1. Report its results to the Assistant Superintendent of Learning using the committee's checklist form. In doing so, the committee shall find that the challenged instructional material does not meet the criteria and/or contains prohibited content under F.S. 1006.28 or F.S. 1006.40. If this is the case, the committee shall recommend the discontinued use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

OR

2. that the challenged instructional material does meet the criteria under F.S. 1006.28 and F.S. 1006.40. If this is the case, the committee shall recommend the continued use of the material in the school.

J. The Assistant Superintendent for Learning shall submit the committee's results and recommendation to the Superintendent within five (5) working days after the District Review Committee submits its recommendation.

K. The Petitioner shall be informed, in writing, by the Superintendent of the Superintendent's final determination, within fifteen (15) days after the committee's recommendation is received by the Superintendent.

APPEAL PROCESS:

- The petitioner may request an appeal before the School Board by filing a written request with the Superintendent within fifteen (15) days of the Superintendent's determination.
- The Superintendent will notify the School Board that an appeal before the Board has been requested by the petitioner.
- The Board shall hear and review the appeal at a publicly noticed hearing within thirty (30) days. In its review of the appeal, the Board shall consider the recommendations from the petitioner, the committee, and the Superintendent's determination.
- The Board shall render a final decision on the petitioner's appeal at a publicly noticed hearing within thirty (30) days of the prior appeal hearing.
- The Board's decision on such an appeal is final and is not subject to further petition or review. If the Board finds that the appeal is warranted and upheld, the school district shall discontinue the use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

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 State Board of Education shall adopt rules, including forms, necessary to implement.

(HB 1069, 2023 Legislative Session)

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



2. Multiple Schools for Reconsideration/Multiple Titles

A. District Level Request for Reconsideration of Non-State Adopted Instructional Materials (Classroom and Library)

a. The requestor submits a formal Request for Reconsideration. Within ten (10) days, the Assistant Superintendent of Learning will contact the petitioner to informally review and discuss the request for consideration. If the requester is not satisfied with the informal review and wishes to proceed with the formal request for consideration, the District Level Request for Reconsideration will continue as described.

b. Within twenty-four (24) hours of receipt of the Request, the Assistant Superintendent for Learning shall forward a copy of the Request to the appropriate elementary or secondary Director, and the appropriate Curriculum and Instruction Specialist that such a review is being requested.

c. The Assistant Superintendent for Learning shall convene a District Material Review Committee and shall also notify the Superintendent and the Board of the District level formal request.

d. The District Review Committee shall consist of the following:

- i. Director of Elementary and/or Secondary Learning
- ii. two (2) Media Specialists (Elementary and/or Secondary)
- iii. one (1) District Curriculum Specialist
- iv. one (1) school administrator
- v. one or two (1 or 2) parent(s)/legal guardian(s) representing the associated levels
- vi. two (2) appropriate grade level and subject area teachers

e. In preparation for review:

1. each member of the District Material Review Committee shall receive a copy of the completed Request for Reconsideration of Materials Form, and any other relevant information about the challenged materials.

2. the committee, in evaluating the material in question, shall be guided by F.S. 1006.28 and 1006.40 and the following criteria:

3. the appropriateness of the material for the age and maturity level of the students with whom it is being used

4. the accuracy of the material

5. the objectivity of the material

6. the use being made of the material

7. the material in question may be withdrawn from use pending the presentation of the committee's determination to the Superintendent regarding whether or not the material violated 1006.40(3)(d)1,2,3.

f. In reviewing the challenged material, the District Material Review Committee shall:

1. receive a copy of the material and be provided adequate time to read the book in its entirety.

The committee meeting will be scheduled within 15 days of the time given to read the book.

g. Following review, the District Material Review Committee shall report its results to the Assistant Superintendent for Learning using the Committee's checklist form. In doing so, the committee shall find:

1. that the challenged instruction material does not meet the criteria and/or contains prohibited content under F.S. 1006.28 or F.S. 1006.40. If this is the case, the committee shall recommend the discontinuance of the material for any grade level or age group for which such is inappropriate or unsuitable.

OR

2. that the challenge instructional material does meet the criteria under F.S. 1006.28 and F.S. 1006.40. If this is the case the committee shall recommend the continued use of the material within the District.

PROCESS FOR PETITIONERS TO CHALLENGE THE ADOPTION OR USE OF INSTRUCTIONAL, LIBRARY, OR READING LIST MATERIALS



H. The Assistant Superintendent of Learning shall submit the committee's results and recommendation to the Superintendent within five (5) working days after the District Material Review Committee submits its determination.

I. The Petitioner shall be informed in writing by the Superintendent of the Superintendent's final determination within fifteen working days after the committee's determination is received by the Superintendent.

APPEAL PROCESS:

- The petitioner may request an appeal before the School Board by filing a written request with the Superintendent within fifteen (15) days of the Superintendent's determination.
- The Superintendent will notify the School Board that an appeal before the Board has been requested by the petitioner.
- The Board shall hear and review the appeal at a publicly noticed hearing within thirty (30) days. In its review of the appeal, the Board shall consider the recommendations from the petitioner, the committee, and the Superintendent's determination.
- The Board shall render a final decision on the petitioner's appeal at a publicly noticed hearing within thirty (30) days of the prior appeal hearing.
- The Board's decision on such an appeal is final and is not subject to further petition or review. If the Board finds that the appeal is warranted and upheld, the school district shall discontinue the use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

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 State Board of Education shall adopt rules, including forms, necessary to implement.

(HB 1069, 2023 Legislative Session)

FREE SCHOOL-RELATED INSTRUCTIONAL MATERIALS



Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- The materials should be strongly connected to the curriculum and not promote the interests of an outside entity;
- The advertising feature of the materials should be minimized;
- Educational films should contain a minimum amount of commercial advertising

HB 1467 (2022 Legislative Session) amends s.1006.28 F.S. by requiring non-adopted materials purchased by the district or school meet the following expectations:

- requires online viewing access to materials by the public at least 20 calendar days before the school board. . .
- *"takes any official action on such materials"* (i.e. purchase)
- as a *"separate line item on the agenda"* (action, not consent)
- and provides *"reasonable opportunity for public comment"*
 - *Citizens are welcome to speak on agenda items during the "Citizen Comment" time at the beginning of each Regular and Special School Board meeting. Citizen comment is also permitted at the end of the meetings for any item not on the agenda.*

*Per School Board attorney guidance, these procedures do not include the 30 day petition window after the board takes action nor are any hearings required.

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Steps for Requesting School Board Approval to Purchase Non-adopted materials



HB 1467 (2022 LEGISLATIVE SESSION) AMENDS S.1006.28 BY ADDING SECTION (E) PUBLIC PARTICIPATION. THIS SECTION REQUIRES DISTRICTS TO PROVIDE ACCESS TO ALL MATERIALS ACCORDING TO S.1006.283(2)(B)8.A.

**Principals must complete the "Non-adopted instructional materials survey for verification of evidence-based resources" prior to submitting a request for a school board meeting action agenda item.*

****Prior to following the steps as outlined below, the principal is required to complete the "Non-Adopted Instructional Materials Survey for Verification of Evidence-Based Resources."**

[The survey may be accessed by clicking HERE.](#)

At the end of the survey, a link to the memorandum and forms identified in the steps below will be provided.

Step 1:

- Complete the *MEMORANDUM for School Board Action Agenda Item - Request to Purchase Non-Adopted Materials*
 - If more than one material is requested for a school board meeting, a separate memorandum must be completed for each material.

Step 2:

- Contact the vendor and acquire link to materials (student editions only)

Step 3:

- Complete the *Link for 20 Calendar Day Public Online Viewing Access - Request Form*

Step 4:

- Via email, at least 30 days prior to the requested school board meeting, submit the following to Cheryl Edwards, Assistant Superintendent for Learning (Cc Debbie Faber):
 - *MEMORANDUM for School Board Action Agenda Item – Request to Purchase Non-Adopted Materials*
 - Note: Refer to the 2023-2024 "Non-Adopted" Materials Request for School Board Approval **TIMELINE** for deadlines.
 - Memo will be forwarded to Carmel Kisiday/Ashley Monier to confirm funding source and availability, as necessary.
 - *Link for 20 Calendar Day Public Online Viewing Access - Request Form*
 - Vendor quote, agreement, contract, etc.
 - Quote, agreement, contract, etc. will be reviewed by Debbie Faber.
 - As of 4/18/23, per Carl Hendrick, purchases of subscriptions or licenses for software or web applications for student use or that include the transmission of student data, including renewals, must include the following statement in a vendor's quote/agreement: *Notwithstanding any of the terms and conditions of this Agreement, this Agreement is amended to conform with the requirements of Sections 1001.52(2)(3), 1002.22(2)(3), 1002.221, 1003.25 and 1008.405, Florida Statutes and Rule 6A – 1.0955, Florida Administrative Code, as any of them may be amended from time to time.* If this statement is missing, The Division of Learning will not accept a school board meeting agenda request. Purchase Requisitions cannot be approved if this statement is missing.

Step 5:

- Monitor the school board meeting agenda and action taken

Step 6:

- Upon school board approval to purchase, proceed with procurement process
 - Note: For school generated requests, it is the responsibility of the school to enter the PR after school board approval.

MEMORANDUM for School Board Action Agenda Item Request to Purchase “Non-Adopted” Materials



Procedures for the Purchase of District & School “Non-Adopted” Materials – per 1006.28(2)(e)1,2



MEMORANDUM for School Board Action Agenda Item Request to Purchase “Non-Adopted” Materials

*If more than one material is requested for a school board meeting, a separate memorandum
must be completed for each material.*

TO: School Board Members

FROM: Mark Vianello, Superintendent
Cheryl Edwards, Assistant Superintendent for Learning
**Include District or School Official Name and Title Here*

DATE: **Reflects the date the memo is submitted*

SUBJECT: Non-adopted instructional materials purchase request

Agenda Item Details

Meeting

July 24, 2023 - Regular School Board Meeting)

Category

ACTION AGENDA

Subject

**Identify the purchase (i.e.: Purchase of DBQ Online Materials)*

Access

Public

Type

Action

Recommended Action

**Describe the recommended action of the school board (i.e.: Approval to purchase DBQ Online Materials – renewal license)*

Public Content

The Division of Learning requests approval to purchase *restate subject line. Per s.1006.28(2)(e)1,2 F.S., public access to this material was provided online in accordance with s.1006.283(2)(b)8.a.

.....
FUNDING SOURCE OF PURCHASE: _____

**Identify the funding source (Title 1, 2, 3, 4; ESSER; General; Internal; etc.)*

COST: _____



Link for 20 Calendar Day Online Viewing Access - Request Form



Link for 20 Calendar Day Online Viewing Access - Request Form

The following link will provide public access to the material requested for approval at the school board meeting scheduled on **include school board meeting date HERE**.

*****Link must be posted on the district's website 20 calendar days prior to the requested school board meeting.**

Vendor Name	
Material Title	
Vendor Point of Contact Information (include contact person name, phone, & email)	
Public Review Link	
Login information/directions, if applicable	

*****Please complete a separate form for each material if multiple items will be requested at the school board meeting.**

Please post link on the district's website no later than 20 calendar days prior to the requested school board meeting.

