

Regulation

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

A. Selection Process

1. The building principal in will accept the written requests of teaching staff members for a new and revised reference material. Each request should include the:
 - a. Name and originator of the work,
 - b. Its publisher or distributor,
 - c. A brief description of the material, and
 - d. The reason for the request, including the relevance of the material to the instructional program.
2. All recommendations will be forwarded to the assistant superintendent for curriculum and instruction for consideration. The building principal will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.
3. The building principal may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.
4. The building principal will measure each recommendation against the standards for selection (see paragraph C) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
5. The building principal or designee will present to the chief school administrator a list of recommended purchases. The list will include multiple copies of material for which a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth in policy 6161.1.

D. Removal of Reference Materials

1. The building principal will conduct a periodic review of reference collections for their:
 - a. Continuing usefulness,
 - b. Relevance to the curriculum,
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments, and
 - d. Balance of content, types of material, and manner of presentation.
2. Standard materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated materials and materials no longer relevant to the curriculum may be withdrawn from the collection on board approval.
4. A complaint about reference materials shall be handled in accordance with policy and regulation 1312.

Adopted:

Revised:

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Readopted:

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS (continued)

Key Words

Instructional Materials, Complaints Regarding Instructional Materials, Complaints, Censorship

Legal Reference: N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

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

Possible

Cross References: *1312 Community complaints and inquiries
 2220 Representative and deliberative groups
 *6144 Controversial issues
 *6161.1 Guidelines for evaluation and selection of instructional materials

*Indicates policy is included in the Critical Policy Reference Manual.