

Hamilton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection, Distribution and Care	Descriptor Code: 4.401	Issued Date: 4/22/10
		Rescinds: 4.401	Issued:

1 **SELECTION**

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3 The selection of textbooks including bound, print textbooks shall be completed according to the laws and
4 policies required by the State of Tennessee and the State Textbook Commission. The responsibility for
5 textbook selection rests with the local textbook selection committees subject to approval by the Board.¹
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7 **DISTRIBUTION**

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9 The director of schools shall appoint a textbook coordinator who is responsible for ordering and distributing
10 textbooks including bound print textbooks for each school. The principal should be responsible for the
11 distribution of textbooks within the school. Textbooks are purchased by the district to be distributed to
12 students in all core academic subjects. Homework will not be given in an academic class that requires
13 the use of a classroom set of textbooks.
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15 **CARE OF TEXTBOOKS**

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17 Textbooks and other instructional materials are property of the Board and shall be returned at the end
18 of the school year, upon completion of the course or upon withdrawal from a course or school. Lost or
19 damaged textbooks shall be paid for by the student, parent, or legal guardian.²
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21 Administrative procedures address reimbursement for restitution of textbooks and the due process af-
22 fforded students.
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37 Legal References:

- 38 1. TCA 49-6-2207
39 2. TCA 49-3-310(1)(B)
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