Date to launch links on district website: *INCLUDE DATE HERE

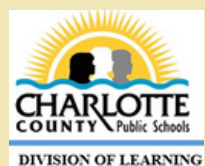
*****Refer to the 2023-2024 "Non-Adopted" Materials Request for School Board Approval TIMELINE**

District or School Staff Member Name:

Title: _____

Department/School: _____

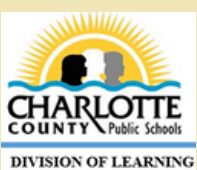
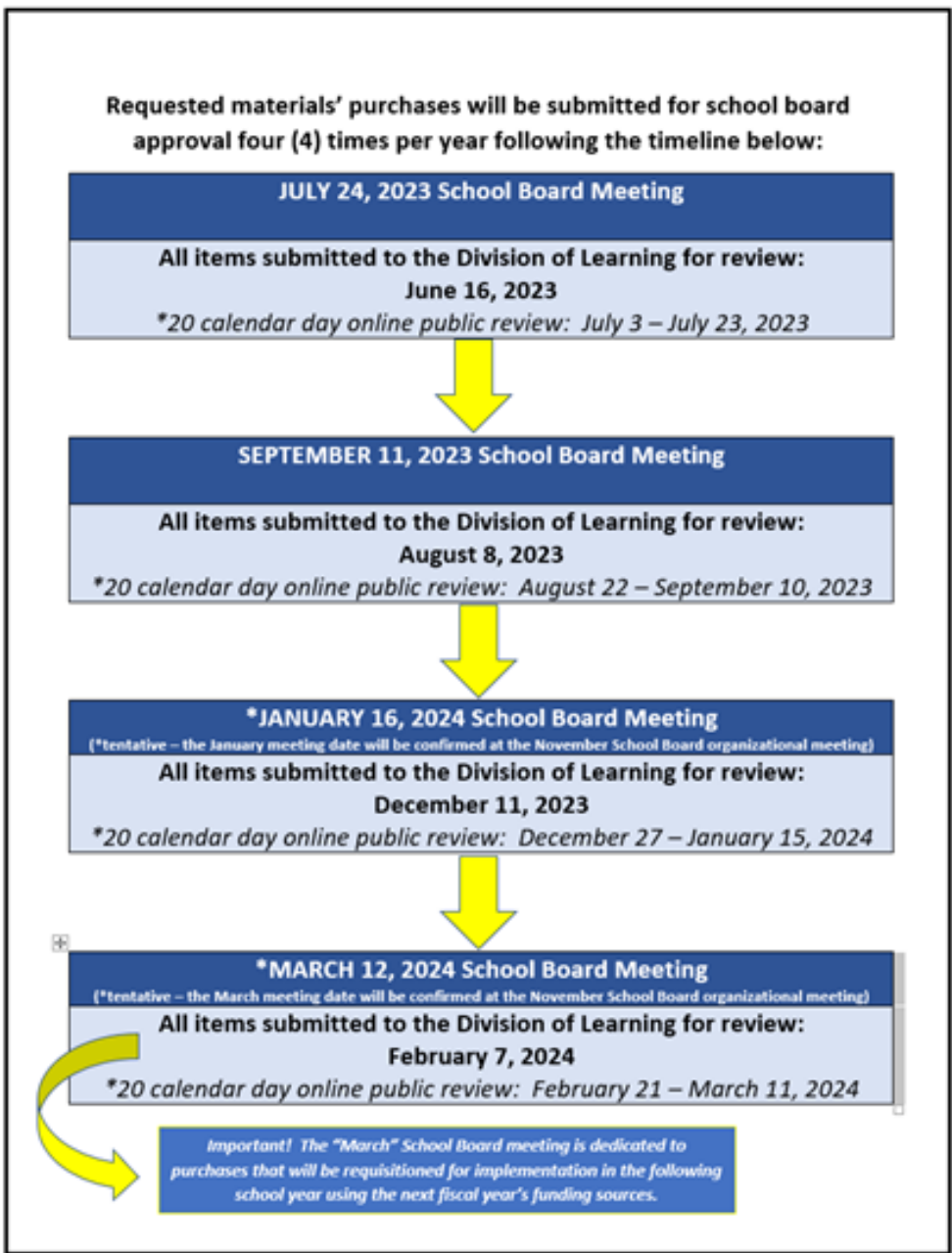
*Please submit this form, as well as the MEMORANDUM for School Board Action Agenda Item – Request to Purchase "Non-Adopted" Materials and the vendor's quote (contract, agreement, etc.) via email to Cheryl Edwards, Assistant Superintendent for Learning (Cc Debbie Faber, Director of Purchasing) at least 30 days prior to the requested school board meeting (refer to the 2023-2024 "Non-Adopted" Materials Request for School Board Approval TIMELINE for important deadlines)



2023-2024 “Non-Adopted” Materials Request for School Board Approval TIMELINE

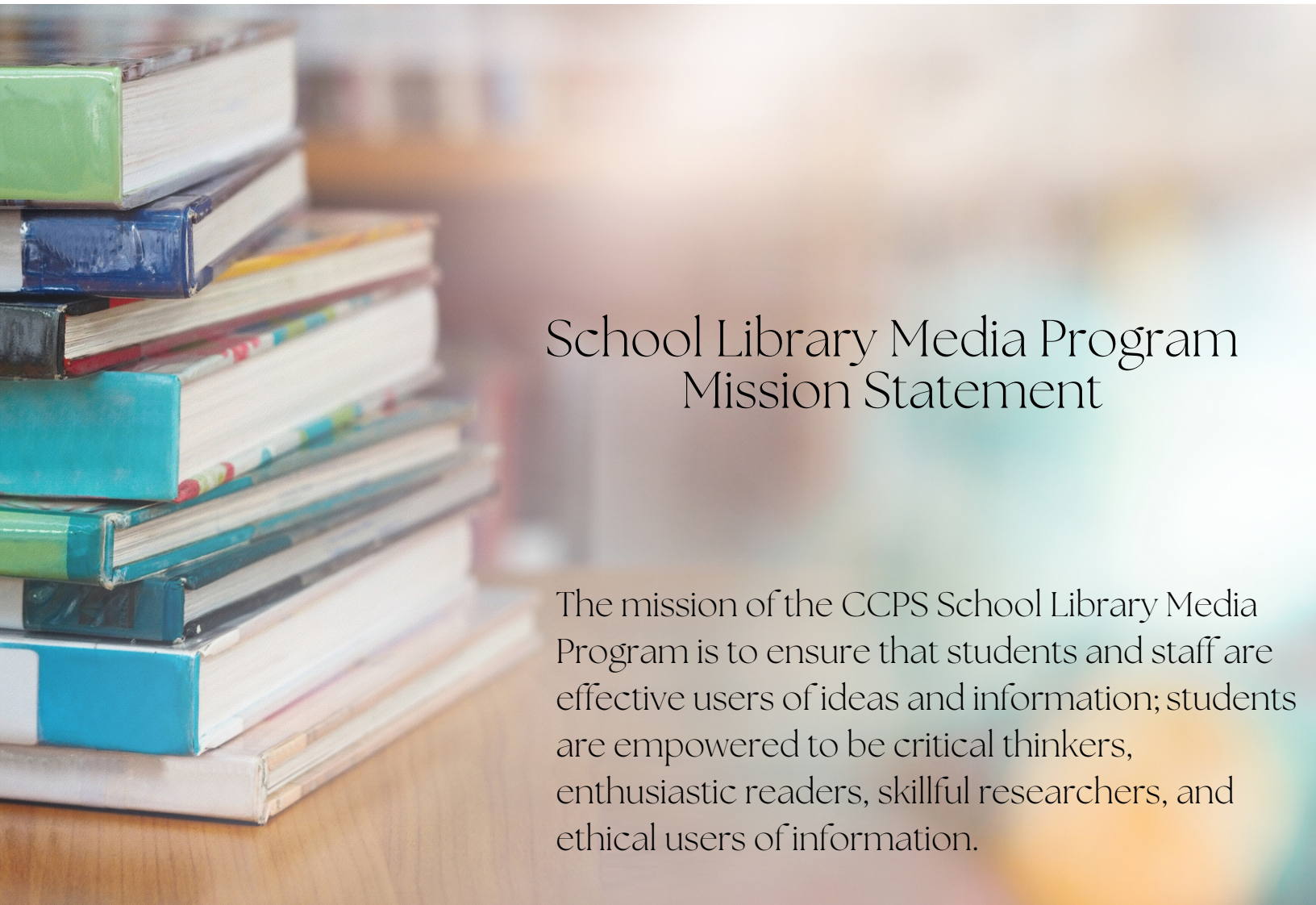


2023-2024 “Non-Adopted” Materials Request for School Board Approval TIMELINE





SCHOOL LIBRARY MEDIA PROGRAM HANDBOOK



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.

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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 access to a diversity of 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 discriminating consumers and skilled creators of information.
- To implement technology for use in accessing, evaluating, and communicating information and to keep up with the advances made in that technology.
- To provide leadership, collaboration, and assistance to teachers to design learning strategies to meet the needs of individual students.
- To help all students achieve information literacy by developing effective cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, creating, and communicating information in all formats and in all content areas of the curriculum.
- To provide resources and activities for learning that represent a diversity of experiences, opinions, and social and cultural perspectives and to support the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship in a democracy.



PROFESSIONAL GROWTH & STATE REQUIREMENTS



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, district media inservices, Florida Association for Media in Education (FAME) Annual Conference, American Library Association Conferences, International Reading Association (IRA) Conferences, and Future of Educational Technology Conference (FETC).

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

s.1006.28(2)(d) - *School library media services; establishment and maintenance* -

Required duties include:

- 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.
- 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.
- Upon written request, a school district shall provide access to any material or book specified in the request that is maintained in a district school system library and is available for review.
 - 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 educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
 - 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 (*see section contained within titled "Library & Media Center Collections Policy & Procedures"*)

STUDENT ASSISTANTS & ADULT VOLUNTEERS



Student Assistants

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 opportunity

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 (overdue, 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. Adult volunteers may assume the same duties as student assistants. Volunteers must complete the CCPS Volunteer Application and complete the required background check. 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*.

GIFTS & DONATIONS



Each library media center is grateful for gifts of materials that enhance its collection and supports the school's' teaching and research needs. Donated materials will be accepted or declined at the discretion of the library media specialist. The library media center may decline offers of gifts if they unnecessarily duplicate existing holdings, if the subject matter is outside the scope of its collection, or if there are donor restrictions the library cannot honor.

Any donated material that is accepted by the library media specialist for inclusion into the collection must adhere to the requirements outlined in HB 1467 (2022 Legislative Session).

Gifts will be accepted with the understanding that it is at the discretion of the state trained library media specialist to determine whether or not they will be added to the collection. A gift must meet the criteria for selection, fill a gap in the collection, and be of suitable format. Book plates may be available for donors who wish to be named.

Monetary gifts will be accepted and used to purchase new materials for the library media center. All gifts that are accepted become the sole property of the school and the donor relinquishes all rights to the donated money or materials. For tax purposes, the media specialist cannot appraise donated materials. However, a receipt may be issued for monetary donations upon request.

Rebinding & Repairs

The library media specialist or paraprofessional will 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 title that is purchased must adhere to the requirements outlined in HB 1467 (2022 Legislative Session).

