

# Hardeman County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Textbook Selection, Distribution and Care</b>	Descriptor Code: <b>4.401</b>	Issued Date: <b>08/14/14</b>
		Rescinds: <b>4.401</b>	Issued: <b>12/16/99</b>

1    **SELECTION**<sup>1</sup>

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,<sup>2</sup> 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   **DISTRIBUTION**

11   The director of schools shall designate an employee (s) to be responsible for the purchase and  
12   distribution of textbooks in each school. The principal shall be responsible for seeing that each student  
13   receives the required textbooks at no cost to the student.

14   **CARE OF TEXTBOOKS**

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

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

<b>Age of Book</b>	<b>Amount Collected</b>
20                      First year of use-    new book	100% of cost
21                      Second year of use- A	80% of cost
22                      Third year of use-    B	60% of cost
23                      Fourth year of use- C	40% of cost
24                      Fifth year of use-    D	20% of cost
25                      After five years-     E	Discard

26  
27  
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 usable, the amount collected shall conform to  
30    the reimbursement schedule for lost books.

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

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

- 6 1. Refusal to issue any additional textbooks until restitution is made; and
- 7 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution  
8 is made;

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

## 11 **INSPECTION**

12 A list of textbooks used by the schools shall be revised annually by building administrators under the  
13 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians  
14 upon request, and the director of schools shall develop procedures for the inspection of materials and  
15 distribute these procedures to each principal.<sup>5</sup>

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### 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

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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