

## **CHALLENGE TO INSTRUCTIONAL AND LIBRARY MATERIAL**

The final decision for instructional and library materials rests with the School Board. The following procedures will be used for challenges to Instructional Library Materials. The Superintendent has designated the Director of Media and Instructional Technology to process all paper work associated with any challenged instructional and library material.

- I. A Petitioner (a parent or guardian of a child enrolled in the District, an employee of the District, or a resident of Osceola County), may object to instructional and library material by filing form FC-820-244, Request for Reconsideration of School Library Materials (the “Petition”), with the Principal.
  - A. The Petition must be made in writing on the prescribed form; an oral complaint is not sufficient.
  - B. The Principal will forward a copy of the Petition to the Director of Media and Instructional Technology Department (MITD).
  - C. The Director of MITD will notify the Superintendent of the challenge.
  - D. A Petitioner who does not complete and return the form receives no further consideration.
  - E. The challenge to any instructional and library material applies only to the individual school where the challenge originated.
  - F. During the pendency of a challenge, the instructional and library material under Petition will not be accessible to students.
  - G. The terminology “instructional and library material” is used in this document to refer to books (text other than textbooks adopted by the District or the State utilized for classroom instruction or in the school library) and digital media (including but not limited to videos, DVDs, sound recordings, periodicals, computer software, or other electronic media).
- II. Within thirty (30) days of receiving the Petition, the Principal will call a special meeting of the School Library Media Center Advisory (SLMCA) Committee to address the Petition.
  - A. The Principal or the Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting.
  - B. The SLMCA Committee Chair or the Library Media Specialist will request additional copies of the challenged material from MITD.
  - C. Every SLMCA Committee member will receive a copy of the completed “Request for Reconsideration of School Library Material” and a copy of the instructional and library material to be examined and will read it in its entirety.

- D. If there are professional reviews of the material, copies of those will be given to each SLMCA Committee member.
  - E. The standards used by the SLMCA Committee to determine the propriety of the instructional and library material will be related to educational concerns and will include:
    - i. The age of the children who normally could be expected to have access to the instructional and library material.
    - ii. The educational purpose to be served by the instructional and library material.
    - iii. The degree to which the instructional and library material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
    - iv. The consideration of the broad, racial, ethnic, socioeconomic, and cultural diversity of the children.
  - F. The SLMCA Committee will meet and give their decision to the Principal within the thirty (30) days.
  - G. The Principal or Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting date and time.
  - H. The Petitioner may be present to make a verbal and/or written statement to the SLMCA Committee.
  - I. The SLMCA Committee will give its recommendation to the Principal on Form FC-820-0249.
  - J. The Principal will notify the Petitioner of the recommendation immediately on school letterhead stationery.
  - K. The Director of MITD will receive a copy of Form FC-820-0249 and of the Petitioner notification letter. If the SLMCA Committee recommends that the book be removed, it will be sent to the Director of MITD with the accompanying paperwork.
- III. The Petitioner may appeal the recommendation of the SLMCA Committee to the Director of MITD in writing within ten (10) days of the receipt of the school recommendation.
- IV. The Director of MITD will organize a meeting of the District Media Review Committee (DMR) within twenty (20) days of receipt of the Petition, unless the timeline is waived by the Petitioner.
- A. The DMR Committee will be appointed by the Superintendent and will consist of no less than two principals, three district level administrators, and two persons from the community not employed by the District.
  - B. The Petitioner will be notified of the time and place of the meeting.
  - C. The Petitioner will be allowed to make a presentation at the DMR Committee meeting.
  - D. The DMR Committee will read and examine the material in its entirety.

- E. If there are professional reviews of the material, copies of those will be given to each committee member.
- F. The DMR Committee meeting is a public meeting, but no student identifying information may be made public without the parent or guardian's consent.
- G. The standards used by the SLMCA Committee will apply to the DMR Committee, but will be expanded to include the concerns or issues related to all district schools.
- H. The DMR Committee will issue a written decision to the Director of MITD within thirty (30) days of the date of the meeting.
- I. The decision of the DMR Committee will be mailed to the Petitioner via certified mail, return receipt requested, and will be reported to the Superintendent and School Board on the next available School Board agenda.
- J. The Petitioner may appeal the decision of the DMR Committee to the School Board by filing a written notice of appeal with the Director of MITD within ten (10) days of the date of receipt of the decision.
- K. If appealed, the School Board will make the final determination at the next available School Board meeting. The written decision of the School Board will be issued within thirty (30) days of the date of the School Board meeting.
- L. If the instructional and library material has been challenged in accordance with this procedure and the School Board has issued a decision, the determination will be binding on all schools in the District at the same grade level as the school where the Petition originated.

Revised March 13, 2015

Media & Instructional Technology Department

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

**REQUEST FOR RECONSIDERATION OF SCHOOL LIBRARY MATERIAL**

**SOLICITUD DE RECONSIDERACIÓN DE MATERIAL DE BIBLIOTECA ESCOLAR**

**Petitioner:** Please answer the following questions after you have read, viewed, or listened to the school library material in its entirety. You may attach additional pages, if necessary. Please sign and return all pages to the school principal.

