

<b>Administrative Directive Title:</b> <b>Inspection of Textbooks and Instructional Materials</b>	<b>AD Number:</b> <b>4.400.1</b>	<b>Adopted:</b> November 2024
<b>Policy References:</b> <a href="#">Board Policy 4.400</a> – Instructional Materials	<b>Revised:</b>	

1 The Assistant Superintendent of Instruction and Curriculum shall oversee the instructional of all  
 2 textbooks and instructional materials. They shall be responsible for maintaining and regularly  
 3 updating a district-wide list of textbooks and instructional materials used by Murfreesboro City  
 4 Schools.

5 **Inspection Prior to Selection of Textbooks and Instructional Materials**

6 Upon request, citizens of the community will be provided an opportunity to examine proposed  
 7 textbooks and instructional materials prior to their final adoption. During a textbook adoption  
 8 cycle, textbooks and instructional materials may be examined at the administrative offices of  
 9 Murfreesboro City Schools, 2552 South Church Street, Murfreesboro, TN 37127, between the  
 10 hours of 8:00 a.m. and 4:00 p.m. on days specified by the Instruction and Curriculum Department.  
 11 This information will be posted at the central office, the district’s website, and in a newspaper of  
 12 general circulation.

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

17 **General Requests for Inspection of Textbooks and Instructional Materials**

18 Any general request for inspection of textbooks and instructional materials should be directed to  
 19 the school principal. The principal shall respond to any request for inspection within two (2) school  
 20 days or provide an explanation to the requestor as to why the material cannot be provided. The  
 21 response should include an estimated timeline for inspecting the material. Inspections must occur  
 22 on school days and are limited to review during school hours.

23 Any complaint resulting from inspection of any textbook and instructional material shall be  
 24 processed pursuant to Board Policy 4.400.