

**District Review Committee of  
Non-State Adopted Instructional and Library/Media Materials Committee Procedures  
for the Nassau County School District**

- I. This document provides guidelines for objecting to non-state adopted instructional and library/media materials and the procedures that will be followed by the District Review of Non-State Adopted Instructional Materials or Library/Media Materials Committee (District Review Committee). The Superintendent is responsible for determining the procedures and guidelines for the review of library/media materials. Administrative Rule 8.33 sets forth the statutory requirements governing the district's library/media materials objection procedures. Furthermore, this rule provides the guidelines for a parent or county resident to object to a specific instructional or media material selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under s. 1006.283(2)(b)8., 9., and 11. A resident of the county who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month.

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 non-state adopted instructional or library/media material. More particularly, school districts must provide parents and residents the opportunity to demonstrate that the challenged material is objectionable according to applicable standards. 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 use.
- II. A parent/guardian of a Nassau County public school student or resident of Nassau County shall use the following procedures to present evidence that the material does not meet the criteria of F.S. 1006.28 and F.S. 1006.40 by requesting reconsideration of the challenged material.
    - A. Informal Request for Reconsideration of Non-State Adopted Instructional Materials and Library/Media Materials

1. A parent/legal guardian or resident who has an objection(s) to the use of specific non-state adopted instructional material or media material accessed in school classrooms and/or libraries must first request, in writing, to the Assistant Superintendent. The written request must include the basis for the request, including specific content the petitioner believes is prohibited by Florida statutes.
2. Any material that is subject to an objection on the basis of sub-sub-paragraph b. (I) or sub-sub-paragraph b. (II) under F.S. 1006.28(2)(a)2, must be removed within 5 school days of receipt of the objection and remain unavailable to students until the objection is resolved.

*Sub-sub-paragraphs b. (I) and (II) Contains content which:*

*(I). Is pornographic or prohibited under s. 847.012;*

*(II). Depicts or describes sexual conduct as defined in s. 847.001(19), unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule.*

3. This informal request for reconsideration will be reviewed by district staff designated by the Superintendent. This review will involve analysis of the contested content and whether it violates any part of F.S. 1006.28(2)(a)2 (I-IV):

*Contains content which:*

*(I). Is pornographic or prohibited under s. 847.012;*

*(II). Depicts or describes sexual conduct as defined in s. 847.001(19), unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule.*

*(III). Is not suited to student needs and their ability to comprehend the material presented; or*

*(IV). Is inappropriate for the grade level and age group for which the material is used.*

4. If the review reveals that the material contains prohibited content under sub-sub-paragraph b.(I), the school district shall discontinue use of the material. If the review reveals that the material contains prohibited content under sub-sub-paragraphs b.(II)-(IV), the school district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

5. If the petitioner disagrees with the decision made by district staff, a formal request for reconsideration may be filed following the steps outlined below.

**B. Formal Request for Reconsideration of Non-State Adopted Instructional Materials and Library/Media Materials**

1. The Specific Material Objection Form per title must be filed with the Assistant Superintendent. The petitioner must identify the priority order in which the books/materials should be reviewed.
2. Any material challenged on the basis that it contains content that is pornographic or prohibited under F.S. 847.012 or depicts or describes sexual conduct as defined in F.S. 847.001(19), unless such material is for a course required by F.S. 1003.46, 1003.42(2)(n)1.g., or F.S. 1003.42(2)(n)3., or identified by State Board of Education rule shall be removed from circulation until the objection is resolved.
3. All other challenged material will remain in circulation during the review process, unless removal is deemed appropriate by the Superintendent.

**C. District Review Committee Procedures**

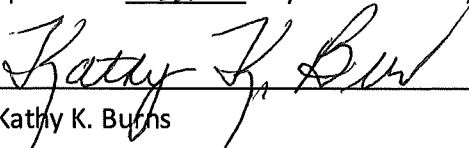
1. Once a Specific Material Objection Form is filed with the Assistant Superintendent the Superintendent shall appoint a District Review Committee. The committee shall be comprised of five or more members to include district administrator(s), school-level administrator(s), teacher(s) and/or media specialist(s), and parent(s). The Executive Director of Curriculum and Instruction and the Director of Instructional Technology and Information Services will facilitate the committee and act as co-chairs of the committee. The committee may review multiple petitions at a time if decided by the superintendent and co-chairs of the committee. If it becomes necessary, the Superintendent may appoint substitute committee members.
2. The District Review Committee shall meet in the sunshine (meaning the meeting will be open to the public and advertised at the district level).
3. The District Review Committee will be conducted in a civil manner and decorum will be expected. The committee meeting environment will be constructive in nature, and all participants will be respectful of other and all opinions which are shared. Additional discussion of the petitioner or any committee member outside of the meeting is discouraged and not in keeping with the expectations of character and civility. If any committee member, the petitioner, or member of the public is deemed out of order by the co-facilitators of the committee, the person will be asked to leave.

4. The public may attend however there will be no public comment. Public comment will be received via a Public Input Form which will be posted along with the public notice of the meeting on the district's website. The input from the public will be provided to all committee members for their review prior to the publicly noticed meeting.
5. The petitioner shall have five (5) minutes at the beginning of the committee meeting to present evidence to support their objection.
6. The committee, in evaluating the material questioned, shall be guided by F.S. 1006.28 and 1006.40.
7. The general procedures that will be followed by the District Review of Library/Media Materials Committee will be to watch the District Review of Library/Media Materials Training, read and review all documents provided, independently read (or listen to) the entire book, read and review the petitioner's objection, complete the Library/Media Material Evaluation Form, participate in the District Review of Library/Media Materials Committee Meeting, collaboratively work with the other committee members to try and reach consensus, and submit their ballot so that a recommendation can be provided from the committee to the Superintendent regarding the material.
8. Although efforts will be made to reach a consensus, the committee's recommendation will be based on the majority vote of the ballots cast by its members. The committee may recommend the following actions to the Superintendent:
  - (I). The material is appropriate for grades 9 and up.
  - (II). The material is appropriate for only grades 11 and 12.
  - (III). The material is not appropriate and should be removed.
9. The committee's determination shall be reported to the Superintendent in writing. The Superintendent or designee will advise the petitioner, in writing, of the committee's determination.
10. If there are more than one objection received from multiple petitioners on the same material, the first petitioner's objection will be the one processed and heard before the District Review Committee. If an objection is filed after an earlier objection has already been processed by the District Review Committee, the objection may be denied by the Superintendent without referring it to the District Review Committee unless it states new grounds that were not considered in the initial determination.
11. The Books with Objections list will be posted on the district's website and include the status of each title that has received a formal objection.

12. If the petitioner is dissatisfied with the Committee's decision, a written appeal may be filed with the Superintendent. Failure of the petitioner to file a written appeal within 30 days of the Committee's decision will result in a conclusion of the reconsideration process and the decision of the Committee shall be final. The Superintendent shall, within 30 days of receipt of the appeal, send the petitioner a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.
13. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation in making a decision regarding the appropriateness of the material and whether it should remain available in schools or be discontinued.
14. If the petitioner is a parent of a student in the district, and disagrees with the School Board's decision regarding removal, the parent may ask the Commissioner to appoint a special magistrate who will review the Board's decision and make a recommended finding to the State Board of Education.

III. No challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material outside of the identified processes above will be accompanied by the Board's statement of its reasons for the removal.

Adopted this 9th day of December, 2024.

  
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Dr. Kathy K. Burns  
Superintendent of Schools  
Nassau County School District