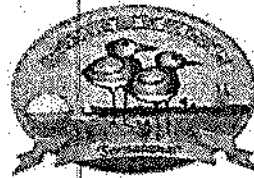


Established 1915

BROWARD

County Public Schools

2023-2024



Sandpiper Elementary

Media Center
Collection Development Plan

Camille LaChance

Heather Thaler

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Executive Summary

District Strategic Plan 2025

Broward County Public Schools is the sixth-largest school district in the United States and the second largest in Florida. The district serves more than 256,021 students at 231 schools and is one of the largest employers in South Florida with 30,529 team members.

Vision: Educating today's students to succeed in tomorrow's world.

Mission: Educating all students to reach their highest potential.

Core Values: Student Focus, Teaching Excellence, Accountability, Respect, Safety

School Mission Statement

Sandpiper Elementary is committed to ensure that all students receive a quality education, within a safe and secure learning environment.

School Community

Sandpiper Elementary serves 643 students enrolled in grades VPK-5. The student population's ethnicity is made of 40.6 % Hispanic and 59.4 % Non-Hispanic students. Additionally, we serve a diverse population made up of 47.3 White %, 42.6 Black %, 0.3 Native %, 3.6 Asian %, 0.2 Pacific %, and 6.1 Multicultural % students.

The administration includes Principal Camille LaChance and Assistant Principal Maximo Castillo. Sandpiper Elementary is proud to offer the many special programs which provide students with opportunities. These include STEM Robotics, Chess Club, Art Club, Chorus, Dance Team, Cheerleading, Men of Tomorrow, Women of the Future, Debate, Morning Announcements, Safety Patrol, Student Government, National Elementary Honor Society, National Elementary Honor Club, and Safe Team.

Purpose of Collection Development Policy

All shareholders including but not limited to SAC, SAF and PTA are involved in the selection and collection of media materials. We are constantly upgrading our print materials to reflect our student population and their needs.

A thorough analysis of the current media center collection at Sandpiper Elementary indicates that the average age of the collection is 2010 and the number of books per student is 13. The American Association for School Libraries has established a criteria for highly effective media center that includes a ratio of 10 books available per student in the collection.

At this time, Sandpiper Elementary does meet the recommended standards for the number of books per student.

Library Program

Sandpiper Elementary Media Center runs on a fixed schedule. The four specials are on a four-week rotation. The Media Center is open for book check out and homework help every morning at 7:30 am and an additional flexible time is from 1:30-2:00 pm at the teacher's discretion. The Media Center supports Reading Across Broward and Sunshine State Young Reader Awards Programs. The Media Center partners with PTA to sponsor two Scholastic Book Fairs a year. We also participate in Jumpstart Read for the Record and Literacy Week. Parents are always welcome to come to the Media Center to check out books.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Name of School Enrollment					
<Number> <Year> Student Enrollment			Federal Ethnicity		
			40.6%	59.4%	
Federal Race Category					
304	274	2	23	1	39
47.3%	42.6%	0.3%	3.6%	0.2%	6.1%
White	Black	Native	Asian	Pacific	Multicultural

Scope of the Collection

Sandpiper Elementary's Media Collection will include Fiction and Non-Fiction print and e-title books. We will use Sora and Destiny Discover for e-titles. Students can access those titles via Clever. Our students in grades 3-5 will access Accelerated Reader via Renaissance through Clever. Students will use their classroom laptops to access electronic materials.

The district provides online resources to ensure equitable access to information for teaching and learning to improve student performance and achievement. Students and teachers can use Clever or Canvas to access age-appropriate materials that support educational and social-emotional needs through the following online resources: Follett Destiny Online Library Catalog, Gale Online Databases and eBooks, and Sora by Overdrive.

School media centers provide access to library media materials that eliminate educational barriers based on gender, race/ethnicity, national origin, color, religion, disability, age, sexual orientation, gender identity, expression, or other protected group status and that are free of bias, stereotypes, distortions, and prejudices. This includes the ability to obtain information in a variety of formats -electronic, as well as print, without fear of censorship or reprisal.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students, and parents. Resources are selected according to principles of intellectual freedom and provide all learners with access to information representing diverse points of view.

