

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.400.1

Selection of Textbooks and Instructional

Materials

Upon request, citizens of the community will be provided an opportunity to examine proposed textbooks and instructional materials prior to their final adoption. Textbooks and instructional materials may be examined at the School Administration Building during scheduled textbook adoption committee meetings. This information will be posted at the central office, the district's website, and in a newspaper of general circulation.

During this time, citizens will be allowed to provide feedback as to the use of textbooks and instructional materials within that subject and grade. Any feedback shall be submitted to the Board for consideration prior to final adoption of any textbooks and instructional materials recommended by the textbook selection committee.

The Executive Director of Teaching & Learning shall oversee the inspection of all textbooks and instructional materials. He/she shall maintain and regularly update a district-wide list of these textbooks and instructional materials.

REQUEST FOR INSPECTION

The principal shall respond to any request for inspection within **10** days or provide an explanation to the requestor as to why the material cannot be provided, including an estimated time for producing the material. The Principal is authorized to put reasonable limitations on the inspection, such as limiting the review to regular school hours.

Any complaint resulting from the inspection of any textbook or instructional material shall be made using the Request for Reconsideration of Textbooks and Instructional Materials form.