

**State of Tennessee**

**State Textbook Commission**

**Guidelines for Use of Textbook and  
Instructional Materials  
Not on Contract**

## **Explanation of Available Waiver Options**

Process I – For use when there are no textbooks or instructional materials available on the list of textbooks and instructional materials approved by the State Board of Education

Process II – For use when a school district chooses to adopt textbooks or instructional materials in lieu of titles available on the list of textbooks and instructional materials approved by the State Board of Education

# GUIDELINES

## Section 1.01

**Scope:** These guidelines are restricted to courses listed in the **Rules, Regulations & Minimum Standards** for which no textbook is included in the **Official List of Textbooks**, and/or technology-based courses listed in the **Rules, Regulations & Minimum Standards** for which local electronic hardware and/or software configurations require a textbook not included in the **Official List of Textbooks**.

## Section 1.02

**Committee:** A committee of teachers, or supervisors and teachers, and parents with children enrolled in the LEA (at the time of appointment to a committee) appointed by the local boards of education, and meeting the statutory requirements for serving on a local textbook adoption committee, shall recommend to the local board of education the programs to be adopted under these guidelines. Before beginning the discharge of their duties, it shall be the duty of each member of the committee to take and subscribe to the following oath:

“I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook or instructional materials publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book or instructional materials, nor in any publishing concern handling or offering any books or other publications to the commission, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully and conscientiously, and in all respects will discharge my duty as a member of this commission to the best of my skill and ability.”

**Approval Process:** The local board of education shall, upon the recommendation of the aforementioned committee, approve the adoption of all textbook programs subject to these guidelines. The director of schools in the school district shall serve as ex officio member of the aforementioned committee; shall record, on forms provided by the Department of Education, a list of all textbooks or instructional materials adopted under these guidelines; and immediately at the completion of the adoption shall forward a copy of such recorded adoption to the Commissioner of Education and shall post on the LEA’s web site the list of all books adopted. Upon receipt, the Commissioner shall file such as official public record.

**Return Completed Report to:** Monty Wilson  
Tennessee State Department of  
Education, 11th Floor, Andrew  
Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0379

**Statutory Authority:** T.C.A. 49-6-2206, T.C.A. 49-6-2207 (a)(1)

# Process I

Complete the attached **Report of Local Adoption of Textbooks Not on Contract. Check Process I.** Include the following with the report:

## I. Course Identification

- Subject
- Course Number
- Adoption Cycle

## II. Program Information

- Program title, author(s), edition, copyright, etc.
- Name and addresses of publisher
- Correlation to Approved Standards
- Sample of the Student edition of the textbook and any required supplemental materials sent to the Commissioner and/or designee.
- Contractual Safeguards
- Describe the safeguards in place to assure: (Narrative)
  - continued availability of the book over the life of the contract and
  - quality of the binding and
  - policy for replacement of defective materials

## Process II

AFTER approval of the textbook/program by the Local Board of Education, submit a letter to the Commissioner requesting special approval. Complete **the Report of Local Adoption of Textbooks Not on Contract. Check Process II.** Include the following information:

- I. Introduction and explanation of the special circumstances that require the adoption of the book/program.
  
- II. Course Identification
  - Subject
  - Course Number
  - Adoption Cycle
  
- III. Program Identification
  - Program title, author(s), edition, copyright, etc.
  - Name and addresses of publisher
  - Correlation to Approved Standards
  - Comment on the correlations (Narrative)
  - Sample of the Student edition of the textbook and any required supplemental materials sent to the Commissioner and/or designee.
  - Contractual Safeguards
  - Describe the safeguards in place to assure: (Narrative)
    - continued availability of the book over the life of the contract
    - quality of the binding
    - policy for replacement of defective materials
  - Verification of approval by the local Board of Education, with original signatures by the chair and the superintendent/director of schools.



## Report of Local Adoption of Textbooks Not on Contract

Process Number I

Process Number II

<b>Specific Subject</b>	
<b>Course Number:</b>	
<b>Adoption Period:</b>	
<b>Title:</b>	
<b>Author(s):</b>	
<b>Publisher:</b>	
<b>Copyright:</b>	
<b>Edition:</b>	
<b>ISBN:</b>	

The \_\_\_\_\_ Board of Education approved the above textbook during the meeting of the board on \_\_\_\_\_ (Month, Day, Year).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chairman, Board of Education)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director of Schools)

