



# Pequannock Township School District

493 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
Office of Curriculum and Instruction

## Request for Reconsideration Instructional and Resource Materials Form

*The Pequannock Township Board of Education has established reconsideration procedures outlined in Policy & Regulation 9130 to address concerns about instructional and resource materials. Completion of this form is the first step in those procedures. Follow the instructions carefully in order for your request to be considered.*

### **Mandatory Provisions**

N.J.S.A. 18A:34A-5 directs boards of education to develop a Library Materials Removal Policy. As a part of the policy, boards of education are required to create a request for removal form that may be submitted by an individual with a vested interest to the principal of the school in which the library material is challenged to initiate a review of the material. The form shall require the individual with a vested interest to specify which sections of the library material the individual objects to and an explanation of the reasons for the objection.

### **Timeline & Instructions**

***Before completing this form, you must read or view the disputed item in its entirety.***

**Step 1:** Complete the Request for Reconsideration form. All fields on the form must be completed in a full and meaningful way.

- ❖ *A separate form must be completed for each disputed item/title.*
- ❖ *Additional reconsideration requests by the same household will only be considered after the Board acts on the initial request.*

**Step 2:** Please return the completed form via email to the school principal or by drop off at the school office.

**Step 3:** Upon receipt, the following review process will commence, and committee members shall:

- A. Evaluate, review, and discuss the request for removal form and the concerns raised.
- B. Make a recommendation on whether the challenged material should be removed from circulation, retained, or limited in use.
- C. Prepare a written response for the board of education with its recommendations no later than 60 school days from the date of the next regularly scheduled board of education meeting after receipt of the form.
  - Provide a copy of the committee's report to the individual with a vested interest who filed the form and the principal.
- D. The Board of Education shall:
  - Review the committee's report and make a final determination on whether the library material is to be retained, removed from the school library, or limited in use.
  - Provide a written statement of reasons for:
    - the removal, limitation, or non-removal of a library material; and
    - any final determination that is contrary to the recommendations of the review committee.
  - The written statement of reasons shall be posted on the board's Internet website in a prominent and easily accessible location within 30 days of the determination.

For more information, please visit the [NIDOE Freedom to Read Act Website](#)

**Please review the following prior to the submission of the request:**

- [NJ Freedom to Read Act Website](#)
- [District Policy 9130](#)
- [District Mission](#)
- [American Library Association Library Bill of Rights](#)
- [National Council of Teachers of English Students' Right to Read Statement](#)
- [First Amendment of the United States Constitution](#)
- **NJ State instructional regulations, including:**
  - [Amistad Commission](#) (2002) P.L.2002, c.75; A1301 1R: K-12 curricula must include teaching of the African slave trade, slavery in America, vestiges of slavery in this country, and contributions of African Americans to this country
  - [Asian American and Pacific Islander History](#) (2022) S4021: Requires instruction on the history and contributions of Asian Americans and Pacific Islanders.
  - [Culturally Responsive Teaching](#) (2020) S2834: Make meaningful connections between what students learn in school and their cultures, language, and experiences
  - [Diversity and Inclusion](#) (2021) P.L. 2021.032; A4454: Highlight and promote diversity, including economic diversity, equity, inclusion, tolerance, and belonging in connection with gender and sexual orientation, race and ethnicity, disabilities and religious tolerance; examine the impact that unconscious bias and economic disparities have at both an individual level and on society as a whole; and encourage safe, welcoming, and inclusive environments for all students regardless of race or ethnicity, sexual and gender identities, mental and physical disabilities, and religious beliefs.
  - [Equality & Inclusion](#) (2017) NJAC 6A:7: Ensure all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, are provided equal access to educational programs and services
  - [Holocaust/Genocide](#) (1994, revised 2018) NJSA 18A:35-28: Curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide
  - [LGBTQ & Disabilities](#) (2019) P.L. 2019, c.006; S1569: Include instruction and adopt materials that accurately portray political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender individuals.
  - [QSAC](#): All schools in NJ are required to be QSAC compliant; compliance specifically requires inclusion of Holocaust, Amistad, and LGBTQ & Disabilities education
  - [Social & Emotional Learning Competencies](#) (adopted by NJ State Board of Education, August 2017): State standards outline expectations according to five competencies: self-awareness, self-management, social awareness, responsible decision-making, and relationship skills

# Request for Reconsideration of Instructional and Resource Materials

*Please Note: All submissions should be submitted to the building principal. Upon receiving a formal request, the principal or principal's designee shall promptly forward the request for removal to the superintendent of the school district, who shall appoint a review committee.*

## Requestor Information

<b>Date:</b>	<b>Name:</b>
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Relationship to the district</b> <input type="checkbox"/> Teaching Staff Employed by BOE <input type="checkbox"/> Current Student <input type="checkbox"/> Parent or Guardian of Current Student <input type="checkbox"/> Student's Name:	<b>Who do you represent?</b> <input type="checkbox"/> Self <input type="checkbox"/> Organization, Please Specify:

### What type of resource are you challenging? (Choose 1)

- Database
- Online Subscription
- Book/ebook
- Movie
- Magazine
- Game
- Other, describe:

## Material Information

<b>Where in the Pequannock School District is this resource located?</b> <input type="checkbox"/> Hillview <input type="checkbox"/> North Boulevard <input type="checkbox"/> Stephen J. Gerace <input type="checkbox"/> Pequannock Valley <input type="checkbox"/> Pequannock Township High School	<b>Grade Level and Content Area</b>
<b>Title &amp; Author</b>	<b>Publisher</b>
<b>Copyright Date</b>	<b>ISBN/Website</b>

## Nature of Concern

Please provide a brief statement of concern.

I have personally read or viewed the entire item.

Yes

No

Explain the purpose and theme of this material as you understand it.

Please cite page numbers or location and quote specific passages in the material that demonstrate your concerns.

What do you prefer to happen with this text or assignment?

Please do not assign it to my child and provide an alternate assignment.

Re-evaluate the use of this material.

Withdraw it from the school and from student use.

Would you recommend another resource or text that would achieve a similar objective and/or follows the requirements of one of the above state mandates? Please include details related to your recommendation.

## Acknowledgment of Request

I understand that, pursuant to N.J.S.A. 18A:34A-1, et seq.:

- Submission of this form will initiate a formal review process.
- The material will remain in circulation during the review.
- The board of education will provide the final determination as to the outcome of the request for removal.
- A board of education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
- A board of education determination issued in accordance with the policy which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A.18A:6-9.
- An individual with a vested interest may file a petition of appeal of the board's final determination to the Commissioner through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

***Please note that this request is subject to the Open Public Records Act, pursuant to N.J.S.A.10:4-6.***

<b>Signature:</b>	<b>Date:</b>
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**For Office Use Only:**

**Date Received:**

**Received by:**

**Date of prior challenge of material and outcome (if applicable):**

*(Note: If multiple challenges are raised concurrently against the same library material, challenges to that library material may be consolidated.)*

**Review Committee Formation Date:**

**Final Determination Date:**