

SJCSD Library Material Objection Procedures and Guidelines

1. **Introduction.** This document provides guidelines for objecting to library materials. School Board Rule 4.132 sets forth the statutory requirements governing the District's library materials objection procedures and authorizes the Superintendent to adopt implementing procedures and guidelines. These procedures establish the process for reviewing objections to school or classroom library media materials in conformity with Florida Statute 1006.28 (2)(a)2.b. This statute requires the District to provide a process for review of objections to library materials. More particularly, school districts must provide parents and residents the opportunity to object to library material. Any material made available in a school or classroom library or included in a reading list is objectionable if the material:
 - a. is pornographic or prohibited under Florida Statute 847.012;
 - b. depicts or describes sexual conduct as defined in Florida Statute 847.001(19), unless such material is for a course required by Florida Statutes 1003.46, 1003.42(2)(n)1.g., or 1003.42(2)(n)3., or identified by State Board of Education rule;
 - c. is not suited to student needs and their ability to comprehend the material presented; or
 - d. is inappropriate for the grade level and age group for which the material is used.
2. **Standing.** Parents or guardians of District public school students and other St. Johns County residents have standing to object to library materials under these procedures.
3. **Time Limits.** For purposes of these procedures, time limits refer to school workdays. All time limits shall be suspended to the extent they fall within the District winter, spring or summer breaks, with the compilation of time resuming on the first day after the break.
4. **First Step - Informal Objection.** A parent or resident ("Objecting Party") who objects to a book or other material in a school or classroom library shall first notify the principal of that school. The notice shall be in writing or emailed. It shall identify the material in question and state the reasons why the material is objectionable. Within ten (10) school workdays after receipt of the notice, the principal shall notify the Objecting Party in writing or by email of the principal's decision on the objection. In preparation, the principal may consult with one or more members of the school's Media Advisory Committee. If the Objecting Party is not satisfied with the principal's resolution, the Objecting Party may file a formal objection as provided below.

- a. If the principal determines that the material should be removed from their school library, the principal will inform the Superintendent. The Superintendent may assign a formal review to the District Library Material Objection Committee.
5. **Formal Objection - Requirements.** The Objecting Party may file a formal objection with the Superintendent if not satisfied with the principal's resolution. The Objecting Party shall complete and file the library materials objection form provided by the District in accordance with statutory requirements and Florida Board of Education Rules, which may be obtained from the District website. A written argument in support of the complaint shall be filed with the completed form. The written argument must clearly and concisely state the reasons why the material should be removed from the library or otherwise restricted and must be supported by citations to passages from the work or other evidence. The argument should also cite any supporting statute, rule or case law. An objecting party who is not the parent of a student in the SJCSO is limited to one formal objection per month.
6. **Removal or Restriction Pending Resolution.** Within 5 days after an objection is filed under Paragraph 5, a book challenged on the grounds set forth in Paragraphs 1(a) or (b) shall be removed from the library pending final decision on the objection.
7. **District Library Material Objection Committee.** The Superintendent, in consultation with appropriate staff, shall appoint a Library Material Objection Committee ("Committee") to review the complaint and recommend its disposition. The Committee meeting will be publicly noticed. The Associate Superintendent of Curriculum (or designee) will chair the Committee. The Superintendent may assign multiple complaints to the Committee. If it becomes necessary, the Superintendent may appoint substitute committee members. The public may attend however there will be no public comments. The Committee shall consist of:
 - a. the Associate Superintendent of Curriculum (or designee)
 - b. an appropriate subject area director or specialist;
 - c. a teacher at the appropriate grade level in the appropriate subject area;
 - d. a library media specialist;
 - e. two parent representatives; Parent organizations will seek volunteers for the committee. When necessary, a random draw will finalize the selection;
 - f. two St. Johns County residents, not employed by the District. Volunteers will be sought. When necessary, a random draw will finalize the selection.

8. **Committee Meeting Procedures.** Committee meetings to consider objections shall be publicly noticed and open to the public. The Objecting Party shall have five (5) minutes to address the Committee.
9. **Committee - Standards and Criteria.** The standards and criteria applicable to the selection and retention of school library materials are listed in Florida Statutes 1006.28(2)(a)2.b. (as set forth in Paragraph 1 above), 1006.28(2)(d)2.c., and 1006.40(3)(d), School Board Rules 4.13 and 4.131, and guidance from the Florida Department of Education.
 - a. The material shall be removed if the material is pornographic or prohibited under Florida Statute 847.012;
 - b. Use of the material shall be discontinued for any grade level or age group for which such use is inappropriate or unsuitable if the material:
 - i. depicts or describes sexual conduct as defined in Florida Statute 847.001(19), unless such material is for a course required by Florida Statutes 1003.46, 1003.42(2)(n)1.g., or 1003.42(2)(n)3., or identified by State Board of Education rule;
 - ii. is not suited to student needs and their ability to comprehend the material presented; or
 - iii. is inappropriate for the grade level and age group for which the material is used.
10. **Committee - Recommendation.** Within forty-five (45) workdays of the Superintendent's receipt of the complaint, the Committee Chair shall forward the Committee Recommendation to the Superintendent. The recommendation will reflect the majority vote by the committee. In the event of a split decision the recommendation will be no change to the current availability of the material. Titles will be reviewed one at a time in the order received. When more than one objection is received within forty-five (45) workdays, the response timeline will begin when a prior title objection has been completed. The Committee shall determine whether the challenged material is objectionable under the standards and criteria enumerated in Paragraph 1. The Committee may recommend:
 - a. no change to the current availability of the material
 - b. restrict access to the material (examples: grade level, parent approval)
 - c. remove the material from SJCSD libraries
11. **Superintendent's Decision.** Within ten (10) workdays after receipt of the Committee recommendation, the Superintendent (or designee) shall communicate his or her decision by email to the Objecting Party. The Superintendent's decision

to retain, restrict or remove access to a book shall apply consistently throughout the District.

12. **Multiple Objections.** If there is more than one complaint about a material, they may be consolidated by the Superintendent and processed together. If a complaint is filed after an earlier complaint has been processed, the complaint may be denied by the Superintendent without referring it to the Committee unless it states new grounds that were not considered in the initial determination.
13. **Library Material Objection List.** The Library Material Objection List will be posted on the District website and include the status of each title that has received a formal objection.
14. **Appeal.** The Objecting Party may appeal to the School Board the Superintendent's decision to retain, restrict, or remove a book. The Objecting Party must submit the appeal to the School Board in writing within ten days of receiving notice of the Superintendent's decision. The School Board will conduct a hearing on the appeal and may hear multiple appeals in a single hearing. If an appeal is not filed in writing within ten days, the Superintendent's decision is final and the objection is resolved.
15. **Request for Appointment of Magistrate.** Pursuant to Florida Statute 1006.28(2)(a)5., a parent who disagrees with the School Board's decision may request the Department of Education to appoint a special magistrate to review the School Board's determination.

ADOPTED this 25th day of April, 2025.



Tim Forson
Superintendent of Schools