

# DICKSON COUNTY DICKSON COUNTY BOARD OF EDUCATION OF EDUCATION

<b>Monitoring:</b>  <b>Review:</b> Annually, in November	<b>Descriptor Term:</b>  <h2 style="margin: 0;">Textbooks</h2>	<b>Descriptor Code:</b> 4.401  <b>Rescinds:</b> 4.401	<b>Revised Date:</b> 4-22-21  <b>Issued:</b> August 2014
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1    **SELECTION**

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3    The selection of textbooks shall be completed according to the laws and policies required by the

4    State of Tennessee and the State Textbook Commission. The responsibility for textbook selection

5    rests with the local textbook selection committees subject to approval by the Dickson County

6    Board of Education.

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8    The Director of Schools shall establish a procedure for providing citizens of the community with

9    an opportunity to examine proposed textbooks prior to their final adoption, including public

10    notice of time and location at which textbooks may be examined.

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12    Once the proposed textbooks have been approved by the Dickson County Board of Education,

13    the Director of Schools shall post the list of all approved textbooks and instructional materials on

14    the school system’s website and send a copy of the list to the Commissioner of Education.<sup>1</sup>

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16    **COMPLAINTS & RECONSIDERATION**

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18    The Director of Schools shall develop forms and procedures to enable citizens to file complaints

19    regarding the selection or content of approved textbooks. Following the conclusion of this

20    administrative process, a complainant may appeal an outcome to the Dickson County Board of

21    Education.

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23    **DISTRIBUTION**

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25    The director of schools shall designate an employee to be responsible for the purchase and

26    distribution of textbooks in each school. The principal shall be responsible for seeing that each

27    student receives the required textbooks at no cost to the student.

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29    **CARE OF TEXTBOOKS<sup>2</sup>**

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31    Textbooks are property of the Dickson County Board of Education and shall be returned at the

32    end of the school year, upon completion of the course or upon withdrawal from a course or

33    school. Parents are to sign an agreement stating they shall be responsible for the textbooks

34    received and used by their children. The Director of Schools shall be responsible for developing

35    an administrative procedure regarding the replacement of lost or damaged textbooks and

36    instructional materials.

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38    The following reimbursement schedule shall be used as a guide for collecting fines for lost or

39    destroyed books:

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<b>Age of Book</b>	<b>Amount Collected</b>
1 - 2 years	100% of replacement cost

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1	3 - 4 years	75% of replacement cost
2	5 or more years	50% of replacement cost

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4 The Dickson County Board of Education shall approve and periodically review a schedule of  
5 fines for damaged books. In cases where the book is damaged to the extent it is no longer  
6 useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine  
7 may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook  
8 either through willful intent or neglect.

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

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

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

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

## 25 26 **INSPECTION<sup>3</sup>**

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28 A list textbooks used by the schools shall be revised annually by building administrators under  
29 the direction of the Director of Schools. Textbooks shall be available for inspection by  
30 parents/guardians upon request.

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32 Upon request, parents(s)/guardians(s) shall have the ability to inspect any textbooks and  
33 instructional materials including, but not limited to, teaching materials, handouts and tests that  
34 are developed and graded by their child's teacher.

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36 The Director of Schools shall develop procedures for the inspection of materials and distribute  
37 these procedures to each principal.

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