

Related Entries: (Not identified at this time)

### District Management and Selection of Instructional Materials

The Superintendent shall prepare guidelines compatible with those of the State, for carrying out the provisions of law and State Board of Education Rules for the requisition, purchase, storage, distribution, use, conservation, management, property accountability and the keeping and filing of necessary records and reports relating to textbooks and other educational media materials.

#### (1) Management of Library Media Material

(a) The standards for the selection of library media materials shall include those established by the American Library Association, the Association of Educational Communication and Technology, the Florida Association for Media in Education, and the Board, utilizing the recommendations of professional educational media specialists and/or certified professional educators.

(b) Any complaint or objection to the selection or use of any library media materials shall be filed and processed as follows:

1. The complainant shall submit a letter to the school principal outlining objections to the material in question. Within 10 school days the principal and/or designee and the school media specialist shall meet with the complainant for the purpose of hearing the complainant's concerns and attempting to resolve the issue without removing the material in question from the library collection. If the complainant is not satisfied with the results of this meeting, a formal complaint may be filed with the Superintendent following the steps listed below.
2. The complaint shall contain the specific reasons relating thereto for the complainant's objections and shall be made in writing on the form provided by the principal or Superintendent and shall be filed with the Superintendent.
3. The Superintendent shall submit the complaint for review to an Ad Hoc educational media review committee consisting of professional media specialists and lay members.
4. The Superintendent's appointed educational media committee shall study the complaint, review the media in question in its entirety and submit complete written findings of fact and recommendations to the

46 Superintendent who shall forthwith make a final decision on the  
47 disposition of the complaint, promptly notifying all parties relating  
48 thereto.  
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50 (2) Management of Classroom Instructional Materials

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52 (a) The standards for the selection of instructional materials shall include those  
53 established by Florida Statute 1006.34(2)(b) Standards for Selection and the  
54 Lee County School Board, utilizing the recommendations of teachers,  
55 administrators, parents, and community members.  
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57 (b) Any complaint or objection to the selection or use of any instructional  
58 material shall be filed and processed. The complainant shall submit a letter to  
59 the school principal outlining objections to the material in question. Within 10  
60 school days the principal and/or designee shall meet with the complainant for  
61 the purpose of hearing the complainant's concerns and attempting to resolve  
62 the issue without removing the material in question from the classroom. If the  
63 complainant is not satisfied with the results of this meeting, a formal  
64 complaint may be filed with the Superintendent following the steps listed  
65 below:  
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67 1. The complaint shall contain the specific reasons for the complainant's  
68 objections and shall be made in writing on the form provided by the  
69 principal or Superintendent and shall be filed with the Superintendent.  
70

71 2. The Superintendent shall submit the complaint for review to an Ad  
72 Hoc instructional material review committee consisting of teachers,  
73 administrators, and lay members.  
74

75 3. The Superintendent's appointed instructional material committee shall  
76 study the complaint, review the material in question in its entirety and  
77 submit complete written findings of fact and recommendations to the  
78 Superintendent who shall forthwith make a final decision on the  
79 disposition of the complaint, promptly notifying all parties relating  
80 thereto.  
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83 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.34, F.S.  
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85 Adopted: 1/6/09