

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.402/4.403 (B)

Process to Review Challenged Materials

August 1, 2022

According to School Board policy 4.402/4.403, people may make a request for reconsideration of library and instructional materials. If this request has been made, the challenged materials remain available for use during the reconsideration process. Once this request has been made (see Administrative Procedure 4.403a), a materials review committee will be appointed by the principal and will include licensed library media personnel, classroom teacher representatives, one or more parents/guardians, and it may also include one or more students.

The review committee shall take the following steps after receiving the challenged materials:

- a. Read, view or listen to the material in its entirety;
- b. Check general acceptance of the material by reading recognized and evaluative reviews;
- c. Determine the extent to which the material supports the curriculum;
- d. Complete the following Checklist for Reconsideration of Instructional or Library Materials (Appendix A);
- e. Present recommendation to the principal for further action and to the Superintendent for information.
- f. Provide a written response to the questioner who initiated the request for reconsideration.

Appendix A

Checklist for Reconsideration of Library or Instructional Materials

Date of review _____ Date reconsideration filed _____

Name of person requesting review _____

Name of material to be reviewed _____

Why does the material need to be reviewed? (Attach request for reconsideration)

Is the material included in the Tennessee curriculum? _____

If so, under what subject and grade level? _____

What is the overall purpose of the material? _____

Is the purpose accomplished? _____ Yes _____ No _____ N/A

What is the reputation and significance of the author and publisher/producer in the field?

Are information sources well documented? _____ Yes _____ No _____ N/A

Are translations and retellings faithful to the original? _____ Yes _____ No _____ N/A

Does the material promote the educational goals and objectives of the curriculum?

_____ Yes _____ No _____ N/A

Does the material offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of diverse populations or groups? _____ Yes _____ No _____ N/A

Are illustrations appropriate to the subject and grade levels?

_____ Yes _____ No _____ N/A

Is the content of this material well-presented by providing adequate scope, range, depth, and continuity?

_____ Yes _____ No _____ N/A

Does this material have a worthwhile theme or message?

_____ Yes _____ No _____ N/A

If there is use of offensive language, is it appropriate to the purpose of the text for the intended audience?

_____ Yes _____ No _____ N/A

Does this material present information not otherwise available?

_____ Yes _____ No _____ N/A

Does this material give a new dimension or direction to its subject?

_____ Yes _____ No _____ N/A

What do professional reviews of this material conclude?

Does this title appear in one or more reputable selection aids?

Additional comments

Upon review of the complaint and the material, the decision of the Review Committee:

_____ The Committee supports the use of the material for the intended use in the curriculum.

_____ The Committee recommends the removal of material from its current use.

_____ The Committee recommends the continued use of the material with conditions:

_____	_____
Chair Person	Committee Member
_____	_____
Committee Member	Committee Member
_____	_____
Committee Member	Committee Member