Selection and Evaluation Criteria (Drawn from BCPS Policy 4120)

Selection of Materials

Funded by the state, district, and school, the media collection will contain a wide range of appropriate materials on varying levels of difficulty in various existing and emerging formats. It will focus on materials that address different learning styles and levels.

Responsibility

The School Board of Broward County is legally responsible for all matters relating to the operation of the Broward County Schools. The responsibility for coordinating the selection of instructional materials for the School Media Center is delegated to the **professionally trained media specialist** in consultation with the principal, teachers, and students.

***In the event there is not a school library media specialist,** the Principal and/or Administrative Designee will assume the responsibility for identifying and selecting an instructional staff member(s) to engage in the selection process to ensure materials support the needs of the school community.

NOTE: Clerical personnel should NOT be responsible for library material collection development and/or resource management and selection of materials.

Criteria for Selection of Print and Non-Print Materials

1. Materials are selected to support the mission of Sandpiper Elementary
2. Materials are selected to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
3. Materials shall be appropriate for the age, emotional development, ability levels, learning styles, and social development of the students.
4. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make informed choices in their lives.

In keeping with the **Library Bill of Rights**, materials will be considered based on the following:

- Needs of the curriculum, learning/teaching styles of students, faculty, and staff
- Possible use of material (including small or large group instruction, in-depth study)
- Level of physical, artistic, and literary quality
- Representation of multiple viewpoints
- Treatment of subject and lack of cultural bias
- Accuracy and currency of information
- Scope of coverage
- Support of inquiry and critical thinking skills
- Relationship of the material to the overall collection
- Cost, packaging, and documentation

Selection Tools

The following professional resources are available to assist the media specialist in the selection process. However, selection is not limited to the use of these tools.

Follett Titlewave: Titlewave is a collection development and curriculum support tool for school libraries, librarians, and educators, featuring professionally curated content from Follett library services and support tools that help you find the most relevant materials.

Mackin: Mackin uses highly acclaimed review sources (AudioFile, Booklist, Horn Book Magazine, Kirkus Reviews, Library Media Connection, Publishers Weekly, and School Library Journal). It places them in one convenient location to make the best selections for school libraries and students.

Periodicals: School Library Journal, Kirkus Reviews, Booklist, Horn Book, Library Media Connection, Journal of Adolescent and Adult Literacy, Young Adult Library Services, Knowledge Quest.

Books: Children's & YA Book Lists: Best Books, Best Books for Young Adult Readers; Books for You: An Annotated Booklist for Senior High Students; Outstanding Books for the College Bound: Choices for a Generation; and Senior High School Library Catalog.

Note: Common Sense Media, Amazon, Goodreads, and Reviews from paid reviewing sources **may be used** in conjunction with professional reviewing sources.

Gifts and Donations

Any gifted or donated items must meet the same selection criteria as all other materials – the selection criteria as listed in House Bill 1467 and in Broward County School Board Policy 4120.

Collection Maintenance

Removing materials from a library collection that are no longer educationally appropriate is as an equally important process as selecting new items of high quality. The library media specialist and/or instructional staff should have an ongoing process to evaluate the library media collection and to keep the collection relevant to the changing needs of the curriculum, personal interests, and needs of students. Evaluation of items under consideration for removal from the Library Media Center should be based on criteria related to the educational value of the resources. The removal (weeding) of library materials from the collection is the responsibility of a skilled professional library media specialist. Weeded items should not be disposed of or discarded at the school site. Weeded items should be boxed and identified as DISCARDED or WITHDRAWN and scheduled for pick up by Procurement and Warehousing Services by completing the enclosed Warehouse Assistance Request Form.

Reconsideration of 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.

Opt-Out Form

Parents may submit their request to limit their student's access to materials in the school or classroom library by submitting a completed Opt-Out Form to the school principal.

