

**Regulation**

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PROCEDURES FOR CHALLENGED MATERIALS

The following procedures will be followed when a citizen challenges the appropriateness of instructional materials or equipment:

A. Level I

Complainant should present the concern to the library media specialist for library materials, the director of curriculum for classroom texts or materials, and the building principal for all other issues.

B. Level II

If complainant is not satisfied at Level I, the request for consideration of instructional material will be forwarded to the superintendent. If the complainant is unsatisfied at this level, the superintendent will then inform the board of education.

C. Level III

After the board of education is informed, the superintendent will appoint a review committee comprised of appropriate members to investigate the complainant's issue.

D. A meeting of the review committee will be scheduled promptly.

E. The issue will be investigated by the committee. Library material will be judged as to its conformance with the criteria for selection as described in board policy 6161.1 Guidelines for the Evaluation and Selection of Instructional Materials.

F. The written decision of the committee will be forwarded to the superintendent, who will inform the board of education and complainant of the review committee's decision.

G. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent for a review of all proceedings by the board of education in regard to the matter, who will render the final decision.

H. Challenged materials or equipment will not be restricted until the process is completed.

Adopted:	March 26, 2008
NJSBA Review/Update:	July 2014
Readopted:	October 27, 2014

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS (regulation continued)

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
CITIZEN REQUEST FOR RECONSIDERATION  
OF  
SCHOOL LIBRARY MATERIALS

The Harrison Township School District Board of Education encourages parents to evaluate the reading materials of their own children; however, parents shall realize that they do not have the right to restrict the free choice of reading materials of others.

Should a question arise in the media centers, it should first be brought to the attention of the Media Specialist or the Director of Curriculum. If the issue is not settled at this level, the complainant must complete the official form, "Citizen Request for Reconsideration of Library Media Center Materials" in its entirety.

The official form will be forwarded to the Superintendent of Schools, and complaint procedures outlined in board policy/regulations 6161.2 will be followed. The committee's written report of their decision will be sent to the complainant.

REQUEST INITIATED BY:

Name: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_  
Street Town State Zip

Complainant Represents:

- \_\_\_\_\_ Him/Herself
- \_\_\_\_\_ Group (name of organization) \_\_\_\_\_
- \_\_\_\_\_ Group (name of organization) \_\_\_\_\_

Challenged Material:

Author, Editor or Compiler: \_\_\_\_\_

Title: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright: \_\_\_\_\_

QUESTIONNAIRE:

1. Did you read the entire book (or examine all of the media)? Yes No  
If not, what sections were read or examined?

\_\_\_\_\_  
\_\_\_\_\_

2. To what material did you object? (Please be specific; cite pages, etc.)

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS (regulation continued)

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3. Have you previously been able to discuss this material with the teacher or library media specialist who ordered it, or who used it?

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4. Did the general purpose for the use of the work, as described by the teacher or library media specialist, seem a suitable one to you?

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5. What do you feel might be the result of a student becoming involved with this material in a learning situation?

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6. What did you understand to be the general purpose for using this work?

a. Provide support for a unit of curriculum? Yes      No

b. Provide a learning experience for the reader in one kind of literature? Yes      No

Other (explain) \_\_\_\_\_

7. For what age group would you recommend this material?

8. Is there anything good about this material?

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9. Are you aware of the judgment of this material by literary critics? Yes      No

10. What do you believe is the theme of this material?

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11. What would you like the school district to do about this material?

\_\_\_\_\_ Do not assign it to any child

\_\_\_\_\_ Withdraw it from all students as well as my child

\_\_\_\_\_ Other (please explain): \_\_\_\_\_

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS (regulation continued)

12. In place of this book (or other media), would you recommend other material which you consider to be of superior quality?

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