Appropriate repair supplies should be purchased from library supply companies including, but not limited to Demco and The Library Store.

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.
- Coding for these accounts follows this format:
 - 10 district designation, Your School Number (041, 211 etc), 107 Project identifier, followed by 00 a sub-designation, 6200 (media which is the function) and 610 Object library books
 - Example: 10 101 107 00 6200 610

Media specialists are to ask school bookkeepers to add a note to any purchase request \$2,500.00 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 Follett, Mackin, and PermaBound. Follett 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 disbursed.

Internal Accounts

- Internal accounts reside at the school site.
- Sources for internal funds may include payments for overdue fines, damaged or lost library books, 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.

Vendors

Follett (library books)
<https://www.titlewave.com/login/>
1.888.511.5114

Mackin (library books)
<https://www.mackin.com/corp/>
1.800.245.9540

PermaBound (library books)
<https://www.perma-bound.com/>
1.800.840.1189

Demco (library supplies)
<http://www.demco.com/>
1.800.356.1200
State Contract: C77777

COPYRIGHT



School Board Policy 2531: Copyrighted Works

The School Board directs its staff and students 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 web site.

Because the Board hosts a web site 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 web site. Such contact information, along with the appropriate filing fee, shall also 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.

U.S. Copyright Office - <https://www.copyright.gov/>

MULTI-MEDIA USE & AUDIO VISUAL PROCEDURES



School Board Policy 2540: Multi-Media Use

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.

MULTI-MEDIA USE & AUDIO VISUAL PROCEDURES



CCPS MM/AV Procedures in Accordance with SB Policy 2540

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.

- 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:

Advance notification of intent to use MM/AV that requires exception

- 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.

MULTI-MEDIA USE & AUDIO VISUAL PROCEDURES



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.

Purpose

The steps above 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

MULTI-MEDIA USE & AUDIO VISUAL PROCEDURES



Selection

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

Copyright Adherence

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.

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.

APPENDICES



APPENDIX 1: *CCPS Volunteer Application*

APPENDIX 2: *School Library and Classroom Library Materials Limited Student Access Form*

APPENDIX 3: *Permission: Library Materials Interlibrary Loan from Older Grade Bands*

APPENDIX 4: *MM/AV FORM 1*

APPENDIX 5: *MM/AV FORM 2*

APPENDIX 6: *MM/AV FORM 3*

APPENDIX 7: *MM/AV FORM 4*

APPENDIX 8: *MM/AV FORM 5*

APPENDIX 9: *MM/AV FORM 6*

APPENDIX 1 CCPS VOLUNTEER APPLICATION

CHARLOTTE COUNTY PUBLIC SCHOOLS VOLUNTEER APPLICATION

For the protection of our students, Florida Law requires that we perform a Sexual Predator background check with Florida Department of Law Enforcement (FDLE) Sexual Predator List. Cost will be paid by the school district. The following information is needed to perform the background check.

Name: _____ First Last MI	Address: _____
City/Zip: _____	Phone: (H) _____ (W) _____
Race: _____ Sex: Male _____ Female _____	Birth Date: ____/____/____
Drivers License Number: _____	

Emergency Contact: _____ Phone: (H) _____ (W) _____

School Site Desired: _____ Do you have students at this site? If so, please list names.

Languages: _____

Volunteer Preference: (Optional)

Is there a particular type of volunteer work in which you are interested? (*check all that apply*)

- | | | |
|---|--|---|
| <input type="checkbox"/> Mentor | <input type="checkbox"/> Clerical/Office Assistant | <input type="checkbox"/> Committees (PTA/PTO/SAC) |
| <input type="checkbox"/> Individual tutoring | <input type="checkbox"/> Classroom Assistant | <input type="checkbox"/> Athletic Programs/Activities |
| <input type="checkbox"/> Small group tutoring | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Assisting with Vocational Fields |
| <input type="checkbox"/> Cafeteria/Hall Monitor | <input type="checkbox"/> Special Projects | <input type="checkbox"/> Judging for Competitions |
| <input type="checkbox"/> Media Assistant | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Other: concession stand, field trips, etc. |

I am most comfortable with: Reading Writing Math Science Social Studies Music Art Physical Ed.

I prefer working with: Pre-Kindergarten Elementary Middle School High School Adult Education

Days Preferred: Mon. Tues. Wed. Thurs. Fri. Hours Preferred: A.M. P.M. Evenings

Sexual Predator Background Check Requirement: A state agency or governmental subdivision, prior to making any decision to appoint or employ a person to work, whether for compensation or as a volunteer, at any park, playground, day care center, or other place where children regularly congregate, must conduct a search of that person's name or other identifying information using the Internet site maintained by the Department of Law Enforcement. 943.04351, F.S. (*Jessica Lunsford Act*)

Equal Opportunity Employer: The School Board of Charlotte County, Florida does not discriminate in educational programs, activities or employment on the basis of race, color, religion, sex, national origin, age, marital status or handicap. S.B.C.C.R. 1122

Tobacco Free Environment: It is the desire of the Charlotte County School Board to provide students, staff, and the community with a tobacco-free environment. The use of any and all tobacco products is prohibited at all facilities owned or operated by the School Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Charlotte County School Board. S.B.C.C.R. 1215

Drug-Free Workplace: The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited. S.B.C.C.R. 1124

The District welcomes and appreciates contributions from District role models / residents who volunteer their time, effort, and expertise in the interest of children and our schools. The District reserves the right to end its relationship with a volunteer when that relationship no longer results, in the opinion of the District, in positive benefits to children, a school, and / or our District.

OFFICE USE ONLY — SCHOOL YEAR:

		Date Checked	Checked By
FDLE	http://www3.fdle.state.fl.us/sexual_predators		

APPENDIX 2

School Library and Classroom Library Materials Limited Student Access Form



School Library and Classroom Library Materials Limited Student Access Form

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

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

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

Please submit only one material title per form.

Date Submitted: _____ School: _____

Student Name: _____ Student ID #: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Principal/Designee Signature acknowledging receipt of form: _____

Restricted Access Request:

Check one:

School Library Material

Classroom Library Material

Material Title: _____

Material Author: _____

For School Library Media Specialist Use:

Date note added to Destiny file: _____

School Library Media Specialist Signature:

For Classroom Teacher Use:

Date form received: _____

Classroom Teacher Signature:

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

7.1.2023 DOL/CE



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: _____

Student School: _____

Date Submitted: _____

Requested Book Title and Author: _____

Parent/Guardian Name: _____

Parent/Guardian Contact Information: _____

Parent/Guardian Signature:

Media Specialist Name: _____

Media Specialist Signature: _____

Action Taken: _____

APPENDIX 4
MM/AV FORM 1

CHARLOTTE COUNTY PUBLIC SCHOOLS
MM/AV FORM 1
NOTIFICATION FOR INTENT TO USE MM/AV
INSTRUCTIONAL MATERIALS (30-DAY NOTICE REQUESTED)

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District.

Teacher Name/Grade Level & Class

Date Click or tap here to enter text.

Title and Rating of MM/AV Materials Click or tap here to enter text.

Source Click or tap here to enter text.

Brief description of the curriculum connections Click or tap here to enter text.

When examining materials:

- Preview the material in its entirety;
- Are the goals consistent with educational goals of Charlotte County Schools and the objectives of the specific course(s) and/or activitie(s)
- Of literary, aesthetic, social, and/or educational value
- As free of bias as is possible (noting that all materials contain a bias)
- Age-appropriate and accurate in content
- Relevant to the current Standards for the given subject area (FL and/or National)
- Of quality in language and format

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

Signatures above represent that the notification for intent to use MM/AV materials was given to the principal and/or the principal's designee, and that the teacher reviewed the materials. Step 2, MM/AV Form 2 Lesson Plan Guide must be submitted and approved by the principal or designee in order to proceed with the actual lesson.

APPENDIX 5
MM/AV FORM 2

CHARLOTTE COUNTY PUBLIC SCHOOLS
MM/AV FORM 2
LESSON PLAN GUIDE FOR MM/AV
MATERIALS (30-DAY NOTICE REQUESTED)

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class

Date Click or tap here to enter text.

School

Rating of Materials Click or tap here to enter text.

Title of Materials Click or tap here to enter text.

- **State format** Click or tap here to enter text.
- **Length (min/hr) of materials** Click or tap here to enter text.
- **Producer** Click or tap here to enter text.
- **Production/Copyright Date(s)** Click or tap here to enter text.
- State the specific date(s) the materials will be used in class with students
- What portion of the material will be used? (min/hr)
- State the SPECIFIC educational objective and course standard(s) that supports the use of this material
- What is the expected educational result after using this material?
- Prepare a list of alternative materials and assignments that will be used for students not given parental permission to view and use the MM/AV materials. **NOTE:** Assignments must be the same or similar in nature and may not be punitive. Themed resources and same assignments must be provided.
- Handouts and appropriate materials for use should accompany lesson plans.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

Signatures above represent that the notification for intent to use MM/AV materials was received by the principal and/or the principal's designee, and that the lesson plan was received on the date above for a prompt review. The principal will submit MM/AV Form 3 with his or her decision for use. Files must be kept for a period of 4 years.

CHARLOTTE COUNTY PUBLIC SCHOOLS MM/AV FORM 3 PRINCIPAL REVIEW OF MM/AV MATERIALS

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class

Date Click or tap here to enter text.

School

Rating of Materials Click or tap here to enter text.

Title of Materials Click or tap here to enter text.

After review of MM/AV Forms 1 & 2 and all appropriate handouts and materials, it is agreed that this material is age-appropriate and suitable for viewing/listening by students in the above classroom. The teacher is responsible for distributing and collecting MM/AV Form 6, Permission to View, signed by parents. The teacher will keep this on file for four (4) school years.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

After review of MM/AV Forms 1 & 2 and all appropriate handouts and materials, **it has been determined this material is NOT suitable for student viewing/listening**. The rationale for this is as follows:

Click or tap here to enter text.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

APPENDIX 7
MM/AV FORM 4

**CHARLOTTE COUNTY PUBLIC SCHOOLS
MM/AV FORM 4
REQUEST FOR SECOND REVIEW OF
MM/AV MATERIALS**

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class

Date Click or tap here to enter text.

School

Rating of Materials Click or tap here to enter text.

Title of Materials Click or tap here to enter text.

Attach copies of Forms 1-3 with this form for a review and send to the Director of Elementary or Secondary (as identified by grade) who will then form a committee of the Media Liaison and/or ELA Specialist and the content-appropriate curriculum specialist who will review the request.

After review of MM/AV Forms 1, 2 and 3, all appropriate handouts and materials, it is agreed that this material is age-appropriate and suitable for viewing/listening by students in the above classroom. A rationale for acceptance follows: Click or tap here to enter text.

The teacher is responsible for distributing and collecting MM/AV Form 6, Permission to View, signed by parents. The teacher will keep this on file for four (4) school years.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

After review of MM /AV Forms 1, 2 and 3 all appropriate handouts and materials, it has been determined; **this material is NOT suitable** for student viewing/listening. A rationale for denial follows: Click or tap here to enter text.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

APPENDIX 8
MM/AV FORM 5

**CHARLOTTE COUNTY PUBLIC SCHOOLS
MM/AV FORM 5
SECOND REVIEW DECISION OF
MM/AV MATERIALS**

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class

Date Click or tap here to enter text.