Procedures for Objections to Library Materials and Reading Lists

Objection Process

Superintendent Review Committee

1. The School Board shall form a Superintendent Review Committee (SRC) to review objections to library materials. The SRC must have a minimum of five members but may

have as many additional members as the Superintendent or his/her designee appoints based on need.

2. Any committees convened for the purpose of resolving an objection by a parent or resident to specific materials must include parents of students who will have access to such material.
3. The membership of the review committee should reflect the broad racial, ethnic, socioeconomic, and cultural diversity of Broward County Public Schools as well as individual(s) with noted or reasonable subject matter expertise.

Phase 1: Complete Objection to Library/Instructional Materials Form

- a. A parent or resident of Broward County who wishes to object to materials used within the School Board of Broward County Public Schools must complete the "Objection to Library/Instructional Materials Form," located on the school's Library Media website. The objection shall include the following information:
- b. Parent or resident of Broward County must specify the text within the material he/she believes is out of compliance with the requirements of Section 1006.28(2)(a)2.a. or b., Florida Statutes, and the nature of the alleged noncompliance.

Phase 2: Notifications

- a. Upon receipt of the completed "Objection to Library/Instructional Materials" form, notifications will be sent to the principal where the challenge originates as well as the Innovative Learning Department staff, school board members, and superintendent.
- b. Any item subject to an objection on the basis of sub sub-subparagraph b. (I) or sub-sub-subparagraph b.(II) must be removed within 5 school days of receipt Page 9 of 10 of the objection and remain unavailable to students of that school until the objection is resolved.

Phase 3: Superintendent's Review Committee Review

- a. The Innovative Learning Department Director shall convene the SRC to review the material.
- b. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.

Phase 4: SRC's Recommendation to the School 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. allows 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.

Phase 5: Appeal

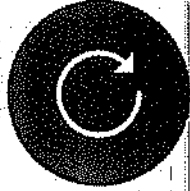
- a. If a parent or resident of Broward County disagrees with the determination made by the SRC, he/she may request inclusion on the School Board agenda.
- b. If they disagree with the School Board's decision on the objection to the use of a specific material, a parent or resident of Broward County may 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.

Collection Analysis

The information provided in this section gives an overview of the entire library collection. collection analysis is based on a Titlewave Analysis completed.



8,354
Items in the Collection



2010
Average Age of the
Collection



13
Items per Student



61%
Fiction titles in the Collection



39%
Non-Fiction Titles

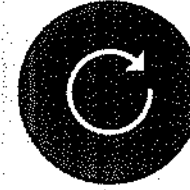


34 %
Aged Titles

Diverse library media resources. The resources provide "mirrors, windows, and sliding glass doors" for students and teachers to see themselves in books and also learn about the lives of others through literature.



27%
Diverse Titles in Collection

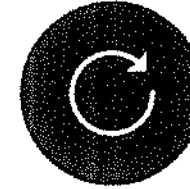


2008
Diverse Titles Average Age

Social-Emotional Learning (SEL) library media resources can contribute to the **development of character and social-emotional skills.**



30%
SEL Titles in Collection



2009
SEL Titles Average Age

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool (Balanced Dewey Comparison Report).

Section	Average Age	# of Titles	Actual Percentage	Recommended Percentage	Difference Percentage
Computer Science, Information & General Works	2014	43	0.5%	0.7%	-0.2%
Philosophy & Psychology	2014	43	0.5%	0.4%	0.1%
Religion	2014	34	0.4%	0.3%	0.1%
Social Sciences	2004	419	5.0%	5.5%	-0.5%
Language	2005	55	0.7%	0.5%	0.2%
Science	2011	932	11.2%	8.7%	2.5%
Technology	2012	427	5.1%	4.3%	0.8%
Arts & Recreation	2011	317	3.8%	5.8%	-2.0%
Literature	2005	171	2.0%	1.5%	0.5%
History & Geography	2011	284	3.4%	5.7%	-2.3%
Biography	2009	470	5.6%	3.4%	2.2%
Easy	2007	2368	28.3%	33.4%	-5.1%
General Fiction	2012	2716	32.5%	29.8%	2.7%
Paperback	N/A	N/A	N/A	N/A	N/A
Professional	2016	47	0.6%	N/A	N/A
Reference	2002	23	0.3%	N/A	n/A
Story Collection	2012	1	0.1%	N/A	N/A

