

Weakley County Board of Education



Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Textbook Selection, Distribution, and Care

4.401

02/05/2009

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SELECTION

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board.¹

The director of schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their final adoption,² including public notice of time and location at which textbooks may be examined.

DISTRIBUTION

The materials clerk shall be designated by the Board to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.³

CARE OF TEXTBOOKS

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children. The condition of each book and a book number shall be recorded by the teacher issuing it at the beginning of each year. Textbook charge records shall be completed at the end of each year verifying the number of books assigned to each teacher as well as the condition of each book. Any book found not to be substantially complete for the following year shall be subject to reimbursement cost from the student to whom it was assigned.

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

<u>Age of Book</u>	<u>Amount Collected</u>
1 st year	100% of replacement cost
2 nd year	83% of replacement cost
3 rd year	67 % of replacement cost

Legal References:

¹ TCA 49-6-2207(c)(f); TCA 49-6-2202(d)

² 20 U.S.C.A. § 1232h(a); TCA 49-6-7003

³ TCA 49-3-310(1)(A)

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1	4 th year	50 % of replacement cost
2		
3	5 th year	33% of replacement cost
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5	6 or more years	17% of replacement cost*
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7 *With books more than six years old, the replacement cost will not be less than \$5.00.

8
9 In cases where the book is damaged to the extent it is no longer useable, the amount collected
10 shall conform to the reimbursement schedule for lost books.

11
12 If, after hearing the student’s explanation and other investigation as necessary, the principal
13 determines that there has been willful loss or damage of the textbook, he/she shall assess the
14 appropriate fine and notify the parents in writing.

15
16 The principal may include with the notice a provision stating that failure to pay the fine imposed
17 within a reasonable time may result in the imposition of one or both of the following sanctions:

- 18
19 1. Refusal to issue any additional textbooks until restitution is made; and
20
21 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until
22 restitution is made.

23
24 The principal may waive the assessment of fines when in his/her judgment the student is the
25 victim of uncontrollable circumstances and not responsible for the damages.⁴

Legal Reference:

⁴ TCA 49-3-310(1)(B)

Cross References:

4.403 Reconsideration of Instructional Materials & Textbooks
4.801 Controversial Materials
6.709 Student Fees and Fines