

**COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS**Procedure

1. Complaints about instructional materials (i.e., textbooks, reading assignments, library books, reference works, etc...) used in the District must be made in writing, and must first be submitted to the Building Principal of the school where instructional material is being used.
2. Any written complaint about instructional materials must set forth the following information:
  - a. The title, author, and publisher of the work complained of;
  - b. The specific portions or language complained of (by page and item);
  - c. The complainant's familiarity with the work objected to;
  - d. The reasons for the objection;
  - e. The pupils or class for whom the work is intended; and
  - f. The way in which the work is used.
3. Upon receipt of a fully completed written complaint on the use of an instructional material, the Building Principal will immediately inform the Superintendent of the complaint.
4. The Superintendent or his/her designee will make an initial determination if the challenged instructional material will continue to be used until either the challenge/appeal is abandoned or a final decision is reached. Any decision by the Superintendent or his/her designee on the continued use of the challenged material during the pendency of the challenge or appeal shall remain effective until a final decision is issued or the challenge/appeal is dropped.
5. Within five (5) school days of the receipt of a fully completed written complaint, the Superintendent or his/her designee will appoint a Review Committee consisting of:
  - a. The head of the department in which the work is being used;
  - b. A teacher in the subject area of where the challenged material is being used;
  - c. A library staff member;
  - d. The Building Principal of the school where the challenged material is being used; and

**COMPLAINTS REGARDING  
INSTRUCTIONAL MATERIALS (cont.)**

**File Code: 6161.2R**

- e. The Director of Curriculum and Instruction.
6. The Review Committee will meet to evaluate the complaint and review the material objected to within ten (10) school days of the receipt of a fully completed written complaint. The standards used by the Committee will be those set forth in Policy No. 6161.1.
7. The Committee will report its findings and recommendations to the Superintendent within five (5) school days of its meeting.
8. After reviewing the report of the Committee, the Superintendent will send his/her written decision on the challenged instructional material to the individual or group that filed the written complaint within three (3) school days of his/her receipt of the Committee's report. The Superintendent's written decision will also be sent to the teacher that is using the instructional material.
9. The individual/group that filed the written complaint or the teacher that is using the instructional material may appeal the decision of the Superintendent to the Board. Any appeal of the decision of the Superintendent to the Board must be filed with the Board Secretary within thirty (30) days of its/his/her receipt of the Superintendent's written decision.
10. The Board will conduct its review of any appeal of the decision of the Superintendent in Executive Session at its next regularly scheduled meeting following the Board's Secretary's receipt of any appeal. In its review of any appeal, the Board will have access to and be provided all documentation that was reviewed by the Superintendent.
11. Any decision by the Board will be communicated in writing by the Board Secretary within three (3) school days of the Board's meeting, and will be sent to the individual/group that filed the written complaint and the teacher that is using the instructional material.
12. Any decision by the Board may be appealed to the Commissioner of Education.

Date: May 29, 2012

**Legal References:**

N.J.S.A. 18A:11-1  
N.J.S.A. 18A:54-20  
schools)

General mandatory powers and duties  
Powers of board (county vocational

**COMPLAINTS REGARDING  
INSTRUCTIONAL MATERIALS (cont.)**

**File Code: 6161.2R**

Board of Education Island Trees U.F.S.D. v. Pico, 457 U.S. 853 (1982)

**Possible**

**Cross References:**

1312	Community complaints and inquiries
6144	Controversial issues
6161.1	Guidelines for evaluation and selection of instructional materials
6161.2	Complaints regarding instructional materials