School

Rating of Materials Click or tap here to enter text.

Title of Materials Click or tap here to enter text.

This second request for review of MM/AV materials has been conducted at the Division of Learning.

After review of MM/AV Forms 1, 2 and 3, all appropriate handouts and materials, **it is agreed that this material is age-appropriate and suitable for viewing/listening by students in the above classroom.**

A rationale for acceptance follows: Click or tap here to enter text.

The teacher is responsible for distributing and collecting MM/AV Form 6, Permission to View, signed by parents. The teacher will keep this on file for four (4) school years.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

After review of MM /AV Forms 1, 2 and 3, all appropriate handouts and materials, it has been determined; **this material is NOT suitable** for student viewing/listening. A rationale for denial follows: Click or tap here to enter text.

Teacher Signature _____ Principal's Signature _____

Date _____ Date _____

APPENDIX 9
MM/AV FORM 6

CHARLOTTE COUNTY PUBLIC SCHOOLS
MM/AV FORM 6
PERMISSION TO VIEW/LISTEN TO
MM/AV MATERIALS

June 1, 2017

MM/AV materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal(s). All audiovisual/multimedia materials in the school collection and those selected for use from outside the school collection are based on personal preview, reviews, and/or recommendations from professional literature, or have been recommended for use by the District. Submit this form after or with Form 1

Teacher Name/Grade Level & Class _____

Date Click or tap here to enter text.

School _____

Rating of Materials Click or tap here to enter text.

Title of Materials Click or tap here to enter text.

Dear Parent/Guardian:

Students in the above class (es) are studying Click or tap here to enter text.

To support this unit, students will be viewing/listening to multi-media as stated above. The above stated resources are not mandatory for all students. As our partner in education, we ask your permission to broach this topic with your son/daughter. An alternative assignment, related to the unit and of equal rigor and weight will be offered should you decide this is a subject matter you would rather provide at home.

For your consideration, a brief description of the alternative assignment is as follows: Click or tap here to enter text.

If you need further information, please do not hesitate to contact the classroom teacher. He/She can be reached at Click or tap here to enter text.

Teacher Signature _____ Principal's Signature _____

Course _____ Date _____

Yes, I _____, grant permission for my son/daughter
_____ to view/listen to the materials stated above.

No, I _____, **DO NOT** grant permission for my son/daughter
_____ to view/listen to the materials stated above. I wish that he/she be assigned the
alternative materials/assignments.

Parent/Guardian Signature _____ Date _____

Student's Name _____

1 This signed permission slip will be kept on file for a period of four (4) years in accordance with the Multi-media/Audio-Visual Procedures.



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

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

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

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

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

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

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

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

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

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Purpose



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

Each district school board shall adopt procedures for developing library media center collections and post the procedures on the website for each school within the district.

The procedures must:

- Require that book selections meet the criteria in s.1006.40(3) (d).
- 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.

Goals of Collection Development

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

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

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



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

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

The district will err on the side of caution

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

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

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

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

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

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

Collections must:

- Support academic standards and curriculum
- Support the academic needs of students and faculty
 - Consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List
 - Evaluate school academic organizational needs to include, but not be limited to:
 - School mission and vision;
 - School performance or improvement plan;
 - Specialized curriculum needs such as those for career or technical courses;
 - School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and
 - Material to supplement state-approved, district-adopted core curriculum.
 - Age of student population should be considered when selecting materials based on student interest.
- Be based upon reader interest.
- Be suited to student needs and ability to comprehend material
- The degree to which the material will be explained/supplemented by classroom instruction
- The educational purpose of the material with priority given to material aligned to state standards
- The accurate portrayal of the state's broad racial, ethnic, socioeconomic and cultural diversity, without bias or indoctrination
- Be appropriate for the age and grade level of students for which the material is made available
- Maturity of students
- Follow Florida Statutes, State Board of Education rules and school district policies.
- Err on the side of caution – assess whether or not the book selection would cause discomfort reading aloud the material in a public setting.

Suggestions for Selecting New Materials

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

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

Consultation of reputable, professionally recognized periodicals



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

Procedures of The School Library Media Center Collections Committee - Consultation of School Community Stakeholders



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

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

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

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

Library collection development requires the input of stakeholders, including parents. Therefore, each school will include in its procedures for collection development the work of the School Library Media Center Collections Committee.

The following procedures will be followed by each school within the district:

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

Training Requirements



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

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

Purchasing Timeline



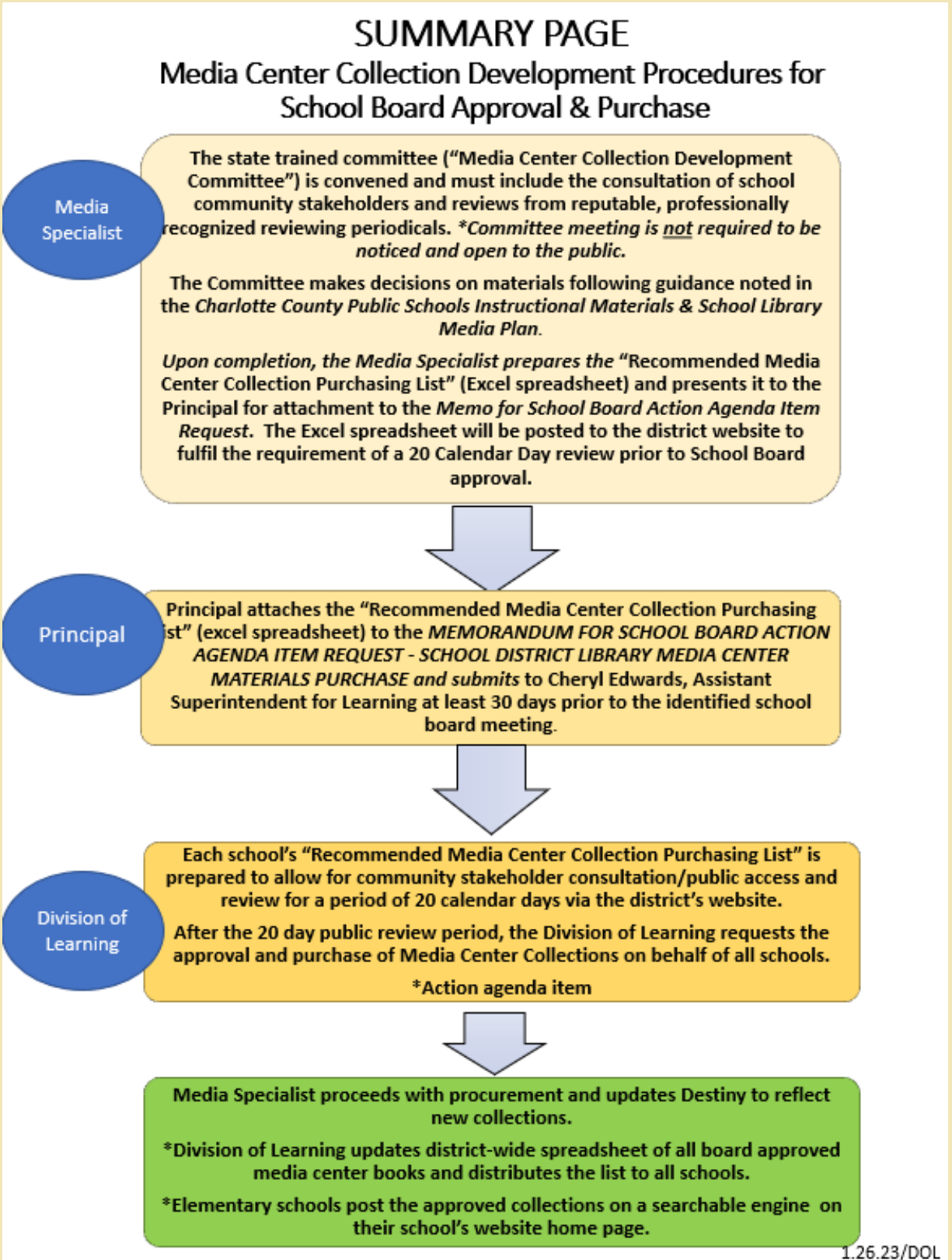
2023-2024

MEDIA CENTER COLLECTIONS PURCHASING SCHEDULE

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

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

Steps for Purchasing



1.26.23/DOL

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 collection in relation to changing curriculum, new instructional methods, new formats of materials, and the needs of the students and faculty. Heavy weeding will occur every 3-5 years

Criteria for Weeding Materials:

- i. Outdated or inaccurate information
- ii. Damaged materials beyond repair
- iii. Unneeded duplicates
- iv. Materials that have consistently low circulation
- v. Material is not age appropriate for the school community
- vi. Material includes information that is bias, racist, or sexist
- vii. Material is irrelevant to the needs of students and staff
- viii. Subsequent editions of the book have been added

Discards: Materials weeded from the collection will be discarded according to the following procedure

- i. Copies are deleted from the library catalog
- ii. All identifying information, including barcodes and the school name, is removed or blackened out
- iii. Items are to be labeled as “discarded”
- iv. Materials that are contaminated (i.e. mold, food, liquid, bugs) are discarded in the trash immediately
- v. All of the materials are to be discarded according to the current CCPS procedures. See administrator in charge of facilities for disposal of surplus library books.

Duplicate Copies



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

Inventory



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

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

ESSENTIAL FORMS & INFORMATIONAL FLYERS

The forms and informational flyers that follow are documents to support the administrative procedures of instructional materials (adopted/non-adopted) and school library media center materials.

Documents are not to be recreated without the permission of the Division of Learning.

