

Category:	Procedure:	
Instructional Goals and Objectives	Reconsideration of Instructional Materials and Textbooks	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-212	June 1997	November 2023

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- 2 Refer to Board Policy I-212.
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- 4 The Principal, Executive Director of Learning and Literacy, and Supervisor of Academic Resources are
- 5 generally responsible for implementation of this procedure.
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- 7 If a formal complaint is made regarding textbooks or instructional materials, the following procedure is to
- 8 be used:
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- 10 1. The person receiving the complaint will inform the Executive Director of Learning and Literacy, who
- 11 will in turn notify the Assistant Superintendent of Academics and the Senior Executive to the
- 12 Superintendent.
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- 14 2. The Executive Director of Learning and Literacy will contact the complainant, ensure that he or she is
- 15 aware of the selection procedures for instructional materials and request the complainant to submit a
- 16 formal "Request for Reconsideration of Instructional Materials" (MC-114) for each individual material
- 17 concerned.
- 18
- 19 3. Upon receipt of the completed form, the Executive Director of Learning and Literacy will review it for
- 20 completeness and quality of documentation. If it is determined that the written complaint has validity,
- 21 he or she will contact the Principal of the appropriate school to initiate a review of the material. Within
- 22 thirty (30) school days of being contacted by the Executive Director of Learning and Literacy, the
- 23 Principal will establish a school-level ad hoc materials review committee to complete a review of the
- 24 challenged material. The Principal will appoint a committee chair, and ensure the membership of the
- 25 committee includes, as a minimum, one or more certified school librarians, classroom teachers, parents,
- 26 and students.
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- 28 4. Challenged materials will continue to be available for use during the reconsideration process.
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- 30 5. The review committee shall take the following steps after receiving the request for reconsideration and
- 31 the challenged materials:
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- 33 a. Read, view and/or listen to the material in its entirety;
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- 35 b. Check general acceptance of the material by reading recognized and evaluative reviews;
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- 37 c. Determine the extent to which the material supports the curriculum;
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- 39 d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials" (MC-114B)
- 40 judging the material for its strength and value; and
- 41

- e. Present a recommendation to the Principal for further action and to the Superintendent for purposes of information and/or action.
6. The Principal will compile all materials reviewed, the completed MC-114Bs from each committee member and any other pertinent material generated by the committee. The Principal will submit this information along with a summary memorandum to the Executive Director of Learning and Literacy. The memorandum will summarize the committee's work and present the findings and recommendation(s) of the committee, as well as the Principal's response.
7. The Executive Director of Learning and Literacy will review the material for completeness and accuracy and provide a complete package of the committee's materials and the Principal's summary memorandum to the complainant and to the Senior Executive to the Superintendent.
8. If the complainant desires further action after receiving the recommendation(s) of the committee and the decision of the Principal, an appeal may be made to the Superintendent.
9. Upon receiving a request for appeal, the Superintendent will establish a system-level ad hoc committee to review the materials submitted by the school review committee and any other materials the committee may consider appropriate.
 - a. The committee will be chaired by the Assistant Superintendent of Academics and as a minimum will include the Executive Director of Learning and Literacy, the Supervisor of Academic Resources, a classroom teacher with appropriate subject matter expertise, a parent, a student and the appropriate subject matter supervisor(s). Additional members may be appointed to the committee by the chair as he or she deems appropriate.
 - b. The committee will use the same process as established for review in paragraph 5 above. Upon completion of its work, the committee chair will submit a summary memorandum detailing the work of the committee and all findings and recommendations to the Superintendent.
10. After receiving the review committee's recommendations, the Superintendent will make a recommendation to the Board of Education as to what action may be necessary and/or appropriate with regard to the appeal.
11. The final decision concerning the use of a controversial materials shall rest with the Board of Education.
12. The complainant will be informed of the Board of Education's decision and receive a complete package of pertinent information as developed by the review committees and the Superintendent.
13. At the conclusion of the reconsideration process, a student, student's parent or legal guardian, or employee may request to appeal the decision to the Tennessee Textbook and Instructional Materials Quality Commission via its website within five (5) days of its determination.