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. The textbook selection committee will be comprised of teachers and administration appointed by the superintendent. The superintendent may also appoint members of the community to serve in an advisory only role. The superintendent shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption, including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the superintendent shall post the list of all approved textbooks and instructional materials on the school system’s website and send a copy of the list to the commissioner of education.

COMPLAINTS & RECONSIDERATION

The superintendent shall develop procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

DISTRIBUTION

The superintendent shall designate an employee to be responsible for the purchase and distribution of textbooks and/or digital resources in each school. The principal shall be responsible for seeing that each student receives the required textbooks and/or digital resources at no cost to the student.

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 shall be responsible for the textbooks received and used by their children.

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

<table>
<thead>
<tr>
<th>Age of Book</th>
<th>Amount Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 2 years</td>
<td>100% of replacement cost</td>
</tr>
<tr>
<td>3 - 4 years</td>
<td>75% of replacement cost</td>
</tr>
<tr>
<td>5 or more years</td>
<td>50% of replacement cost</td>
</tr>
</tbody>
</table>
The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.

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

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

1. Refusal to issue any additional textbooks until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

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

**INSPECTION**

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

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**Legal References**

1. TCA 49-6-2207(c)(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