

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 4.403 (B)

## Process to Review Challenged Materials

December 10, 2018

According to School Board policy 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

December 10, 2018

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:

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Chair Person

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Committee Member

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Committee Member

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Committee Member

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Committee Member

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Committee Member