Tullahoma City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Textbooks and Instructional Materials**	**4.400**	**10/21/25**
		Rescinds: **4.400**	Issued: **02/23/21**

General

All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.[1] The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs.

SELECTION[2]

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,[3] including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.[2]

DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS[4]

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS[3]

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

FLAG AND OTHER DISPLAYS

In order to regulate flags and other displays (ex., banners, pennants, digital signs, etc.) on any/all campuses within Tullahoma City Schools and to ensure a conducive and respectful educational environment, the following guidelines have been established:

1. No flag or other displays (ex., banners, pennants, digital signs, etc.) other than that of the United States of America and state of Tennessee may be displayed in or on Tullahoma City Schools buildings, including classrooms, unless it is an official country, state, TCS school, higher education, post-secondary institution, or United States military branch flag used solely for educational purposes.

2. Any other flags or other displays (ex., banners, pennants, digital signs, etc.), including but not limited to political, cultural, or personal, are prohibited from being displayed in or on Tullahoma City Schools buildings unless it is directly related to the curriculum or other school-sanctioned event or program.

3. The American Flag and State flags shall be displayed in accordance with proper flag etiquette as outlined by the United States Flag Code and applicable state regulations.

4. The display of flags shall be maintained in good condition and replaced when necessary to ensure proper representation and respect.

5. Any requests for exceptions to this policy must be submitted in writing to the principal/designee for consideration. *Organization, club, team sponsors or coaches must submit for exceptions to display any flags connected to their team, club or organization.* Within this written request, a clear image of the flag or other display shall be provided, along with clear justification for the requested exception, how it connects directly to club, organization, team or classroom, and the duration for the display.

6. If the principal/designee denies the request, this can be appealed to the Director of Schools/Designee within five business days of the original denial. The Director of Schools/Designee will respond to the appeal request in writing with a decision within five business days. The Director of Schools/Designee's decision will be final.

7. Any approved request may be revoked by the principal/designee in the event of significant or material disruption within the school day.

The Superintendent, in collaboration with school administrators, shall oversee the implementation of this policy across all Tullahoma City Schools' buildings. School personnel shall ensure compliance with this policy and address any violations promptly and appropriately. Educational initiatives may be undertaken to inform students, staff, and the broader school community about the significance and

proper display of the American Flag and Tennessee State flag, as well as the rationale behind this policy, if applicable.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709