

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Textbook and Instructional Materials Selection, Distribution, and Care</b>	<b>Descriptor Code:</b>  <b>I-210</b>	<b>Issued:</b>  <b>7/95</b>
		<b>Reviewed:</b>  <b>8/23</b>	<b>Revised:</b>  <b>10/23</b>

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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<sup>1,2</sup> following procedures outlined by the State of Tennessee.<sup>3,4,5</sup> 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,<sup>1</sup> 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.<sup>2</sup>

**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.<sup>6</sup> Administrators are to communicate with parents and students stating that they will be responsible for any textbooks or instructional materials issued, in accordance with Policy J-270 “Care of School Property.”

Charges for lost or damaged textbooks will be assessed in accordance with Policy J-560 “Student Fees and Fines” and notified to 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 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.<sup>2,6</sup>

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Legal References:

1. T.C.A. § 49-6-2207(C)(1).
2. T.C.A. § 49-3-310(1)(A).
3. T.C.A. § 49-6-2202.
4. T.C.A. § 49-6-2206.
5. TRR/MS 0520.01-18.02.
6. T.C.A. § 49-3-310.

Cross References:

- Knox County Board of Education Policy J-270 "Care of School Property."
- Knox County Board of Education Policy J-560 "Student Fees and Fines."

Approved as to Legal Form  
 By Knox County Law Director 8/21/2023  
 /Gary T. Dupler/Deputy Law Director