

CLAY COUNTY DISTRICT SCHOOLS

Challenged Materials Policy

February 27, 2024



Policy Draft



Policy Draft

- Introduction
- Terms and Definitions
- Parental Rights Regarding Libraries
- Petitioner's Responsibilities
- Request for Review and Consideration
- Community Standards
- Statutory Compliance Team
- Appeals

02.23.2024 DRAFT - CHALLENGED MATERIALS POLICY- RECONSIDERATION OR REVIEW OF LIBRARY MATERIALS

Introduction

This policy outlines the information related to challenged library materials, including reconsideration and/or review, in Clay County District Schools.

This policy ensures that all parents have informed consent regarding the appropriate access level for their students in checking out books from the school library.

All challenged titles that violate statute will be removed in compliance with Florida law. Challenges to titles that are without merit will be dismissed. Challenges to titles that are found to have mature themes will not be removed from CCDS collections. Such titles will either be flagged for particular grade bands or will require additional parental consent as selected on the Library Book Access form.

Terms and Definitions

For purposes of this policy, "parent" means a parent of a student enrolled in the District's schools. "Resident" means a person residing in the county who has maintained their residence in Florida for the preceding year, has purchased a home that is occupied by them as their residence, or has established a domicile in Florida pursuant to F.S. 222.17. A "petitioner" means a parent or guardian of a child enrolled in the District, an employee of the District, or a resident of CLAY COUNTY who objects to a book in a library collection. The terminology "library material" is used in this document to refer to books in the school library and digital media (including but not limited to videos, DVDs, sound recordings, periodicals, computer software, or other electronic media.)

Parental Rights Regarding Libraries

As parents are the ultimate decision maker for their child(ren), CCDS strongly supports a parent's right to determine titles that are appropriate or inappropriate for their child to read. At the start of each school year, parents must decide if their child has permission to check out titles from the school's collection. Parents can also elect to receive a daily email in order to remain updated on their child's library activity.

CCDS recognizes that each family views book subject matter and content differently. Book titles vary in subject matter and content. To ensure that parents approve of their child accessing titles with more mature content, titles flagged as mature will require parents to select the Full Library Access option on the Library Book Access form.

Petitioner's Responsibilities

The petition must be made in writing on the prescribed form, be signed by the parent or resident, AND include the required contact information based on the criteria set forth in F.S. 1006.31(2) or 1006.40(3)(d). A Petitioner who does not complete and return the form receives no further consideration.

Request for Review and Consideration

The District shall handle complaints regarding the reconsideration of Library Materials. A Petitioner (a parent or guardian of a child enrolled in the District, an employee of the District, or a resident of CLAY COUNTY) may object to the library material by filing the [CCDS Specific Material Objection Form 6A-7.0714](#) found on the Board's website.



