



Date: March 9, 2023
To: All Principals
From: Allison Kibbey, Director
Curriculum and Digital Learning
Maurice Draggon
Curriculum and Digital Learning
Recipients: Assistant Principals, Instructional Coaches, Media Specialists, Teachers
Subject: District Literacy Application

School Board Policy IJL – Media Center Materials, Program, Selection, and Challenges establishes the purpose of and criteria for membership of a District Literacy Council. The District Literacy Council is responsible for:

- Reviewing the merits of the district level request for reconsideration based on the originally filed *Request for Reconsideration of Media Center Materials or Other Reading Materials* form and the School Literacy Council’s decision, or a request from the Superintendent, or the appropriate district level designee.
- Reviewing and understanding the entire challenged material;
- Considering written input from students, when available; and
- Issuing a written decision on the appeal that determines whether the challenged material remains in the collection across the district.

In the event of a formal request for reconsideration of a media center material or a request from the Superintendent, or the appropriate district level designee, escalating to the district level, a district-level designee would convene the appropriate District Literacy Council, which would consist of:

1. One (1) school administrator (not from originating school);
2. One (1) appropriate grade level certified educational media specialist (not from originating school);
3. One (1) appropriate grade level and subject area teacher (not from originating school);
4. One (1) appropriate grade level Student Services representative; and
5. One (1) parent/legal guardian, who is not a District employee, representing the school level or grade band (not from originating school).

The District Literacy Council is required to meet in the Sunshine, meaning the meeting shall be open to the public and advertised at the district level; and must maintain written minutes containing the start time, end time, location, and names and titles of council members. The written minutes shall be maintained in accordance with Florida law.

Orange County Public Schools (OCPS) is seeking participation in the District Literacy Council from school administrators, media specialists, teachers, student services representatives, and parents/guardians. To apply, please complete the application form linked below:

- [District Literacy Council Application](#)



The District Literacy Council Application will also be promoted on social media and linked on the homepage of the OCPS website to allow interested parents and guardians to apply. Those who volunteer to participate must agree with the expectations and responsibilities of the District Literacy Council.

The District Literacy Council Application closes on **Friday, March 31, 2023, at 11:59 PM**. Membership in the District Literacy Council will be determined through random selection based on the student grade level. All applicants will be notified of their selection status by mid-April.

For questions or additional information, please contact Allison Kibbey, Director of Instructional Technology and Library Media, at Allison.Kibbey@ocps.net.