

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### CHALLENGED MATERIALS

4.30\*

- I. The following procedures shall be followed when the appropriateness of District-adopted books or materials is questioned:
  - A. School-community citizens may register their concerns with the Superintendent or principal of the school where material is being challenged.
  - B. All concerns shall be presented in writing on the district “Patrons Request For Reconsideration of Instructional Materials” form that is available in each school office, ~~or~~ the Superintendent’s office, or on the District website. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration.
  - C. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing on all petitions received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing.
  - D. The contested material shall be made available to the public online at least seven (7) days before the hearing.
  - E. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- II. The following procedures shall be followed for other objections to instructional materials:
  - A. A parent, as defined by Florida Statutes, may object to his/her child’s use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal’s designee to discuss the use of the material.
  - B. The complainant will be provided with the District’s policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

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- C. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.
- D. These procedures shall be followed for school level appeals:
1. A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials. All members of the committee must read the entire book, view or listen to the material in its entirety prior to meeting. The committee results will be submitted to the principal on the appropriate School Media Advisory Committee Checklist form. The principal shall notify the Superintendent and the Instructional Materials Manager of the results.
  2. Challenged materials shall not be removed during the reconsideration period.
  3. The principal shall inform the complainant in writing concerning the committee's recommendations within fifteen (15) working days.
- E. If the complainant disagrees with the decision rendered from the school-level appeal, a District level committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Instructional Materials Manager as being responsible for the organization of this review committee. All members of the committee must read the entire book, view or listen to the material in its entirety prior to convening. The committee's recommendations shall be submitted to the Superintendent within twenty (20) working days. A committee member shall not be selected from the school where the challenged materials originated.
1. The following shall serve as a review committee for elementary schools:
    - a. The chairperson of the School Advisory Council or designee;
    - b. Elementary media specialist;
    - c. Elementary principal;
    - d. A curriculum supervisor;

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- e. Three (3) instructional staff members at the elementary level; and,
  - f. Two (2) parents, as defined by Florida Statutes, of elementary age students.
2. The following shall serve as a review committee for secondary schools:
- a. The Chairperson of the School Advisory Council or designee;
  - b. Secondary media specialist;
  - c. Secondary principal;
  - d. A curriculum supervisor;
  - e. Three (3) instructional staff members at the secondary level; and,
  - f. Two (2) parents of secondary age students.
- F. The committee's review shall be treated objectively, unemotionally, and in a business-like manner and shall be conducted in the best interests of the student, the school, and the community. The committee results shall be submitted to the Superintendent using the District Advisory Committee checklist form.
- G. The complainant shall be informed, in writing by the Superintendent, within fifteen (15) working days after the committee's recommendation is received.
- H. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.41, 1001.43, 1006.28, F.S.

HISTORY:

ADOPTED: 8/21/03  
REVISION DATE(S): 1/16/07  
FORMERLY: NEW

NOTES:

No Procedure Necessary