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New Instructional Materials - Responsible Party

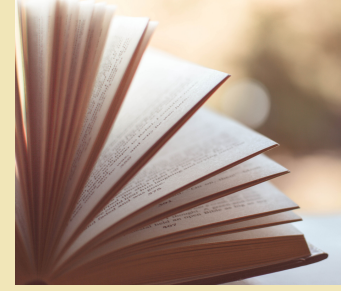


New Instructional Materials

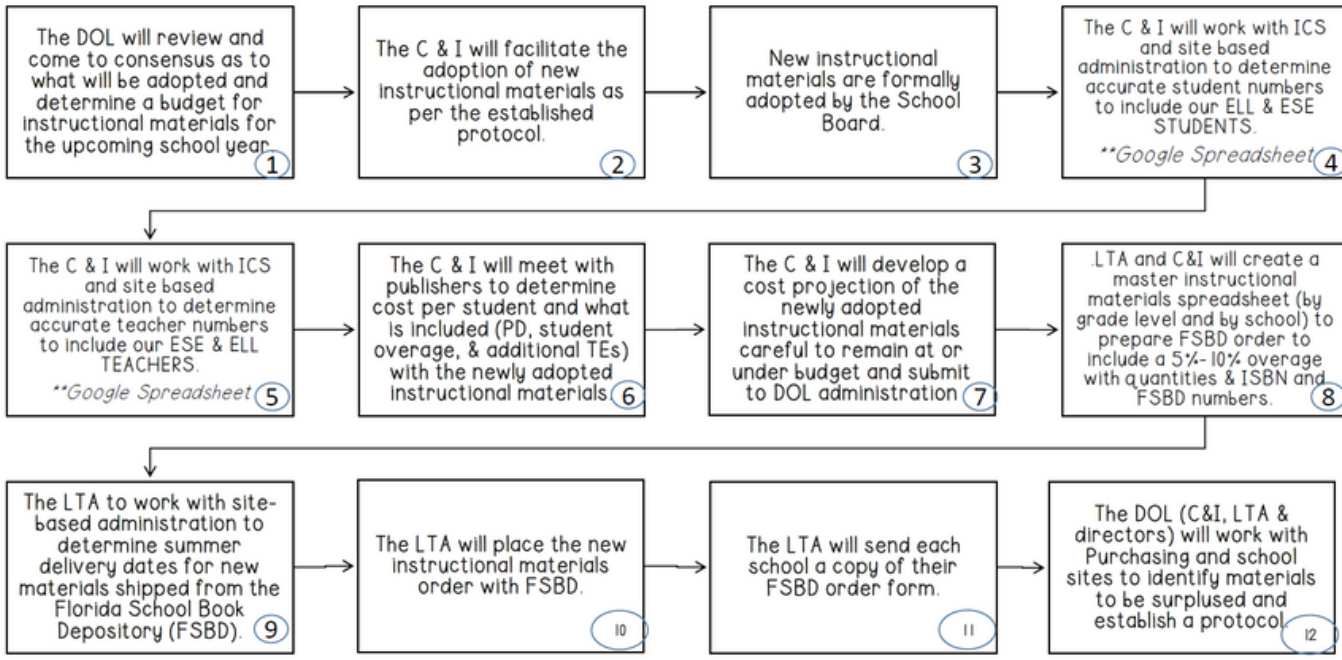
Action	Responsible Party					
	C&I	LTA	DOL	ICS/IT T	PD	School Site Administratio n
Facilitate adoption of new instructional materials per the established protocols						
Create a Google Spreadsheet with accurate student and teacher numbers – including ELL and ESE	X	X		X		X
Meet with publisher to determine cost per student and what is included (PD, student coverage, & additional TEs)	X					
Develop a cost projection of newly adopted instructional materials and submit it to DOL administration.	X					
Create a MASTER instructional materials spreadsheet to include: <ul style="list-style-type: none"> <input type="checkbox"/> 5%-10% student coverage <input type="checkbox"/> Quantities by school and by grade level <input type="checkbox"/> ISBN and FSBD numbers 	X	X				
Determine the summer delivery dates for new materials shipped from FSBD and share with schools		X				X
Place the new instructional materials order with FSBD		X				
Send each school a copy of the FSBD order		X				
Work with Purchasing and school sites to identify materials to be <u>surplused</u> and establish a protocol	X	X	X			
Arrange a meeting between publisher technology team and ICS/ITT to facilitate and confirm an automation protocol, CANVAS integrations and timeline	X			X		

Arrange a meeting with publisher's PD team and our PD director to plan PD dates and options.	X					X	
Prepare and distribute the new Destiny Protocol for new instructional materials prior to delivery to schools include: <ul style="list-style-type: none"> <input type="checkbox"/> Explicit directions <input type="checkbox"/> Pictures 	X	X					
Check-in materials using FSBD order forms & return order forms to LTA							X
Barcode and distribute new materials per Destiny Protocol		Support					X
Facilitate PD for admin, staff, and faculty	X					X	
Add new materials to Master Instructional Materials Spreadsheet for the CCPS website.		X					
Report back to DOL on final costs and processes	X						

Protocol for New Instructional Materials Adoptions & Sample Flow Chart - Publisher Timeline

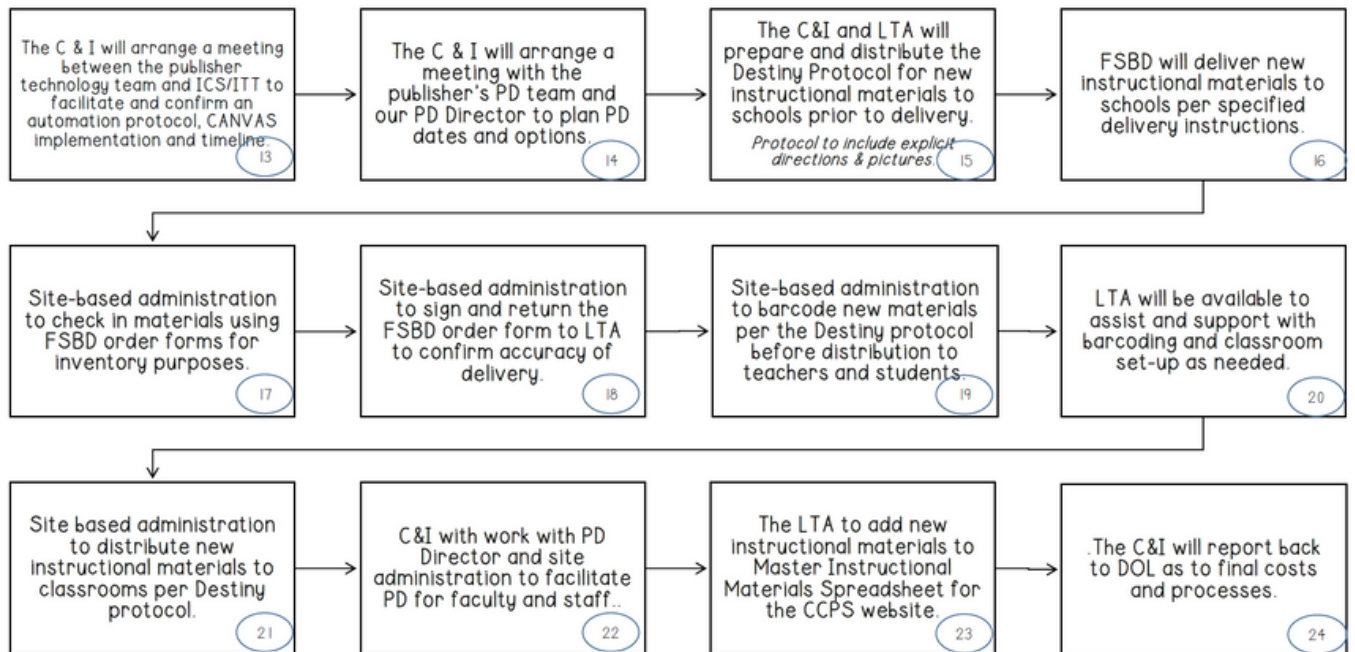


Protocol for New Instructional Materials Adoptions



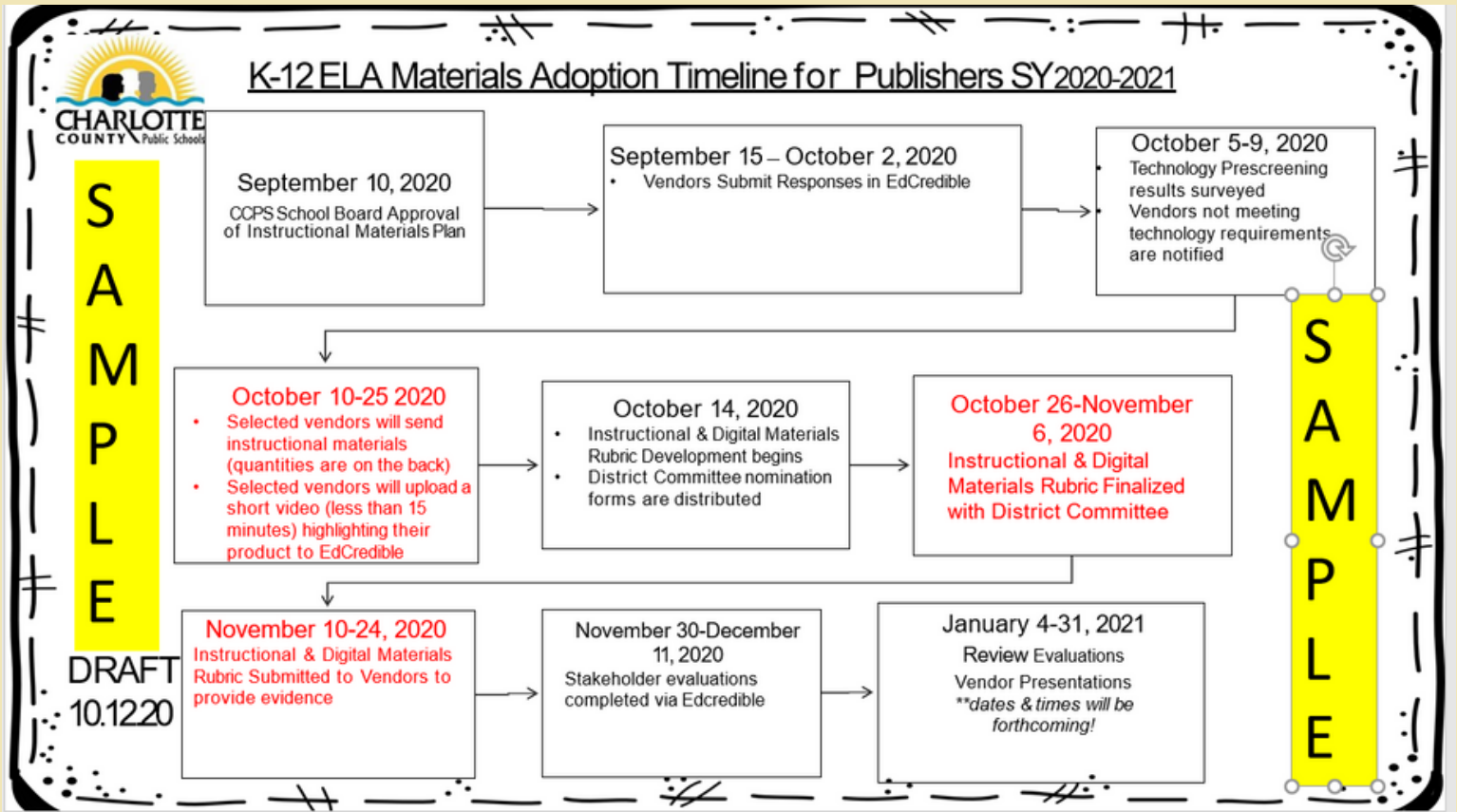
1

Protocol for New Instructional Materials Adoptions



2

Protocol for New Instructional Materials Adoptions & Sample Flow Chart - Publisher Timeline



K-12 ELA Materials Adoption Timeline for Publishers SY2020-2021

Note: CCPS only wants copies of student editions and teachers editions of the CORE curriculum

	Sample Materials Requested	
	Student Copy	Teacher Edition
Kindergarten	12	12
1 st grade	12	12
2 nd grade	12	12
3 rd grade	12	12
4 th grade	12	12
5 th grade	12	12
6 th grade	7	7
7 th grade	7	7
8 th grade	7	7
9 th grade	6	6
10 th grade	6	6
11 th grade	6	6
12 th grade	6	6

If you pass our pre-screening, you will be notified and asked to upload a short (less than 15 minute video) highlighting your product to the EdCredible platform. You will also be asked to send sample materials to:
1445 Education Way
Port Charlotte, FL 33948

Elementary Products:
Attention Phebe Westby

Secondary Products:
Attention Heather Garcia

FORM 2522-1: Petition for the Objection to the Adoption of Instructional Materials



Charlotte County Public Schools – Form 2522-1 *Petition to Contest the Adoption of Instructional Materials*

NOTE: The only petitions accepted for consideration must be from a parent of a public school student in Charlotte County or a resident of Charlotte County [F.S.(1006.28(1)(a)(3)]. 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 2522-1 at the time of initial submission to the Division of Learning for the petition to be acknowledged.

