

<b>Bartlett City Board of Education</b>		<b>4015</b>
Descriptor Term: <b>TEXTBOOKS</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>09/23/2021</b>

1 SELECTION<sup>1</sup>

2 The selection of textbooks shall be completed according to the laws and policies required by the  
3 State of Tennessee and the State Textbook Commission. BCS is required to adopt textbooks and  
4 instructional materials from the list of textbooks and instructional materials listed for adoption by  
5 the State Textbook Commission, the adoption to be for a period of no less than three (3) years.  
6 The responsibility for textbook selection rests with the BCS textbook selection committees subject  
7 to approval by the Board.

8 The BCS textbook selection committees shall be set up by grade and subject matter and  
9 comprised of teachers, or supervisors and teachers, and parents with students enrolled in a BCS  
10 school at the time of appointment. Teachers and supervisors who serve on a committee shall be  
11 teaching or supervising the respective grade or subject at the time of the appointment.  
12 Committees shall be composed by grade or groups of grades arranged so that a committee may  
13 consider an entire series of books if it should so desire; provided, that in all cases, the teachers  
14 and supervisors appointed to the committees shall be licensed to teach in the state with  
15 endorsements in the subject matter or grade level for which textbooks or instructional materials  
16 are being reviewed. Teachers and supervisors appointed to committees shall have three (3) or  
17 more years of experience as teachers or supervisors in public schools. The members of the  
18 committee shall serve for the length of time that the adoption process for which they are appointed  
19 lasts.

20 All members appointed to the BCS textbook selection committees shall take an oath which is  
21 administered by any authorized official empowered to administer an oath.

22 The committees may select electronic textbooks provided that the Superintendent determines  
23 that reasonable access to the electronic textbooks are made available to all students who are  
24 required to complete homework assignments using the textbooks.

25 The Superintendent shall serve as an *ex officio* member of the textbook committees. The  
26 Superintendent shall establish a procedure for providing Bartlett citizens an opportunity to  
27 examine proposed textbooks prior to their final adoption, including public notice of time and  
28 location at which textbooks may be examined. Once the proposed textbooks have been approved  
29 by the Board, the Superintendent shall post the list of all approved textbooks and instructional  
30 materials on the school system's website and send a copy of the list to the Commissioner of  
31 Education.

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<sup>1</sup> T.C.A. §49-6-2207; T.C.A. §49-6-2202

1 COMPLAINTS & RECONSIDERATION

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

5 DISTRIBUTION

6 The Principal shall be responsible for seeing that each student receives the required textbooks at  
7 no cost to the student.

8 CARE OF TEXTBOOKS

9 Textbooks are property of the Board and must be returned at the end of the school year, upon  
10 completion of the course or upon withdrawal from a course or school.

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

	<b>Age of Book</b>	<b>Amount Collected</b>
13	1 - 2 years	100% of replacement cost
14	3 - 4 years	75% of replacement cost
15	5 or more years	50% of replacement cost

17 The Board shall approve and periodically review a schedule of fines for damaged books. In cases  
18 where the book is damaged to the extent it is no longer useable, the amount collected shall  
19 conform to the reimbursement schedule for lost books. A fine may only be assessed in cases  
20 where the pupil or parent damages, loses or defaces the textbook either through willful intent or  
21 neglect.<sup>2</sup>

22 Failure to pay the fine imposed within a reasonable time may result in the imposition of one of the  
23 following sanctions:<sup>3</sup>

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

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

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<sup>2</sup> T.C.A. §49-3-310(1)

<sup>3</sup> T.C.A. §49-3-310(1)

1 INSPECTION

2 Textbooks shall be available for inspection by parents/guardians upon request, and the  
3 Superintendent shall develop procedures for the inspection of materials and distribute these  
4 procedures to each principal.<sup>4</sup>

5 SUPPLEMENTAL INSTRUCTIONAL MATERIALS<sup>5</sup>

6 Teachers shall use the State's academic standards, BCS curriculum documents, and adopted  
7 textbooks as their primary instructional material in all classes. Use of materials not on the State  
8 and BCS adoption list or BCS curriculum documents requires review and written approval of the  
9 Principal. Failure to adhere to these textbook and materials procedures may result in disciplinary  
10 action up to and including dismissal.

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<sup>4</sup> 20 U.S.C. §1232(h); T.C.A. §49-6-7003

<sup>5</sup> T.C.A. §49-6-2206