

Marion County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 04/24/01
		Rescinds: 4.401	Issued: 12/15/97

1 **SELECTION**

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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.¹ 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,² including public notice of time and location at which textbooks
8 may be examined.

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10 **DISTRIBUTION**

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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.³

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16 **CARE OF TEXTBOOKS**

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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.

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

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<u>Age of Book</u>	<u>Amount Collected</u>
25 1 - 2 years	26 100% of replacement cost
27 3 - 4 years	28 75% of replacement cost
29 5 or more years	30 50% of replacement cost

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

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

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1 The principal may include with the notice a provision stating that failure to pay the fine imposed
2 within a reasonable time may result in the imposition of one or both of the following sanctions;
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- 4 1. Refusal to issue any additional textbooks until restitution is made; and
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- 6 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
7 is made.
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9 The principal may waive the assessment of fines when in his/her judgment the student is the victim
10 of uncontrollable circumstances and not responsible for the damages.⁴
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43 Legal References:

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- 45 1. TCA 49-6-2207(c)(f); TCA 49-6-2202(d)
- 46 2. 20 USCA § 1232h(a); TCA 49-6-7003
- 47 3. TCA 49-3-310(1)(A)
- 48 4. TCA 49-3-310(1)(B)

Cross References:

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