

Calhoun Specific Material Objection Template

Part I:

Despite the care taken to select appropriate and valuable materials and the qualification of the person involved in the selection, occasional objections to a selection are made. When such objections occur, principles of freedom of information and the professional responsibility of the staff are defended rather than specific materials.

Persons requesting permission to examine materials may examine such materials in the media center in a way so as not to disrupt the normal operations of the school.

If a complaint is made, the procedures are as follows:

1. School personnel are courteous to complainant, make no commitment, advise the complainant to arrange a conference with the principal, and notify the principal of the complaint.
2. It is the complainant's responsibility to arrange a conference with the principal.
3. At this conference, the principal invites the complainant to file his or her objections in writing on the Materials Objection form.
4. A complainant who does not complete and return a form receives no further consideration.
5. Upon receipt of the completed form, the principal requests review of the challenged material by the School Level Review Committee within 15 working days, and notifies the Director of Curriculum and Instruction and the superintendent that such a review is being done.
6. The committee takes the following steps after receiving the challenged materials:
 - a. Reads the entire instructional material (books, textbooks, etc...), views, or listens to the material in its entirety.
 - b. Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - c. Completes the Checklist for School Level Instructional Appeals Form for Reconsideration of Library Media.
7. Upon receipt of the checklist, the principal will decide as to the action to be taken and notifies the complainant, the Director of Curriculum and Instruction, and the superintendent.
8. If there is a need for further review, the principal will refer the complainant to the superintendent or the superintendent's designated representative and forward all pertinent documentation to the superintendent's office.

9. The superintendent or the superintendent's designated representative may then convene a District Review Committee which is representative of the total school district.
10. The District Level Review Committee will follow the same procedures as outlined for the School Advisory Committee and reports its recommendations directly to the superintendent. The Superintendent shall appoint a District Review Committee with the following composition:
 1. One representative of the Public Library Board;
 2. One representative of the general public at large; and
 3. One representative of a school parent organization.
 4. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12).
 5. Three school-level instructional staff members including the following:
 - a. One media specialist from the level at which the complaint originated;
 - b. One media specialist from another level; and
 - c. One classroom teacher from the level at which the complaint originated.
11. The superintendent presents the report of the District Level Review Committee to the school board and makes a recommendation for action. If the complainant or the media specialist is dissatisfied with the District Level Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Level Review Committee shall be final. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision. The School Board shall consider the decision of the District Level Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.
12. The final decision is determined by the school board.

Part II:

Introduction

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

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found <insert district Weblink here>.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.
4. Instructional Materials adopted and made available to students without the opportunity for public notice, review and hearing procedures by districts that implement their own instructional materials program under s. 1006.283, F.S. (*Districts that do not implement their own instructional materials program under s. 1006.283, F.S., must remove item 4.*)

Section 1: Parent or Resident Information

1. I am a parent or guardian of a district or homeschool student who has access to school district materials described in Part II of this form. Yes No (If yes, skip question 2)
2. I am a resident of this county and
 I have not submitted an objection to any other materials described in Part II of this form during this calendar month. (Both boxes under question 2 must be checked to submit an objection as a resident.)

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Email _____

Phone Number _____

Section 2: Information Regarding Material

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

Title of the material: _____

Author(s): _____ Publisher or Producer: _____

Copyright Date: _____ Grade Level used: _____

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

School(s) where material is found: _____

ISBN, if available: _____

Section 3: Basis for the Objection

Identify the basis for your objection:

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

Section 4: Objection Specific Information

1. What brought this material to your attention?

2. Did you examine this material in its entirety? Yes No

If not, what sections did you examine?

3. Identify the portion of the material objected to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)*

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

If yes, please specify: _____

5. Is there any value in this material?

6. What is your desired outcome for this material?

Remove or discontinue use of material.

Limit access to certain grade levels: _____

Limit my child's access.

Other: _____

Signature: _____ Date: _____