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

Per s. 1006.28(2)(a)2, a: The parent or resident must proffer evidence to the School Board that:

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.

This petition must include a written signature, the required contact information, and the stated objection. Only petitions timely received within the 30-day petition window following the School Board's adoption of instructional material will be heard at an open public hearing before an unbiased and qualified hearing officer. Textual evidence must be supplied for review. The School Board's decision after convening a hearing is final and not subject to further petition or review.

Note: Pursuant to School Board Policy 2522, objections from a petitioner who does not complete and return Form 2522-1 shall receive no consideration.

Petitioner Name: [Click here to enter text.](#) Petitioner Signature: _____

*****If objecting to more than one material, a separate FORM 2522-1 must be used.*****

Date: [Click here to enter text.](#) Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

Text Title: [Click here to enter text.](#) Publisher: [Click here to enter text.](#)

Year of Publication: [Click here to enter text.](#) Edition: [Click here to enter text.](#)

Reason for objection to the final School Board approval of adoption of instructional materials. State the objection to the instructional material based on the criteria of s. 1006.31(2) or s. 1006.40(3)(d), and cite textual evidence to support your reasoning. If additional space is needed, please attach additional pages to this form.

The petitioner must email FORM 2522-1 and required residency documentation to:
Cheryl Edwards, Assistant Superintendent for Learning
Cheryl.Edwards@yourcharlotteschools.net

Division of Learning Use Only:

Received Date: _____

Name: _____

7.7.23 rev. CE/DOL

FORM 2522-2: Request for Reconsideration of Instructional Materials



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

NOTE: The only requests for reconsideration of materials accepted for review must be from a parent of a public school student in Charlotte County or a resident of Charlotte County [F.S. (1006.28(1)(a)(3)]. 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 to the Division of Learning for the petition to be acknowledged.

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

Per s. 1006.28(2)(a)2,a,b: The parent or resident must proffer evidence to the 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 is pornographic or prohibited under s. 847.012; 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; is not suited to the student needs and their ability to comprehend the material presented; is inappropriate for the grade level and age group for which the material is used.

Note: Pursuant to School Board Policy 2522, objections from a petitioner who does not complete and return Form 2522-2 shall receive no consideration.

Petitioner Name: Click here to enter text. Petitioner Signature: _____

*****If objecting to more than one material, a separate FORM 2522-2 must be used.*****

Date: Click here to enter text. Address: Click here to enter text.

Email: Click here to enter text. Phone Number: Click here to enter text.

Text Title: Click here to enter text. Publisher: Click here to enter text.

Year of Publication: Click here to enter text. Edition: Click here to enter text.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is this material a district adopted textbook? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is this material found in the school's library media center? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is this material listed on a school, grade, or teacher's reading list? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is this material available in a teacher's classroom library? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

*If "Yes" to #2, 3 or 4, please include the name of the school: _____

Reason and evidence for a request of a reconsideration of specific material (if additional space is needed, please attach additional pages to this form):

The petitioner must email FORM 2522-2 and required residency documentation to:
Cheryl Edwards, Assistant Superintendent for Learning
Cheryl.Edwards@yourcharlotteschools.net

7.7.2023 rev. CE/DOL

Division of Learning Use Only:

Received Date: _____

Name: _____

Principal Information Page



****PRINCIPAL INFORMATION PAGE****

CURRENTLY ADOPTED TEXTBOOKS, SCHOOL LIBRARY RESOURCES, NON-ADOPTED READING LISTS (SCHOOL OR GRADE-LEVEL), MATERIALS MADE AVAILABLE FROM A TEACHER'S CLASSROOM LIBRARY: "FORM 2522-2: REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS"

F.S. 1006.28, Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials.

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 through a district instructional materials program under s.1006.283, or otherwise purchased or made available.

Upon written request, a parent of a student attending a public school in the District or a resident of Charlotte County will be provided access to review 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.

Principals will **not address requests to review and/or challenge a currently adopted textbook. Any parent or resident who reports to the school to request a review of or submit a challenge to a currently adopted textbook is to be directed as follows: Requests to review textbooks may be sent to the Executive Secretary to the School Board. Requests to challenge the use of a district adopted textbook are to be sent to the Division of Learning via Form 2522-2, Request for Reconsideration of Instructional Materials.*

Written requests to review school library material or a novel from a teacher's classroom library and/or school, grade, or teacher reading list must be submitted to the School Principal or designee via email or in the form of a letter. The principal will schedule a meeting with the petitioner within ten (10) school days of receiving the request.

1. The petitioner shall first discuss his/her concerns with the principal or designee of the school.
2. The principal/designee will review the objection and may meet with the teacher and/or school library media specialist and make a reasonable effort to resolve the concerns about the material used at the school. Where educationally appropriate, alternative instructional material may be assigned at the discretion of the principal.
3. If the discussions with the principal/designee of the school do not resolve the petitioner's concerns, any further objections shall be presented in writing to the Division of Learning (DOL) on the District's Form 2522-2, Request for Reconsideration of Instructional Materials. The principal shall immediately notify the Assistant Superintendent for Learning that Form 2522-2 was provided to the petitioner.
4. The DOL responds in writing to the complainant to acknowledge receipt of Form 2522-2. **Any material that is subject to an objection on the basis of pornography or prohibited under s.847.012 or 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)1g, 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 (HB 1069, 2023 Legislative Session).*

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Principal Information Page



5. The DOL will alert the Executive Secretary to the School Board & the Executive Secretary to the Superintendent that Form 2522-2 has been received & sends copies of Form 2522-2 and the DOL's letter of receipt to both the School Board Chair and Superintendent's office.
6. A District level fact-finding committee ("committee") shall be appointed by the Superintendent to review the appeal from the principal's decision (Form 2522-2). The Superintendent shall designate the staff member as responsible for the organization of this committee. *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 must include parents of students who will have access to such material (Per HB 1069, 2023 Legislative Session).* No other committee member shall be selected from the school where the instructional materials challenge originated (see SB Policy 2522 for membership of the committee).
7. The committee's recommendations shall be submitted in writing to the Superintendent within twenty (20) District working days.
8. The petitioner shall be informed in writing by the Superintendent of the Superintendent's final determination within fifteen (15) working days after the committee's recommendation is received by the Superintendent.

APPEAL PROCESS:

**The petitioner may request an appeal before the School Board by filing a written request with the Superintendent within fifteen (15) days of the Superintendent's determination.*

**The Superintendent will notify the School Board that an appeal before the Board has been requested by the petitioner.*

**The Board shall hear and review the appeal at a publicly noticed hearing within thirty (30) days. In its review of the appeal, the Board shall consider the recommendations from the petitioner, the committee, and the Superintendent's determination.*

**The Board shall render a final decision on the petitioner's appeal at a publicly noticed hearing within thirty (30) days of the prior appeal hearing.*

*~~*The Board's decision on such an appeal is final and is not subject to further petition or review. If the Board finds that the appeal is warranted and upheld, the school district shall discontinue the use of the material for any grade-level or age group for which such use is inappropriate or unsuitable.~~*

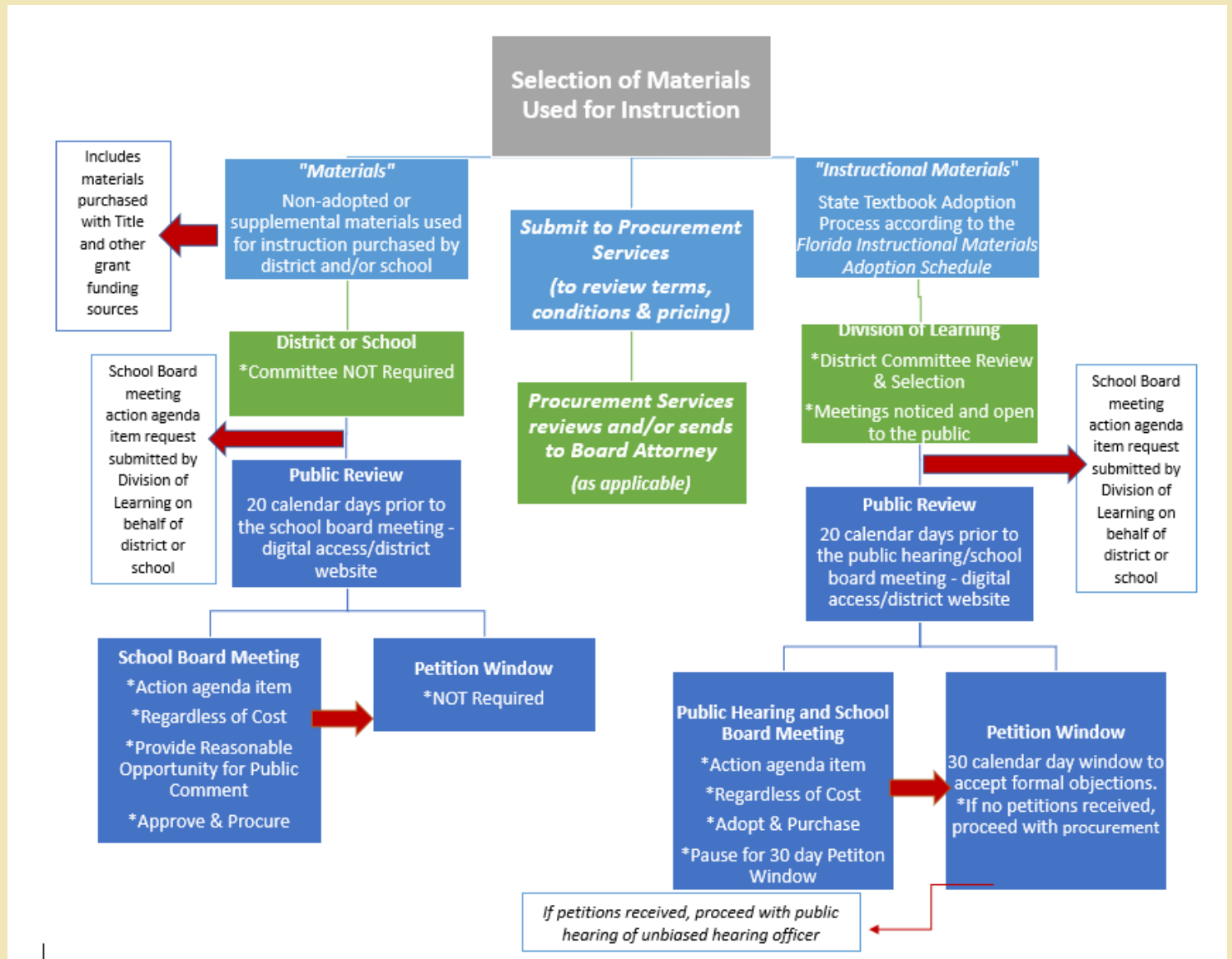
If a parent disagrees with the determination made by the district school board on the objection to the use of a specific material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience 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 State Board of Education shall adopt rules, including forms, necessary to implement.

