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Monitoring: Review: Annually, in November	Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date:
		Rescinds:	Issued:

1 **SELECTION**¹

2 The selection of textbooks shall be completed according to the laws and policies required by the State
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
4 the local textbook selection committees subject to approval by the Board. The director of schools shall
5 establish a procedure for providing citizens of the community with an opportunity to examine proposed
6 textbooks prior to their final adoption,² including public notice of time and location at which textbooks
7 may be examined. Once the proposed textbooks have been approved by the Board, the director of
8 schools shall post the list of all approved textbooks and instructional materials on the school system's
9 website and send a copy of the list to the commissioner of education.

10 **COMPLAINTS & RECONSIDERATION**

11 The director of schools shall develop forms and procedures to enable citizens to file complaints
12 regarding the selection or content of approved textbooks. Following the conclusion of this
13 administrative process, a complainant may appeal an outcome to the Board.

14 **DISTRIBUTION**

15 The director of schools shall designate an employee to be responsible for the purchase and distribution
16 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
17 required textbooks at no cost to the student.

18 **CARE OF TEXTBOOKS**

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

22 The following reimbursement schedule shall be used as a guide for collecting fines for lost or
23 destroyed books:

24	Age of Book	Amount Collected
25	1 - 2 years	100% of replacement cost
26	3 - 4 years	75% of replacement cost
27	5 or more years	50% of replacement cost

28 The Board shall approve and periodically review a schedule of fines for damaged books. In cases
29 where the book is damaged to the extent it is no longer useable, the amount collected shall conform to

1 the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or
2 parent damages, loses or defaces the textbook either through willful intent or neglect.⁴

3 Following an interview with parties and an investigation, if needed, the principal may assess the
4 appropriate fine and notify the parents in writing.

5 The principal may include with the notice a provision stating that failure to pay the fine imposed
6 within a reasonable time may result in the imposition of one of the following sanctions:³

7 1. Refusal to issue any additional textbooks until restitution is made;

8 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
9 is made;

10 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the
11 course for which the textbook is prescribed until restitution is made; or

12 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter
13 grade or ten (10) percentage points until restitution is made.

14 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
15 uncontrollable circumstances and not responsible for the damages.

16 **INSPECTION**

17 A list textbooks used by the schools shall be revised annually by building administrators under the
18 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians
19 upon request, and the director of schools shall develop procedures for the inspection of materials and
20 distribute these procedures to each principal.⁵

Legal References

1. TCA 49-6-2207(c)(e)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

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