

# Wilson County Board of Education

Policy Description:

Instructional Resources and Materials

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Policy Number:

4.400

Amended Date:

06/02/08

Rescinds:

400-I-E (3)

Issued:

02/09/98

1 All classrooms and learning centers shall be equipped with an evenly-proportioned, wide assortment of teaching  
2 tools, textbooks, workbooks, and audio-visual equipment selected to meet the students' needs. Textbooks and  
3 instructional materials should provide quality learning experiences for students.

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5 A list of textbooks and instructional materials used by the schools shall be revised annually by building  
6 administrators under the direction of the director of schools or designee and shall be made available to the Board  
7 and professional staff as a reference. Textbooks and/or instructional materials shall be available for inspection  
8 by parents/guardians upon request.<sup>1</sup>

## 9 10 **TEXTBOOK SELECTION**

11  
12 The selection of textbooks shall be completed according to the laws and policies required by the State of  
13 Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local  
14 textbook selection committees subject to approval by the Board.<sup>2</sup> The director of schools shall establish a  
15 procedure for providing the citizens of the community an opportunity to examine proposed textbooks prior to their  
16 final adoption,<sup>1</sup> including notice of time and location at which textbooks may be examined.

## 17 18 **DISTRIBUTION OF MATERIALS**

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20 The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the  
21 student.<sup>3</sup>

## 22 23 **CARE OF TEXTBOOKS**

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

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<sup>1</sup> 20 USCA § 1232h(a); TCA 49-6-7003

<sup>2</sup> TCA 49-6-2207(c)

<sup>3</sup> TCA 49-3-310(1)(A)

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

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Years	Charge (% of original cost)
1-3	100% of replacement cost
4-6	90% of replacement cost

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

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

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

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

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

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**INSTRUCTIONAL/LIBRARY MATERIALS**

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The Board will seek to provide a wide range of instructional materials<sup>2</sup> on all levels of difficulty, with diversity of  
appeal, and the presentation of different points of view, and will provide procedures for review and  
reconsideration of allegedly inappropriate instructional materials.

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**OBJECTIVES OF SELECTION**

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

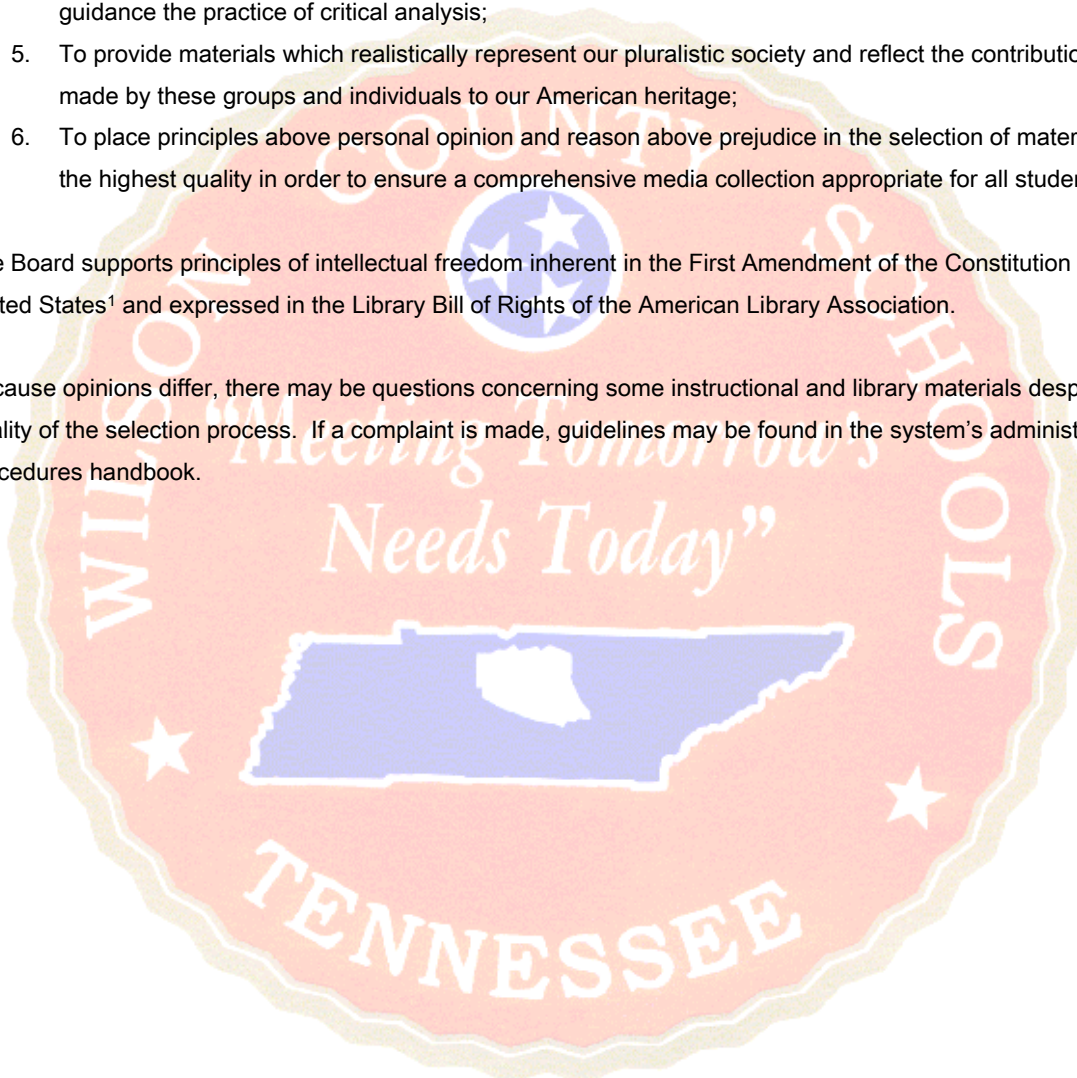
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<sup>1</sup> TCA 49-3-310(1)(B)(ii)  
<sup>2</sup> TRR/MS 0520-1-3-.07(3)

- 1 1. To provide materials which will enrich and support the curriculum and personal needs of the students,  
2 taking into consideration their varied interests, abilities, and learning styles;
- 3 2. To provide materials which will stimulate growth in factual knowledge, literary appreciation, aesthetic  
4 values, and ethical standards;
- 5 3. To provide a background of information which will enable students to make intelligent judgments in their  
6 daily lives;
- 7 4. To provide materials on opposing sides of controversial issues so that the students may develop under  
8 guidance the practice of critical analysis;
- 9 5. To provide materials which realistically represent our pluralistic society and reflect the contributions  
10 made by these groups and individuals to our American heritage;
- 11 6. To place principles above personal opinion and reason above prejudice in the selection of materials of  
12 the highest quality in order to ensure a comprehensive media collection appropriate for all students.

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14 The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the  
15 United States<sup>1</sup> and expressed in the Library Bill of Rights of the American Library Association.

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17 Because opinions differ, there may be questions concerning some instructional and library materials despite the  
18 quality of the selection process. If a complaint is made, guidelines may be found in the system's administrative  
19 procedures handbook.



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