Specific Material Objection Form



Specific Material Objection Form

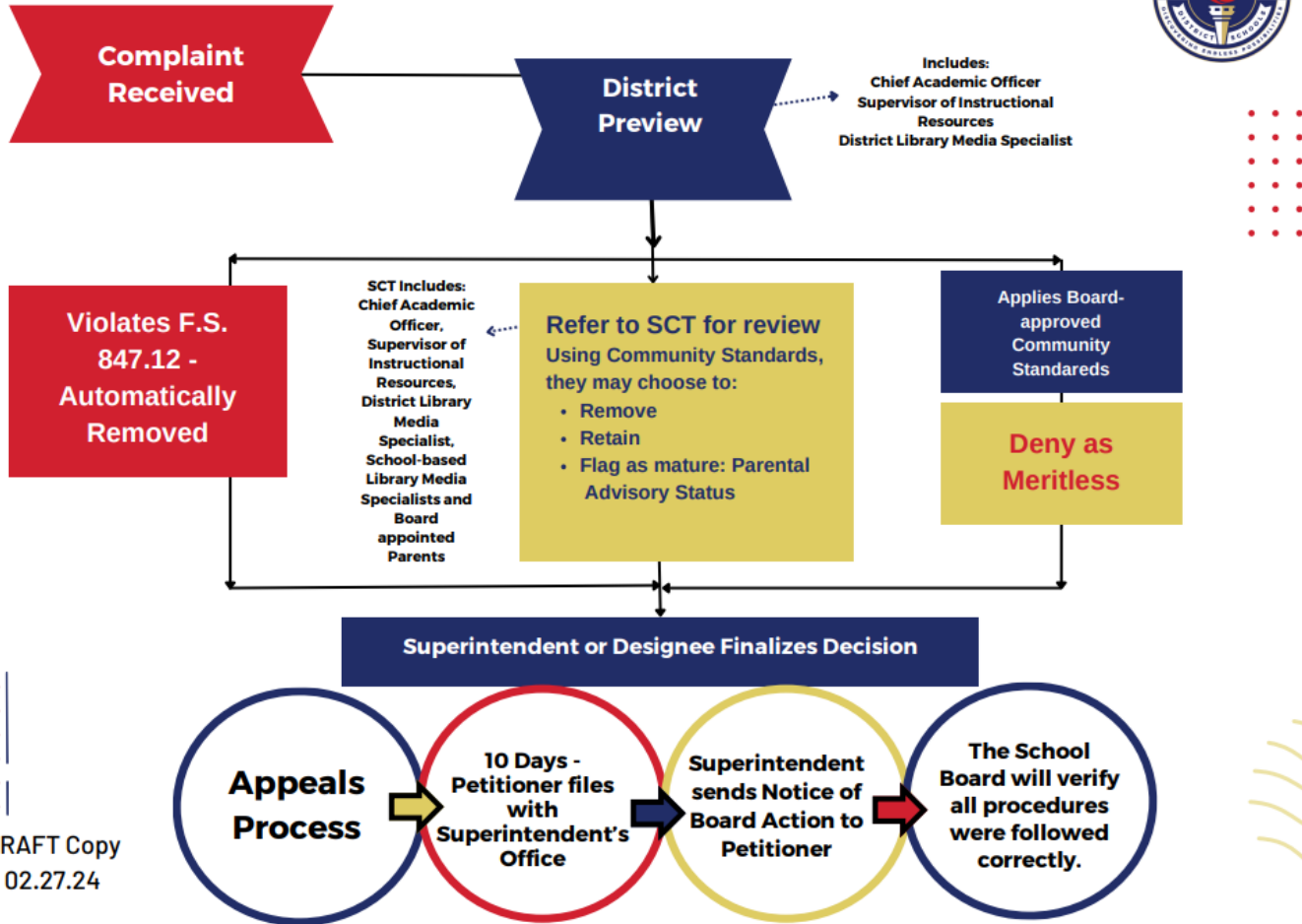


State Statute FS 1006.28 (2)(a) 2

Each district school board must adopt a policy regarding an objection by a parent or a resident of the county to the use of a specific material, which clearly describes a process to handle all objections and provides for resolution. **The objection form, as prescribed by State Board Education rule**, and the district school board's process must be easy to read and understand and be easily accessible on the homepage of the school district's website.

- Part I has been amended to include the School Board Adopted Community Standards.
- Part II and Sections 1-4 remain the same.
- We are doing further collaboration with the FLDOE about the form.

DRAFT - Library Book Challenge Process



DRAFT Copy
02.27.24

Book Level Access Form



Book Access Level Form: Elementary



Library Media Services

Clay County District Schools

Elementary Library Book Access Level Form

By completing this individualized School Library Access Level form, I am choosing the level of access that I wish for my student to have in regards to library books. Parents and guardians should complete a form each school year for EACH student.

Please complete this form and return it to your child's library.

Student Name: _____

Student Number: _____ Student Grade: _____ School: _____

Parent(s)/Guardian(s) Name(s): _____

Parent preferred contact (phone or email address): _____

SECTION 1: Access Level Library Selection

I, the parent/guardian of the above listed student, request the following option(s) for my student related to their access to library books. Please select all that apply.

- General access:** General access provides your student with access to check out library books. Even though the Media Specialists are proactive in ensuring that students check out age appropriate books, there are books in the library that range in interest levels. Both from a reading level and subject content, the appropriateness of individual titles are unique to each child's ability and family values. Books in the elementary library range from Kindergarten through 6th grades and may contain content that is not appropriate for all ages.
- Limited access:** I wish to take full responsibility for the materials my student checks out of the school media center. I understand that it is my parental responsibility to explain these restrictions to my student. I wish to limit my student's access to certain books in the library. Select one below:
- I have attached a list of titles/topics/authors they are **not allowed** to check out.
 - I have attached a list of titles/topics/authors for every book my student **is allowed** to access.
- No access:** My student is prohibited from checking out books from the media center.