The analysis of the collection also revealed the following areas of **strengths** and **concerns**:

Strengths

- We are under the 50% for age of collection.
- We are over the recommended percentage in fiction.
- Our average age of our collection is 2010.
-

Focus Areas

- Update the Easy Fiction titles.
- Update the Arts and Literature titles.
- Update the History and Geography titles.
- Make sure we weed outdated books every year.

Strategic Focus

This page lists the priorities for weeding and purchasing for each school year and includes the actions, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
<p>Year 1 Current Year</p>	<p>Purchase 900's Countries and States and 500's Space Purchase Award books</p> <p>Weed non-fiction titles older than 2008. Weed biographies older than 2008 or not circulated in 3 years</p>
<p>Year 2</p>	<p>Purchase Jokes and Poetry updated titles. Purchase Biographies that are of more current and update historical titles with newer copyright dates.</p> <p>Weed Easy Fiction older than 2010. Weed other titles in collection that are older the 2010.</p>

Year 3	Update Fiction and Easy section with newer titles Update Health and Technology sections Weed titles older than 2011 copyright date. Weed Science and Technology older than 5 years.
---------------	--

Budget and Purchasing Plan

This page outlines the current budget available and specifically lists the priorities for this school year.

Annual Budget 2023-2024

Annual Budget	
Source	Amount
State Allocation Funds (amount provided in the spring)	\$1639.65
Approximate Annual Budget	
Source	Amount
School Library Budget (\$9.60 Elementary and Middle per pupil and \$12.80 High per pupil)	\$6,172.80
Library Media Internal Funds (Lost books, book fairs, and fundraising)	\$5,100
Grants	N/A
TOTAL	\$12,912.45

Note: State Allocation Funds (Fund 1000 Function 6200 Activity 7220). Please confirm this amount with your school bookkeeper.

Purchasing Plan 2023-2024

Approximate Purchasing Plan	
Purpose	Amount
LCD projector bulbs	\$2000
Laminating Film, Media Supplies, Furniture	\$2000
Updating Titles in Non-Fiction	\$1400
Updating Titles in Fiction including Award books	\$1,400
RAB and AR Trophies and Medals and Rewards	\$1000
TOTAL	\$ 7,800.00

Reviewed by Principal **Camille LaChance**

Signature: *Camille LaChance*

Date 1/31/2024

- Share this plan with SAC by April 1, 2024
- Post this plan on the school's website by May 31, 2024

Appendix

- **Library Bill of Rights**
- **Guidelines for Challenged Instructional and Library Materials**
- **Library Reading Materials Opt Out Form 2023/2024 (All Grades)**
- **Objection to Library/Specific Materials Form**

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.



Library Media and Instructional Materials Guide

The purpose of this guide is to inform stakeholders of the opt-out and objection process of library media/instructional materials. The House Bill and Policies mentioned are referenced in the right column.

House Bill HB1069

The bill creates a process designed to protect children in public schools. The bill places responsibility for more appropriate and less controversial approaches to the selection of instructional materials on school boards.

The bill prohibits school boards from suspending or creating procedures for parents or citizens to influence or manipulate the school board's selection of instructional materials. The bill also prohibits school boards from suspending or creating procedures for parents or citizens to influence or manipulate the school board's selection of instructional materials.

The bill allows the process for transparency and review of library and classroom instructional materials to remain in public schools and the process for parents to influence the selection of instructional materials to remain in the school board. The bill prohibits the suspension of materials subject to certain provisions of the state constitution of 1968 and the Florida Constitution of 1968, including the right of parents to inspect and review the contents of their children's educational materials.

The bill requires that requests of committees to receive materials must be received and given to the public, and provide the materials to the public through a public meeting.

