

Wilson County Board of Education

Policy Description:

Instructional Resources and Materials

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Policy Number:

4.400

Amended Date:

03/31/10

Rescinds:

400-I-E (3)

Reviewed: 03/10

Issued: 02/09/98

1 A list of textbooks and instructional materials used by the schools shall be revised annually by building
2 administrators under the direction of the Director of Schools or designee and shall be made available to the
3 Board and professional staff as a reference. Textbooks and/or instructional materials shall be available for
4 inspection by parents/guardians upon request.¹

5

6 **TEXTBOOK SELECTION**

7

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

13

14 **DISTRIBUTION OF MATERIALS**

15

16 The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the
17 student.

18

19 **CARE OF TEXTBOOKS**

20

21 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the
22 course, or upon withdrawal from a course or school.

23

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

25

26 Years

Charge (% of original cost)

27

28 1-3

100% of replacement cost

29

4-6

90% of replacement cost

¹ 20 USCA § 1232h(a); TCA 49-6-7003

² TCA 49-6-2207(c)

1 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the
2 book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement
3 schedule for lost books. A fee of \$25.00 shall be charged for excessive damages to textbooks. The list below
4 includes, but is not limited to, examples that shall be considered excessive damages:

- 5
- 6 1. either or both covers missing or destroyed
- 7 2. any other inappropriate damages as determined by the teacher (after considering normal wear)
- 8

9 If, after hearing the student's explanation and other investigation as necessary, the principal determines that
10 there has been willful loss or damage of the textbook, he/she shall assess the appropriate fine and notify the
11 parents in writing.

12

13 The principal may include with the notice a provision stating that failure to pay the fine imposed within a
14 reasonable time may result in withholding of all grade cards, diplomas, certificates of progress, or transcripts until
15 restitution is made.¹

16

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

19

20 **INSTRUCTIONAL/LIBRARY MATERIALS**

21

22 The Board will seek to provide a wide range of instructional materials² on all levels of difficulty, with diversity of
23 appeal, and the presentation of different points of view, and will provide procedures for review and
24 reconsideration of allegedly inappropriate instructional materials.

25

26 **OBJECTIVES OF SELECTION**

27

28 In order to assure that instructional materials are an integral part of the educational program, the following
29 selection objectives shall be used:

- 30
- 31 1. To provide materials which will enrich and support the curriculum and personal needs of the students,
32 taking into consideration their varied interests, abilities, and learning styles;
- 33 2. To provide materials which will stimulate growth in factual knowledge, literary appreciation, aesthetic
34 values, and ethical standards;
- 35 3. To provide a background of information which will enable students to make intelligent judgments in their
36 daily lives;

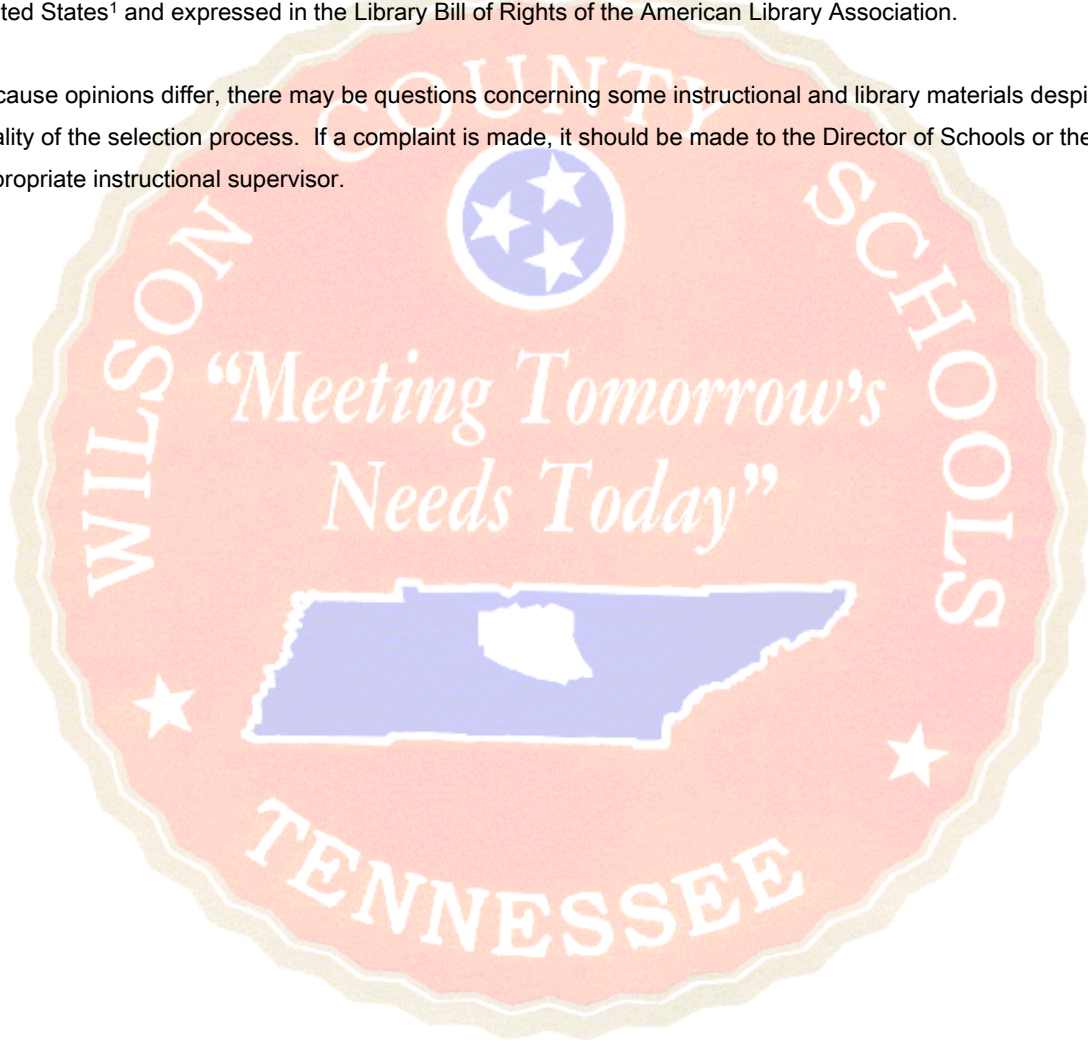
¹ TCA 49-3-310(1)(B)(ii)

² TRR/MS 0520-1-3-.07(3)

- 1 4. To provide materials on opposing sides of controversial issues so that the students may develop under
- 2 guidance the practice of critical analysis;
- 3 5. To provide materials which realistically represent our pluralistic society and reflect the contributions
- 4 made by these groups and individuals to our American heritage;
- 5 6. To place principles above personal opinion and reason above prejudice in the selection of materials of
- 6 the highest quality in order to ensure a comprehensive media collection appropriate for all students.
- 7

8 The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the
9 United States¹ and expressed in the Library Bill of Rights of the American Library Association.

10
11 Because opinions differ, there may be questions concerning some instructional and library materials despite the
12 quality of the selection process. If a complaint is made, it should be made to the Director of Schools or the
13 appropriate instructional supervisor.



¹ Island Trees/Union Free School District v. Pico. 457 U.S. 853, 102 S. Ct. 2799 (1982)