Hickman County Board of Education

	Descriptor Term: **Textbooks**	Descriptor Code: **4.401**	Issued Date: **08/05/24**
		Rescinds: **4.401**	Issued: **12/04/23**

SELECTION[1,2]

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. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved. The director of schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption,[3] including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the director of schools shall post the list of all approved textbooks and instructional materials adopted for use across the school system on the school system's website and send a copy of the list to the commissioner of education.[2]

When proposing procurement of new textbooks, the director of schools shall provide the Board with a signed document from the textbook publisher(s) stating they have confirmed the subject textbook(s) comply with TCA 49-6-1019 (also known as "Prohibited Concepts in Instruction"). If a signed statement from the publisher is unavailable, a thorough review of the textbook(s) shall be performed by a qualified person familiar with the subject law and provide a signed statement.

COMPLAINTS & RECONSIDERATION

The director of schools shall develop forms and 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 director of schools shall designate an employee 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.

CERTIFICATION

Annually, before the director of schools and the chair of the Board certifies compliance of textbooks to the commissioner (due by October 15 of each year), each principal shall provide a signed document stating they have confirmed each student in their school has the correct textbook for each class and that teachers are utilizing the textbook as part of their teaching process.

CARE OF TEXTBOOKS[4]

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:

Age of Book	Amount Collected
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

CARE OF DEVICES

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

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

Legal References

1. TCA 49-6-2207
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202; TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Revenues 2.400
Surplus Property Sales 2.403
Library Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709