SECTION 2: Email Notification of Check-outs

You may also opt to receive daily afternoon email listing materials checked out by your student. Please select the option that works best for you.

- YES!** I would LIKE TO receive a daily email listing the books checked out by my student. You may receive an email even if your student has not checked out a book.
- >> Please send the daily notifications to the following email address:
(email address) _____
- NO!** I would NOT like to receive daily email listings of the books checked out by my student.

Parent Signature

Date

Please return the completed form to your child's school library.

Book Access Level Form: Secondary



Library Media Services Clay County District Schools

Secondary Library Book Access Level Form

By completing this Individualized School Library Access Level form, I am choosing the level of access that I wish for my student to have in regards to library books. Parents and guardians should complete a form each school year for EACH student.

Please complete this form and return it to your child's library.

Student Name: _____

Student Number: _____ Student Grade: _____ School: _____

Parent(s)/Guardian(s) Name(s): _____

Parent preferred contact (phone or email address): _____

SECTION 1: Access Library Book Selection

I, the parent/guardian of the above listed student, request the following option(s) for my student related to their access to library books. Please select all that apply.

- General access:** General Access provides access to check out library books excluding titles flagged Parental Advisory Status. Even though the Media Specialists are proactive in ensuring that students check out age appropriate books, there are books in the library that range in interest levels. Both from a reading level and subject content, the appropriateness of individual titles are unique to each child's ability and family values. Books in the library may contain content that is not appropriate for all ages.
- Unlimited access:** This option allows secondary students unlimited access to all materials in the library, including the secondary books that may be flagged as Parental Advisory Status. Parental Advisory Status books do not violate statute but may contain content that is considered mature such as profanity/tobacco language, horror, violence, glorification of weapons, glorification of suicide, self-harm, or mental illness, glorification of drug, alcohol, or tobacco use by minors, gender theory, medical transition. The Parental Advisory list may be viewed on the district's website.
- Limited access:** I wish to take full responsibility for the materials my student checks out of the school media center. I understand that it is my parental responsibility to explain these restrictions to my student. I wish to limit my student's access to certain books in the library. Select your choice:
 I have attached a list of titles/topics/authors they are **not allowed** to check out.
 I have attached a list of titles/topics/authors for every book my student is **allowed** to access.
- No access:** My student is **prohibited** from checking out books from the library.

SECTION 2: Email Notification of Check-outs

You may also opt to receive daily afternoon emails listing materials checked out by your student. Please select the option that works best for you.

- YES!** I would **LIKE TO** receive a daily email listing the books checked out by my student.
=> Please send the daily notifications to the following email address:
(email address) _____
- NO!** I would **NOT** like to receive daily email listings of the books checked out by my student.

Parent Signature _____

Date _____

Please return the completed form to your child's school library.

Communicating Informed Consent and Levels of Access to Parents

- Synergy
- Flyers
- Facebook
- Website



3 ELEMENTARY LIBRARY BOOK ACCESS LEVELS
smiley.net

CCDS strongly supports a parent's right to determine the best library access option for their student. At the start of each school year, parents may decide the type of library access they prefer for their student. See all options below.

1 General Unlimited Access
General access provides your student with access to check out library books. Even though the Media Specialists are proactive in ensuring that students check out age appropriate books, there are books in the library that range in interest levels. Both from a reading level and subject content, the appropriateness of individual titles are unique to each child's ability and family values. Books in the elementary library range from Kindergarten through 6th grades and may contain content that is not appropriate for all ages.

2 Limited Access
This option allows parents to limit their student's access to certain books in the library. Options include:

- Listing the titles/topics/authors that your student is NOT allowed to check out.
- Listing the titles/topics/authors that your student IS allowed to check out.

Lists must be provided to the school's librarian.

3 No Access
If you wish, you may prohibit your student from checking out books from the media center.

Do you want email notifications?
In addition to one of the 3 options above, you may also opt to receive daily afternoon emails regarding your student's library book status. You may receive an email even if your child has not checked out a book. Use the link to access form to email an email notification.

If you do not wish to receive daily emails, no further action is required.

Thank You!

Questions/Discussion