.....

School Library and Classroom Library Materials - Limited Student Access Form
According to F.S. 1006.28, *Duties of district school board, district school superintendent, and school principal regarding K-12 instructional materials*, "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." Parents or guardians wishing to restrict their child's access to school library media materials or a teacher's classroom library materials are to download and complete this form in its entirety and submit the form to the school's principal.

DOL/CE/7.1.2023

Instructional & Media Materials Purchasing Flow Chart



Media Center Collection Development Procedures for School Board Approval & Purchase



SUMMARY PAGE

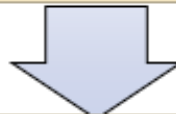
Media Center Collection Development Procedures for School Board Approval & Purchase

Media Specialist

The state trained committee ("Media Center Collection Development Committee") is convened and must include the consultation of school community stakeholders and reviews from reputable, professionally recognized reviewing periodicals. **Committee meeting is not required to be noticed and open to the public.*

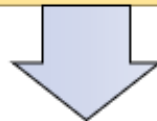
The Committee makes decisions on materials following guidance noted in the *Charlotte County Public Schools Instructional Materials & School Library Media Plan*.

Upon completion, the Media Specialist prepares the "Recommended Media Center Collection Purchasing List" (Excel spreadsheet) and presents it to the Principal for attachment to the Memo for School Board Action Agenda Item Request. The Excel spreadsheet will be posted to the district website to fulfil the requirement of a 20 Calendar Day review prior to School Board approval.



Principal

Principal attaches the "Recommended Media Center Collection Purchasing List" (excel spreadsheet) to the *MEMORANDUM FOR SCHOOL BOARD ACTION AGENDA ITEM REQUEST - SCHOOL DISTRICT LIBRARY MEDIA CENTER MATERIALS PURCHASE* and submits to Cheryl Edwards, Assistant Superintendent for Learning at least 30 days prior to the identified school board meeting.

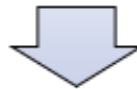


Division of Learning

Each school's "Recommended Media Center Collection Purchasing List" is prepared to allow for community stakeholder consultation/public access and review for a period of 20 calendar days via the district's website.

After the 20 day public review period, the Division of Learning requests the approval and purchase of Media Center Collections on behalf of all schools.

**Action agenda item*



Media Specialist proceeds with procurement and updates Destiny to reflect new collections.

**Division of Learning updates district-wide spreadsheet of all board approved media center books and distributes the list to all schools.*

**Elementary schools post the approved collections on a searchable engine on their school's website home page.*

1.26.23/DOL

2023-2024

MEDIA CENTER COLLECTIONS PURCHASING SCHEDULE

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

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

Mark Vianello
Superintendent



School Board

Cara Reynolds, Chairman
Wendy Atkinson, Vice-Chairman
Kim Amontree
John LeClair
Bob Segur

TO: School Board Members

FROM: Mark Vianello, Superintendent
Cheryl Edwards, Assistant Superintendent for Learning

DATE: August 9, 2023

SUBJECT: School District Library Media Center Materials Purchase Request

Agenda Item Details

Meeting

September 11, 2023

Category

ACTION AGENDA

Subject

Purchase of school district library media center materials

Access

Public

Type

Action

Recommended Action

Approval to purchase school district library media center materials

Public Content

The Division of Learning requests approval to purchase school district library media center materials. Per s. 1006.28(2)(d)1,2, each material was reviewed and selected by a school district employee who holds a valid educational media specialist certificate. This request is in compliance with the "Charlotte County Public Schools Library Media Center Collection Development Policies and Procedures" for developing library media center collections. Per s.1006.28(2)(e)1,2 F.S., public access to these materials was provided online for 20 calendar days in accordance with s.1006.283(2)(b)8.a.

1445 Education Way, Port Charlotte, FL 33948 • (941) 255-0808 • fax (941) 255-7571 • www.yourcharlotteschools.net

SAMPLE - Recommended Media Center Collection Purchasing List

This list will be posted on the district's website 20 calendar days prior to the requested school board meeting.

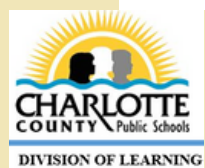
Recommended Media Center Collection Purchasing List

The Division of Learning requests approval to purchase school district library media center materials. Per s. 1006.28(2)(d)1,2, each book was selected by a school district employee who holds a valid educational media specialist certificate, and the Charlotte County Public Schools Library Media Center Collection Development Policies and Procedures was followed. Per s.1006.28(2)(e)1,2 F.S., public access to these materials was provided online for 20 calendar days in accordance with s.1006.283(2)(b)8.a.

CCPS Grades K-5: Recommended Media Center Collection Purchasing List - Request for School Board Approval			
SCHOOL:			
Material Title	Author	Material Type (book, ebook, periodical, video)	Date Approved by CCPS School Board (will be completed by the Division of Learning)

CCPS Grades 6-8: Recommended Media Center Collection Purchasing List - Request for School Board Approval			
SCHOOL:			
Material Title	Author	Material Type (book, ebook, periodical, video)	Date Approved by CCPS School Board (will be completed by the Division of Learning)

CCPS Grades 9-12: Recommended Media Center Collection Purchasing List - Request for School Board Approval			
SCHOOL:			
Material Title	Author	Material Type (book, ebook, periodical, video)	Date Approved by CCPS School Board (will be completed by the Division of Learning)



Definitions: Adopted vs. Non-Adopted Instructional Materials



Definitions INSTRUCTIONAL MATERIALS

1

Instructional Materials

Per s.1006.29: For purposes of state adoption, the term "Instructional Materials" means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning labs, manipulatives, electronic media, and computer courseware or software. Beginning in 2015-2016, all adopted IM for students in K-12 must be provided in an electronic or digital format (electronic version of a printed book).

2

Adopted

Instructional Materials that are reviewed, selected, and chosen per the "Florida Instructional Materials Adoption Schedule."



3

Non-Adopted

Instructional & Non-Instructional materials found in a school library or classroom library, as well as placed on a school, grade, or teacher reading list. In other words, "everything else."

Division of
LEARNING 

Definitions: Reading Lists



Good to Know! READING LISTS

HB 1467, *K-12 Education* speaks to school, grade-level, and teacher reading lists. The bill differentiates reading lists between "required" and "recommended," but does not provide a definition for each, leaving much open for interpretation. For the purpose of implementing the requirements of HB 1467, please note the following:

Required

A required reading list is presented by the principal or teacher as a list of books that are required to be read at some point during the school year.

Compliance is expected of the student. Non-compliance may result in negative consequences.

Assignments, activities, quizzes, tests, reports, projects etc are typically generated from material listed on a required reading list resulting in a grade that impacts the student's final grade in the course.

A principal or teacher is not to communicate a required book or reading list to students without the review and approval of an employee certificated as an educational media specialist. All material found on required reading lists must be included in a searchable engine on the school's website.



DOL/CE/revised 1.8.2023

Recommended

Recommended Reading Lists: A recommended reading list is a list of books that the principal or teacher presents to students with the intention of providing students choices in reading material. Regardless of whether or not instruction will occur from material on a recommended reading list, the principal or teacher is not to communicate the reading list to students without the review and approval of an employee certificated as an educational media specialist. All material found on recommended reading lists must be included in a searchable engine on the elementary school's website.

Division of
LEARNING 

Definitions: Classroom Libraries



Good to Know! CLASSROOM LIBRARIES

According to s. 1006.28, 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 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. For the purpose of implementing HB 1467, K-12 Education, classroom libraries serve two purposes: Instruction and Inquiry. Regardless of the purpose of the classroom library, according to SBE Rule 6A-7.0715, *Certifications and Plans for Instructional Materials and Library Media* and SBE Rule 6A-7.0713, *Elementary School Website Listing of Library Materials and Reading Lists*, all books made available in a classroom library are required to be included on the elementary school website and are not to be made available to students unless reviewed and selected by the state trained media specialist.

Instruction

HB 1467 becomes effective the moment the teacher utilizes the classroom library for instruction. When this occurs, the materials being used are to be included on either the required or recommended reading list and are subject to the requirements HB 1467 places upon reading lists, and must be reviewed and approved by the state trained media specialist holding required certification. Examples of classroom libraries used for instruction include, but are not limited to, the following:

- The teacher chooses material from a classroom library to provide an example of instruction. For example, the teacher finds an excerpt on a page of a book that provides an example of personification.
- The teacher asks the students to choose a book from the classroom library to participate in sustained silent reading.
- The teacher maintains a class set of novels in the classroom library and the class participates in a study of the novel.
- Learning Center time

All materials in a classroom library used for instruction are required to be included in a searchable engine located on the elementary school's website.



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Inquiry

A classroom library is used for inquiry purposes when the material is available for the student to choose reading material for reasons that are non-instructional.

An example is the teacher allowing the student to choose a book to read at home, take on vacation, or enjoy when the student finishes an assignment in class and there is time available to devote to free reading time for that particular student. In these cases, the material in the classroom library are not required to be included on a reading list. However, the material is still subject to be formally petitioned against by a parent or resident of the community. Materials in a classroom library used for inquiry only are required to be included in a searchable engine located on the school's website and must be reviewed and approved by the state trained media specialist holding required certification.

Division of
LEARNING

Definitions: Public Review Process



Good to Know! PUBLIC REVIEW PROCESS

HB 1467 requires a public review process for district non-adopted materials consistent with current instructional materials adoption requirements and to select, approve, adopt, or purchase materials as a separate line item (action) on a board meeting agenda.

Presently, when the district enters an adoption of instructional materials, district and school committees are formed for the purpose of ranking, eliminating, and selecting instructional materials for recommendation to the school board. As of July 1, 2022, these meetings must be noticed and open to the public and must include parents of students in the district. The requirements of the 20 day review period prior to school board approval and the 30 day petition period after school board approval continues.

As of July 1, 2022, before the district purchase of non-adopted material, the district must provide public access to the material, excluding teacher editions, for public inspection consistent with current procedures and safeguards for school district instructional materials adoption (20 day review). This includes the purchase of library materials. The selection, approval, adoption, or purchase of the material must be a separate line item (action) on the board agenda.



DOL/CE/revised 1.8.2023

Division of
LEARNING

Request for Media Specialist Review & Selection of Non-Adopted Materials (Reading Lists and Classroom Libraries)



Request for Media Specialist Review & Selection of Non-Adopted Materials (Reading Lists & Classroom Libraries)

Purpose: Per HB 1467, prior to adding material to a non-adopted reading list or a classroom library, the material is required to be reviewed and approved by a school librarian, media specialist, or other certificated personnel who have successfully completed the training program developed by the Florida Department of Education.

Before making the material available to students via the non-adopted reading list and/or classroom library, it is the responsibility of the teacher to submit a request to the media specialist for review & selection of the material.

