

Section I: Instructional Goals and Objectives	Knox County Board of Education Policy		
	Descriptor Term: Textbook and Instructional Materials Selection, Distribution, and Care	Descriptor Code:	Issued:
		I-210	7/95
		Reviewed:	Revised:
	10/17	12/17	

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SELECTION

The selection of textbooks and instructional materials shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook and Instructional Materials Quality Commission. The responsibility for textbook and instructional materials selection rests with the local textbook selection committees subject to approval by the Board.^{1,2} The Director of Schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,¹ including public notice of time and location at which materials may be examined.

DISTRIBUTION

The instructional resources designee shall be appointed by the Director of Schools to be responsible for the purchase and distribution of textbooks and instructional materials in each school. The principal shall be responsible for seeing that each student receives the required textbooks and instructional materials at no cost to the student.²

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

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

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed textbooks and instructional materials:

<u>Age of Material</u>	<u>Amount Collected</u>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged textbooks and instructional materials. In cases where the material is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost or damaged textbooks and instructional materials.

If, after hearing the student’s explanation and other investigation as necessary, the principal determines that there has been willful or preventable loss or damage of the textbook or instructional material, he shall assess the appropriate fine and notify the parents in writing.

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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 or both of the following sanctions:

- 1. Refusal to issue any replacement textbooks or instructional materials 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.³

Legal References:

- 1. T.C.A. § 49-6-2207(C)(1).
- 2. T.C.A. § 49-3-310(1)(A).
- 3. T.C.A. § 49-3-310(1)(C).

Approved as to Legal Form 10/23/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director