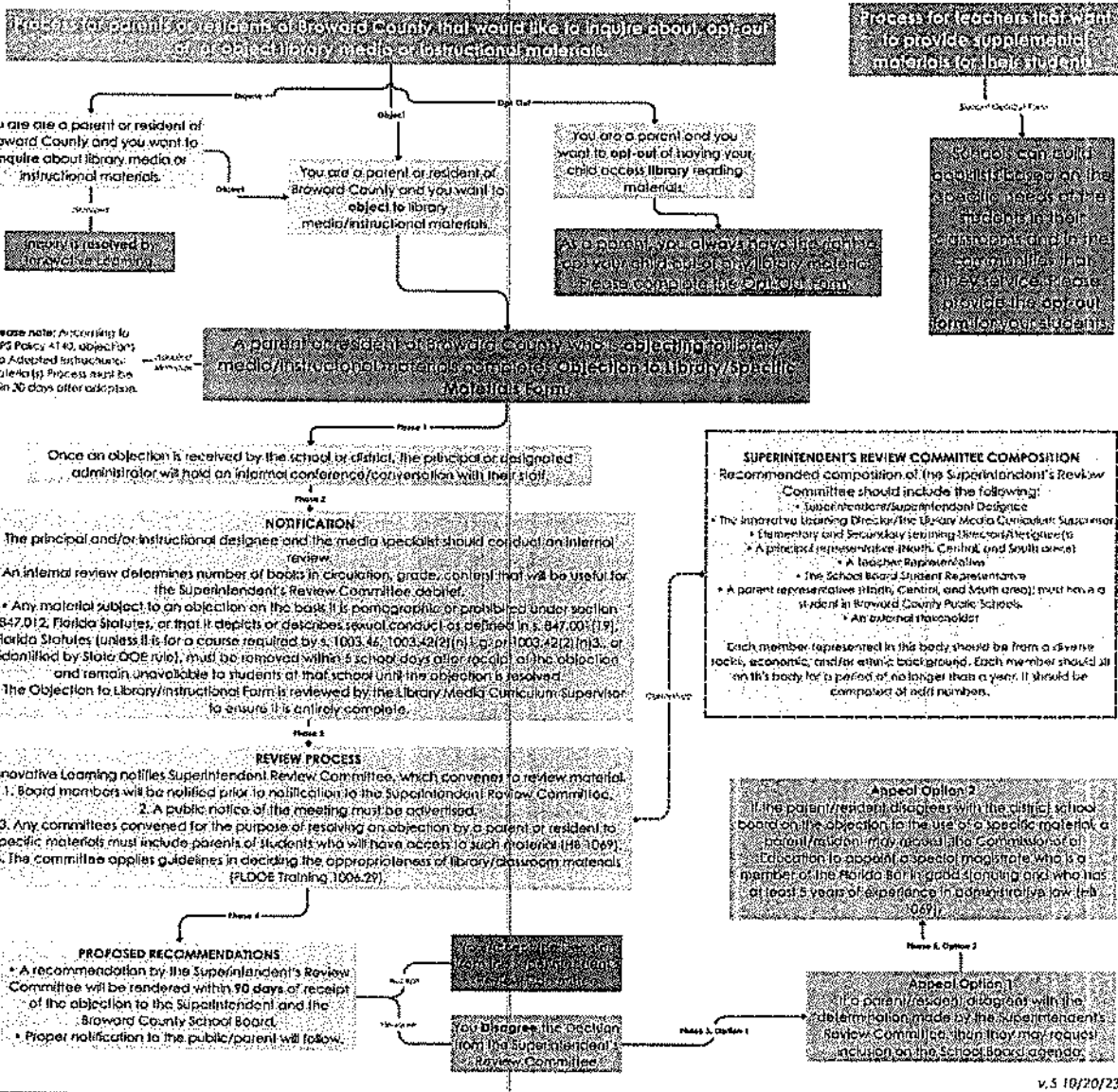
Each school board is required to create a procedure for the selection of instructional materials that is a public process, which is open to all members of the public and is subject to public review. The school board must provide the public the opportunity to provide feedback to the board on the books it is using.