Teacher Procedure:

1. Before completing and submitting this form for review, the teacher is to utilize the attached rubric to vet the appropriateness of the novel against Florida statute and State Board of Education rule.
2. Complete this form with material title/author; Only one material is to be submitted, per form. Allow the review of the material prior to submitting a new request.
3. Submit form directly to media specialist; include a copy of the material. *Note: If the material title is already included on the District's Approved Classroom Library & Non-Adopted Reading List, the teacher is still required to submit this form to the Media Specialist prior to adding it to the teacher's classroom library and/or non-adopted reading list.
4. Allow 10 school days for media specialist review

School:	Media Specialist Name:
Teacher Name:	
Date Submitted:	

Book Title	Author	Course Name & Course Code #	Age of Students	For use in classroom library or non-adopted reading list?

By signing below, the teacher acknowledges that the teacher has read the book in its entirety and reviewed the Division of Learning's Non-adopted Instructional Materials Review Rubric and believes the material submitted for review and selection onto the non-adopted reading list and/or the teacher's classroom library is compliant with Florida statute and State Board of Education Rule. The teacher also confirms that the material will not be made available to students until reviewed and selected by the media specialist.

Teacher Signature: _____ Date: _____

- All materials in a school library, classroom library, or included on a reading list must be:
1. Free of pornography and material prohibited under s. 847.012, F.S.
 2. Suited to student needs and their ability to comprehend the material presented.
 3. Appropriate for the grade level and age group for which the materials are used or made available.

DOL/4.4.23

**The district will err on the side of caution with regards to the material that is potentially harmful to minors and in violation of s. 847.012, F.S.*

Media Specialist Procedure:

1. No later than 10 school days after the teacher submits this form and a copy of the material to the media specialist, the media specialist will respond to the teacher using this form.
2. The media specialist will review the material title against the school's non-adopted reading list and/or classroom library master list. If the book exists on either list, the book is approved.
3. The media specialist is to make two copies of this form, distributing one to the teacher and the other to the principal. The media specialist is to keep the original, signed copy.
4. The media specialist is to document and record the review notes of the material by completing the google spreadsheet: **"Submission: Request for Media Specialist Review and Selection of Non-Adopted Materials (Reading Lists and Classroom Libraries)**. The Division of Learning will review each submission.
5. If the material is approved, the elementary media specialist will update the school's website with approved titles on the "Non-Adopted Reading List" searchable engine, as required.

Approved	Denied	Reason for denial, if applicable
		The material is not compliant with the following area(s) of the <i>Division of Learning's Non-adopted Instructional Materials Review Rubric</i> and/or FDOE's required <i>Library Media Training</i> :

My decision regarding the selection of this material is based on the *Division of Learning's Non-adopted Instructional Materials Review Rubric* and using the knowledge I attained through the Florida Department of Education's Library Media Training.

Media Specialist Signature: _____ Date: _____

Additional notes (if applicable):

Division of Learning Procedure:

1. The C&I for ELA Elementary and/or ELA Secondary is to immediately alert the appropriate content-area C&I, if applicable.
Date completed: _____ C&I initials: _____
2. If material is approved, the C&I for ELA Elementary and/or ELA Secondary is to immediately update the Division of Learning's database for approved titles as applicable: *District's Approved Classroom Library & Non-Adopted Reading List*
Date completed: _____ C&I initials: _____
3. If material is *not* approved, the C&I for ELA Elementary and/or ELA Secondary is to add the title to the Division of Learning's database for *"Denied Materials for Classroom Library & Non-Adopted Reading List Use."* The database is to be shared with all district media specialists and principals.
Date completed: _____ C&I initials: _____
4. If material is *not* approved, the C&I for ELA Elementary and/or ELA Secondary is to submit the form to Division of Learning leadership.
Date completed: _____ C&I initials: _____

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Non-Adopted Instructional Materials Review Rubric

Division of Learning: Non-Adopted Instructional Materials Review Rubric (rev. 7.1.23)

Prior to submitting the "Memorandum for School Board Action Agenda Item - Request to Purchase Non-Adopted Materials" to the Division of Learning (HB 1467, 2022 Legislative Session), non-adopted instructional materials under consideration for use in schools should be reviewed using this rubric. The school principal and/or Division of Learning staff member should keep a copy of this rubric on file and present it to the Assistant Superintendent of Learning upon request.

Teachers preparing to submit a book request to the school's media specialist for review and selection on a non-adopted reading list and/or classroom library are to review this rubric prior to submitting the request to ensure alignment with Florida Statute and State Board of Education Rule.

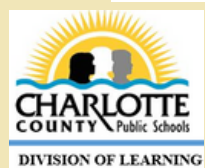
Important Note: Teachers wishing to purchase materials, including electronic subscriptions to materials (i.e. a novel database such as Epic, MyOn, etc) to add to the classroom library or non-adopted reading list are required to vet through each material that would be made available to students through the purchase/database. This includes all purchases, regardless of the funding source.

Material Being Reviewed:				
Age of Student who normally would be expected to have access to this material:				
Reviewer Name & Title:		Date:		
		YES	No	Notes
F.S. 1006.283 AND F.S.847.012	Accurate			
	Objective			
	Balanced			
	Noninflammatory			
	Current			
	Free of Pornography			
	Suited to student needs and their ability to comprehend the material presented			
F.S. 1003.41 AND F.S.1003.42	The content aligns with the state's standards and benchmarks for the subject, grade level, and learning outcomes of the course in which it will be used with students.			
F.S.1001.42	<p>Student Welfare: Do instructional materials align to s. 1001.42(8),3, F.S. to EXCLUDE any instruction regarding sexual orientation or gender identity in grades PreK-8 (except when required by s. 1003.42(2)(n)(3) and 1003.46)?</p> <p>If such instruction is provided in grades 9-12, is the instruction age appropriate or developmentally</p>			

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	appropriate for students in accordance with state standards?			
HB 7 & F.S.1003.42(3)	<p>Principles of Individual Freedom: Does NOT promote or compel students to believe any of the concepts that are discriminatory based on race, color, sex, or national origin of HB 7. The Legislature acknowledges the fundamental truth that all persons are equal before the law and have inalienable rights. Accordingly, instruction and supporting materials on the topics enumerated in this section must be consistent with the following principles of individual freedom:</p> <p>(a) No person is inherently racist, sexist, or oppressive, whether consciously or unconsciously, solely by virtue of his or her race or sex.</p> <p>(b) No race is inherently superior to another race.</p> <p>(c) No person should be discriminated against or receive adverse treatment solely or partly on the basis of race, color, national origin, religion, disability, or sex.</p> <p>(d) Meritocracy or traits such as a hard work ethic are not racist but fundamental to the right to pursue happiness and be rewarded for industry.</p> <p>(e) A person, by virtue of his or her race or sex, does not bear responsibility for actions committed in the past by other members of the same race or sex.</p> <p>(f) A person should not be instructed that he or she must feel guilt, anguish, or other forms of psychological distress for actions, in which he or she played no part, committed in the past by other members of the same race or sex.</p> <p>Instructional personnel may facilitate discussions and use curricula to address, in an age-appropriate manner, how the freedoms of persons have been infringed by sexism, slavery, racial oppression, racial segregation, and racial discrimination, including topics relating to the enactment and enforcement of laws resulting in sexism, racial oppression, racial segregation, and racial discrimination, including how recognition of these freedoms have overturned these unjust laws. However, classroom instruction and curriculum may not be used to indoctrinate or persuade students to a particular point of view inconsistent with the principles of this subsection or state academic standards.</p>			

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SBE Rule 6A-1.094124	Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, slavery, the Civil War and Reconstruction, the civil rights movement and the contributions of women, African American and Hispanic people to our country, as already provided in Section 1003.42(2), F.S. Examples of theories that distort historical events and are inconsistent with State Board approved standards include the denial or minimization of the Holocaust, and the teaching of Critical Race Theory, meaning the theory that racism is not merely the product of prejudice, but that racism is embedded in American society and its legal systems in order to uphold the supremacy of white persons. Instruction may not utilize material from the 1619 Project and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence.			
SBE Rule 6A-1.094124	Is appropriate for the age and maturity level of the students; does not attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the Next Generation Sunshine State Standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.			
SBE Rule 6A-6.053	Is the material evidence-based? The "Planning for Improvement" section of the SIP requires the identification of "evidence-based strategies or programs." In addition, all federal programs (Title I, Title II, ESSER, etc) specify that funds must be used to purchase "evidence-based materials and programs." Programs and materials that are not supported by evidence cannot be supported with federal dollars.			
Core Questions - "Special Topics" state instructional materials review rubric	Do all the questions of "Special Topics" result in the answer "Yes?" 1. Critical Race Theory: Do materials align to Rule 6A-1.094124, F.A.C., which prohibits Critical Race Theory (CRT), in instructional materials? 2. Culturally Responsive Teaching: Do instructional materials omit Culturally Responsive Teaching as it relates to CRT? 3. Social Justice: Do instructional materials omit Social Justice as it relates to CRT? 4. Social Emotional Learning: Do instructional materials NOT solicit Social Emotional Learning (SEL), as these are considered extraneous and unsolicited strategies outside the scope of subject-area standards?			

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NOTES:

F.S.847.012: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0847/Sections/0847.012.html

SBE 6A-6.053: <https://www.flrules.org/gateway/ruleno.asp?id=6A-6.053&Section=0>

F.S. 1003.41: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.41.html

F.S. 1003.42:

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.42&URL=1000-1099/1003/Sections/1003.42.html

HB 7: <https://www.flsenate.gov/Session/Bill/2022/7/BillText/er/PDF>

F.S. 1006.283: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1006/Sections/1006.283.html

HB 1557: <https://www.flsenate.gov/Session/Bill/2022/1557/BillText/er/PDF>

F.S. 1001.42: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1001/Sections/1001.42.html

SBE Rule 6A-1.094124: <https://www.flrules.org/gateway/ruleno.asp?id=6A-1.094124>

SBE Rule 6A-7.0715: Link will be made available upon effective date in February 2023

SBE RULE 6A-7.0713: https://www.flrules.org/gateway/View_Notice.asp?id=26331540

**INSTRUCTIONAL MATERIALS STATUTES
& STATE BOARD OF EDUCATION RULE**

- *1006.28 DUTIES OF DISTRICT SCHOOL BOARD, DISTRICT SCHOOL SUPERINTENDENT; AND SCHOOL PRINCIPAL REGARDING K-12 INSTRUCTIONAL MATERIALS*
- *1006.283 DISTRICT SCHOOL BOARD INSTRUCTIONAL MATERIALS REVIEW PROCESS*
- *1006.37 REQUISITION OF INSTRUCTIONAL MATERIALS FROM PUBLISHER'S DEPOSITORY*
- *1006.38 DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF INSTRUCTIONAL MATERIALS PUBLISHERS AND MANUFACTURERS*
- *1006.40 USE OF INSTRUCTIONAL MATERIALS ALLOCATION; INSTRUCTIONAL MATERIALS, LIBRARY BOOKS, AND REFERENCE BOOKS; REPAIR OF BOOKS*
- *1006.42 RESPONSIBILITY OF STUDENTS AND PARENTS FOR INSTRUCTIONAL MATERIALS*
- *6A-7.0713 ELEMENTARY SCHOOL WEBSITE LISTING OF LIBRARY MATERIALS AND READING LISTS.*
- *6A-7.0715 CERTIFICATIONS AND PLANS FOR INSTRUCTIONAL MATERIALS AND LIBRARY MEDIA.*

Thank you!

This document is a collaborative effort between the Division of Learning and the District School Library & Media Specialists

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