



WASHINGTON COUNTY SCHOOL DISTRICT

Reconsideration of Library Media Form

Part I:

This form is for use by a parent or guardian of a student, a Washington County resident or an employee of the Washington County School District who is challenging specific library media center materials, classroom library materials, or classroom reading lists. This form must be utilized after the informal objection process has occurred, which is described in School Board Policy 4.22, and the challenger remains dissatisfied.

Pursuant to Board Policy 4.22, this form must be used to object to the use of the library media center materials, classroom library materials or classroom reading lists. The process for filing this objection form as noted in each step below is in compliance with policy.

Objections filed by a parent or guardian shall be addressed in the school in which the student is registered. The school's and principal's email addresses and mailing addresses are located on the school's website. Objections filed by a Washington County resident or Washington County School District employee shall be addressed in the school in which the materials are located.

First step: Informal Complaint at the School Level

A concerned parent, Washington County resident or district employee may request reconsideration of school library media materials, classroom library materials or classroom reading lists. When a complaint is made, the library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes. If the explanation fails to resolve the objection, the school principal will ask the complainant initiating the challenge to file a formal written objection within two (2) weeks by completing the Request for Reconsideration of Library Media form, which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.

Next step: School Level: Formal Complaint

Upon receipt of the completed Request for Reconsideration of Library Media form, the principal shall forward copies to the appropriate School-Level Review Committee, which consists of teachers, educational media specialists, and parents of the school. The challenged material shall be read and re-evaluated by the committee considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The complainant shall be informed in writing of the committee's decision. If the complainant is not satisfied with the school-level decision, an Appeal may be filed with the District.

Next step: District Level: Formal Appeal

Upon receipt of the appeal, the Superintendent shall appoint a District Review Committee according to the diverse composition set forth in Board Policy 4.22, which includes parents of students who will have access to such materials. The committee will carry out its assigned functions, and forward within fifteen (15) working days, a written recommendation to the Superintendent. The Superintendent's designee will inform the complainant and the school's media specialist of the committee decision to retain or withdraw the challenged material as recommended by the District Review Committee. If the complainant or school's media specialist is dissatisfied by the committee's decision, a written appeal may be filed with the Superintendent. Failure to submit 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 Review Committee shall be final.

Next step: Board Level Appeal

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 ten (10) days after the Superintendent's decision. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation including meeting summaries, material reviews, etc. The decision of the School Board regarding the appropriateness of a particular library media material item will be considered final.

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

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.*)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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: _____