

## Shelby County Board of Education

6029

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# TEXTBOOKS AND INSTRUCTIONAL MATERIALS

## I. PURPOSE

To outline guidelines for the distribution/issuance, access, care, and protection of textbooks/instructional materials.

## II. SCOPE

This policy applies to classes within the Shelby County Schools.

## III. DEFINITION

Distribution/Issuance of Textbooks/Instructional Materials – Providing a student with an individual hard copy of a textbook for which the student and his/her parents is responsible for its care and protection at and/or away from school.

Access to Textbooks/Instructional Materials – Providing students with the use of a textbook/instructional material during class or school hours, such as a classroom set, and/or providing students with an access code for a textbook for use at or away from school.

## IV. POLICY STATEMENT

### Distribution and Access

Students are provided access to textbooks/instructional materials to enhance the learning process.

Additionally, individual copies of textbooks may be distributed/issued to students. In accordance with state law, every student shall be permitted to take any textbook specifically issued to the student home for the purpose of studying the textbook. This does not prevent the school or a teacher from requiring a student to return the

textbook during school hours.

### Care and Protection

Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

1. The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
2. The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional materials shall be provided.)

Nothing in this policy shall prohibit any student or parent from voluntarily purchasing textbooks/instructional materials.

### Parental Review and Access of Instructional Textbooks and Instructional Materials

In accordance with state law, parents/legal guardians shall be entitled to:

(1) Review all teaching materials, instructional materials, and other teaching aids used in the classroom of the parent or legal guardian's child; and

(2) Review tests that are developed by and graded by a teacher of the parent or legal guardian's child.

Additionally, the district shall make all teaching materials, including handouts readily available for review upon request by the parents/legal guardians.

## **V. RESPONSIBILITY**

A. The Superintendent (or designee) is responsible for administering this policy, including ensuring that students are provided access to textbooks/instructional materials.

B. Parents are responsible for lost and/or damaged textbooks/instructional materials.

C. Students are responsible for maintaining the proper care and protection of textbooks/instructional materials.

Legal References:

1. TCA 49-3-310
2. TCA 49-6-2211
3. TCA 49-6-7003 (c) (d)