

Knox County Board of Education

Descriptor Term:

Textbook Selection, Distribution and Care

Descriptor Code:

IFAA

Issued Date:

8/00

Rescinds:

Revision 9/03

Issued:

Revised 11/05

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.^{1,2} The Superintendent shall
6 establish a procedure for providing the citizens of the community an opportunity to examine proposed
7 textbooks prior to their final adoption,³ including public notice of time and location at which textbooks
8 may be examined.

9 **DISTRIBUTION**

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12 The materials clerk shall be designated by the Superintendent to be responsible for the purchase and
13 distribution of textbooks in each school. The principal shall be responsible for seeing that each student
14 receives the required textbooks at no cost to the student.²

15 **CARE OF TEXTBOOKS AND/OR TEXTBOOKS ON CDs:**

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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.³ Administrators are to communicate with
20 parents and students stating that they will be responsible for any textbooks issued.

21
22 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
23 books:

24 Age of Book or CD

24 Amount Collected

25 1 - 2 years

25 100% of replacement cost

26 3 - 4 years

26 75% of replacement cost

27 5 or more years

27 50% of replacement cost

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29
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31 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
32 the book or CD is damaged to the extent it is no longer useable, the amount collected shall conform to
33 the 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 or CD, he shall assess the appropriate fine and
37 notify the parents in writing.

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

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

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances or not responsible for the damages.⁴

Legal References:

1. TCA 49-6-2207.
2. TCA 49-3-310(4)(A).
3. HJR 42, TN Public Acts of 1981.
4. TCA 49-3-310(4)(B).