BCPS Policy 4130

Policy 4130 was revised on 10/18/2022 and included into new Policy 4120, which aligns with state statutes and the revised Florida Student Learning Standards. In addition, the revised policy addresses the objection process. The objection process is defined as follows: A parent or resident of Broward County who objects to the selection of instructional materials for use in a public school. The objection process is defined on pages 8 and 9, section 1003.42(2)(b) of Policy 4120. There are three options to object to the selection of instructional materials: 1. A parent or resident of Broward County who objects to the selection of instructional materials for use in a public school. 2. A parent or resident of Broward County who objects to the selection of instructional materials for use in a public school. 3. A parent or resident of Broward County who objects to the selection of instructional materials for use in a public school.

BCPS Policy 4140

Policy 4140 updates the goal of the district to provide a process for the appropriate instructional materials, and requires that the district shall ensure that all materials used in public schools are subject to public review. The school board shall ensure that all materials used in public schools are subject to public review. The school board shall ensure that all materials used in public schools are subject to public review.



v.5 10/20/23



The School Board of Broward County, Florida: Lori Alkhalaf, Chair • Debra Nixon, Vice Chair • Tracy Alford • Brenda Farn • Ecu • Daniel P. Fogarty
Dr. Jeff Hirsch • Rashad Larrabee • Hana Turner • Dr. Allen Zeman • Dr. Peter B. Ulicki, Superintendent of Schools
The School Board of Broward County is Florida's public school system which results in access to education for all students, regardless of race, gender, religion, social class, or physical or mental ability. The School Board also provides special services for the Boy Scouts and other designated youth groups. Individuals who wish to file a grievance and/or for assessment complaint may call the District Equal Educational Opportunity (EEO) Compliance Department at 754-321-2138 or email eeo@broward.k12.fl.us. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Education Opportunity/ADA Compliance Department at 754-321-2138 or email eeo@broward.k12.fl.us. broward.k12.fl.us



Library Reading Materials Opt Out Form 2023/2024 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY,
FLORIDA LIBRARY MEDIA SERVICES
**LIBRARY READING MATERIALS OPT OUT
FORM**

As a parent, you always have the right to opt your child out of any library material. Please complete the Opt Out Form.

Upon submission of the Opt Out Form, please discuss this decision with your child to ensure they are aware before visiting the library. Upon the Opt Out Form submission, your child's account will be updated in the library checkout system. It is our goal to make this process easy for parents.

Please contact your building principal if you have questions or need additional information.

_____ **I WILL NOT** permit my student to check out library materials.

Student Name (PRINT) Student

Signature Date

Parent/Guardian Name (PRINT)

Parent/Guardian Signature Date

Objection to Library/Specific Materials Form



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
INNOVATIVE LEARNING DEPARTMENT — LIBRARY MEDIA SERVICES
OBJECTIONS TO LIBRARY/SPECIFIC MATERIALS

Part I: Directions

In order to assist a parent or resident of Broward County with the submission of an objection, Policy 4120 provides information on the Objection to Library/Specific Materials Form as required by Section 1006.28(2)(a)2, F.S. A parent or resident of Broward County that wishes to object to materials used within the School Board of Broward County, Florida public schools must complete the "Objection to Library/Specific Materials Form" located on the School Board of Broward County homepage and on the media center page of each school. All completed objection forms must be emailed to the Director or Innovative Learning at objectiontomaterials@browardschools.com. Parents or residents of this county may share their concerns regarding any library/specific materials with the principal at the school site where the material is located prior to filing an objection.

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 on the Innovative Learning website under [Instructional Materials Adoption Information](#).
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.

SECTION 1: PARENT OR RESIDENT INFORMATION

Check the box that applies to you. Check all that apply.

Parent/guardian of a student Resident of this county

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 the material
- Limit access to certain grade levels: _____
- Limit my child's access.
- Other: _____

Signature: _____

Date: _____