**Peticionario:** Por favor conteste las siguientes preguntas luego de leer, ver o escuchar el material de biblioteca escolar en su totalidad. Usted puede anexar páginas adicionales, si es necesario. Por favor firme y regrese las páginas al Director/a de la escuela.

Name of School: \_\_\_\_\_  
*Nombre de la escuela*

Please  type of material / Por favor marque el tipo de material:

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> BOOK / LIBRO | <input type="checkbox"/> PERIODICAL/MAGAZINE / PUBLICACIÓN PERIÓDICA/ REVISTA | <input type="checkbox"/> KIT / JUEGO DE MATERIALES   |
| <input type="checkbox"/> DVD          | <input type="checkbox"/> SOFTWARE / PROGRAMA DE COMPUTADORA                   | <input type="checkbox"/> FILM/VIDEO / PELÍCULA/VIDEO |
| <input type="checkbox"/> CD           | <input type="checkbox"/> SOUND RECORDING / GRABACIÓN DE AUDIO                 | <input type="checkbox"/> PAMPHLET / FOLLETO          |

Title: \_\_\_\_\_  
*Título*

Author: \_\_\_\_\_  
*Autor*

Publisher/Producer: \_\_\_\_\_  
*Editorial/Productor*

1. To what in the material do you object? (Specify page, film sequence, etc.) \_\_\_\_\_  
*¿Contra qué dentro del material, tiene usted objeción?(Especifique página, secuencia en la película, etc.)*

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2. What do you believe is the theme or purpose of this material? \_\_\_\_\_  
*¿Qué considera usted el tema o el propósito de este material?*

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3. What do you feel might be the result of a student using this material? \_\_\_\_\_  
*¿Qué piensa usted podría ser el resultado del uso de este material por un estudiante?*

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4. For which age group would you recommend this material? \_\_\_\_\_  
*¿Para qué edad recomendaría usted este material?*

5. Do you feel there is anything positive in this material? \_\_\_\_\_  
*¿Cree usted que haya algo positivo en este material?*

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6. Is there another school library material of the same subject and format, which you would recommend? / *¿Existe otro material de biblioteca escolar sobre el mismo tema y con el mismo formato que usted recomendaría?*

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Print petitioner name: \_\_\_\_\_  
*Escriba el nombre del peticionario en letra de molde*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Dirección Teléfono*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
*Ciudad Estado Código Postal*

Signature of petitioner \_\_\_\_\_ Date: \_\_\_\_\_  
*Firma del peticionario Fecha*

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**CHECKLIST FOR MEDIA ADVISORY COMMITTEE'S RECONSIDERATION OF LIBRARY MATERIAL**  
**FICTION AND OTHER LITERARY FORMS**

***Please print and use ink***

Title: \_\_\_\_\_

Author: \_\_\_\_\_

**A. PURPOSE**

1. What is the purpose, theme, or message of the material? How well does the author / producer / composer accomplish this purpose?  
\_\_\_\_\_  
\_\_\_\_\_
2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children?  
 Yes  No; for young adults?  Yes  No  
If both are  No, which age group would you recommend? \_\_\_\_\_
3. Will the reading, viewing, and/or listening to material result in a more compassionate understanding of human beings?  Yes  No
4. Does it offer an opportunity to better understand and appreciate the aspirations achievements, and problems of various minority groups?  Yes  No
5. Are any questionable elements of the story an integral part of a worthwhile theme or message?  
 Yes  No

**B. CONTENT**

1. Does a story about modern times give a realistic picture of life as it is now?  Yes  No
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?  Yes  No
3. When factual information is part of the story, is it presented accurately?  Yes  No
4. Is prejudicial appeal readily identifiable by the potential reader?  Yes  No
5. Are concepts presented appropriate to the ability and maturity of the potential readers?  Yes  No
6. Do the characters speak in a language true to the period and section of the country in which they live?  
 Yes  No
7. Does the material offend some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?  Yes  No
8. Is there a preoccupation with sex, violence, cruelty, brutality and aberrant behavior that would make this material inappropriate for children?  Yes  No

**B. CONTENT - continued**

9. If there is use of offensive language, is it appropriate to the purpose for the text for children?  
 Yes  No
10. Is the material free from derisive names and epithets that would offend minority groups?  
 children?  Yes  No; young adults?  Yes  No
11. Is the material well written or produced?  Yes  No
12. Does the story give a broader understanding of human sexual behavior without stressing differences of class, race, color, sex, education, religion or philosophy in any adverse way?  Yes  No
13. Does the material make a significant contribution to the history of literature or ideas?  Yes  No
14. Are the illustrations appropriate and in good taste?  Yes  No
15. Are the illustrations realistic in relation to the story?  Yes  No

Additional Comments:

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Recommendation by School Media Advisory Committee for treatment of challenged materials:

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Signatures of Media Advisory Review Committee:

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Date	Date
_____	_____
Date	Date
_____	_____
Date	Date