

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DEPARTMENT OF INNOVATIVE LEARNING**

**GUIDELINES FOR CHALLENGED INSTRUCTIONAL AND
LIBRARY MATERIALS**

Inquiries regarding the appropriateness of particular library and supplemental instructional materials are a normal part of the process of providing a wide variety of resources for student use. Such inquiries should be handled confidently, diplomatically, and expeditiously. If a complaint is received, the following guidelines should be implemented:

1. Hold an informal conference to advise the complainant of the selection procedures. Do not enter into an extended discussion or try to defend the merits of the material. Make no commitment. The principal or administrative designee should participate in this discussion.
2. If the complainant is dissatisfied and wishes to pursue the matter, request that the complainant submit a written "Objection to Library/Instructional Materials Form." located on the School Board of Broward County Innovative Learning homepage.
3. Immediately inform the Director of the Innovative Learning Department and upload the information to BCPS Central.
4. The school's library staff will check general acceptance of the material by reading critical reviews and consulting recommended lists. The results of this research will be forwarded to the school administrator.
5. Any item subject to an objection must be removed within five (5) school days of receipt and remain unavailable to students at that school until the objection is resolved.
6. Upon receipt of the completed "Objection to Library/Instructional Materials Form."
 - a. The complainant will email the form to the **Instructional and Digital Materials Analyst** if the challenged item is **Instructional Material used for classroom instruction**. The Innovative Learning Department Director shall convene the Superintendent Review Committee (SRC) to review the material. The SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent, or
 - b. The complainant will email the form to the **Library Media Curriculum Supervisor** if the challenged item is a **Library item**. The Innovative Learning Department Director shall convene the Superintendent Review Committee (SRC) to review the material. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.
7. The Superintendent Review Committee will provide a recommendation to the Board.
 - a. A decision will be rendered within ninety (90) days after receipt of the objection.

- b. Committee will submit their recommendation to the School Board of Broward County, the Superintendent, and the parent or resident of Broward County:
 - i. allow the challenged material to maintain its current status;
 - ii. leave the challenged material in the classroom or school media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed items;
 - iii. limit the educational use of the challenged material;
 - iv. transfer the challenged material to a higher-level school (e. g. elementary to a middle school); and/or
 - v. remove the challenged material from the school environment.
- 8. If the complainant is dissatisfied with the SRC's decision, they have the right to an appeal.
 - a. If a parent or resident of Broward County disagrees with the determination made by the SRC, he/she may request inclusion on the School Board agenda.
 - b. If they disagree with the School Board's decision on the objection to the use of a specific material, a parent or resident of Broward County may request from the Commissioner of Education appointment of 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 to render a recommended decision.