

# Obion County Board of Education

Monitoring:

Review: Annually,  
in November

Descriptor Term:

## Textbook Selection, Distribution and Care

Descriptor Code:

4.401

Issued Date:

01/12/04

Rescinds:

Sec. 21-23G

Issued:

04/07/80

### 1 SELECTION

2  
3 The selection of textbooks shall be completed according to the laws and policies required by the State of  
4 Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the  
5 local textbook selection committees subject to approval by the Board.<sup>1</sup> The director of schools shall  
6 establish a procedure for providing the citizens of the community an opportunity to examine proposed  
7 textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which textbooks  
8 may be examined.

### 9 10 DISTRIBUTION

11  
12 ~~The materials clerk shall be designated by the Board to be responsible for the purchase and distribution~~  
13 of textbooks in each school. The principal shall be responsible for seeing that each student receives the  
14 required textbooks at no cost to the student.<sup>3</sup>

### 15 16 CARE OF TEXTBOOKS

17  
18 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion  
19 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they  
20 will be responsible for the textbooks received and used by their children.

21  
22 ~~The replacement cost shall be collected for lost or destroyed books.~~

23  
24 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where  
25 the book is damaged to the extent it is no longer useable, ~~the replacement cost will be collected.~~

26  
27 ~~If, after hearing the student's explanation and other investigation as necessary, the principal determines~~  
28 ~~that there has been willful loss or damage of the textbook, he/she shall~~ assess the appropriate fine and  
29 notify the parents in writing.

30  
31 The principal may include with the notice a provision stating that failure to pay the fine imposed within  
32 a reasonable time may result in the imposition of one ~~or both of the following sanctions:~~

- 33  
34 1. Refusal to issue any additional textbooks until restitution is made; and  
35  
36 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution  
37 is made.

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39 The principal may waive the assessment of fines when in his/her judgment the student is the victim of  
40 uncontrollable circumstances and not responsible for the damages.<sup>4</sup>

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Legal References:

1. TCA 49-6-2207(c)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(A)
4. TCA 49-3-310(1)(B)

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Cross References:

- Personal Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709