Policy 4511.1

TEXTBOOKS ON LOAN

Purchase and loan of textbooks for children residing in the School District who attend grades kindergarten through twelve in any nonpublic school or other public school shall be provided in accordance with Section 701 of the Education Law and Section 21.2 of the Rules of the Board of Regents. This obligation of the Board of Education is limited only by: 1) the existing inventory of textbooks available to the public School District for loan, either within School District inventory or through such Board of Cooperative Services or other cooperative programs as the Board of Education may agree to participate in; and 2) the greater of the total amount appropriated by the Board of Education for the purchase of additional textbooks or an amount equal to that established under New York State Textbook Aid times the number of resident pupils eligible under this program.

The Superintendent shall recommend and the Board of Education will adopt rules which provide for definition of materials that qualify as textbooks under this policy and establishment of proper procedures for application, distribution and return of textbooks on loan.

Adopted: 4/20/05

TEXTBOOKS ON LOAN

1. Definition of a Textbook

For the purposes of this program a textbook is defined as any book or book substitute which a pupil is required to use as a text or text substitute in a particular class or program as a primary source of study material intended to implement a major part of a State or local curriculum. This includes hard-covered books, paperback books, consumable workbooks, manuals, and any other materials which may be defined under State law or by the Board of Regents.

Certain materials shall be excluded from this definition. These shall include: reference materials other than English dictionaries assigned to all pupils in a class or program, magazines, newspapers, items normally housed in the school library or instructional materials center, tests and testing materials, teachers' editions of textbooks, review books, materials in kit form, and other books or materials advocating or supporting a religious belief.

To the extent that the total amount appropriated by the Board of Education for the purchase of additional textbooks exceeds minimum requirements established for Textbook Aid, requests may be made for supplementary textbooks as well as novels and fiction to be studied within the classroom instructional program.

2. Distribution and Recovery of Loaned Textbooks

Application for loaned textbooks shall be made annually using the New York State Textbook Act Application Form. It shall include a detailed listing of materials to be loaned and is to be signed by both the student and parent or guardian. The student's request for loaned textbooks shall be certified by an official of the non-public school, indicating that materials are required for a period of one semester or longer. Applications should be dated no later than the fourth Tuesday in May to ensure sufficient time to order materials for distribution before the new school year. Notification will be made to the parent or guardian if any requested material has been denied.

Locations for distribution of textbooks shall be established by the School District and may include the School District, the individual nonpublic school or centralized locations established as part of a cooperative program. Parents or guardians of students currently attending eligible programs will receive timely notification of deadlines for return of materials and applications for the following school year. An annual mailing to Principals and headmasters shall include copies of this Regulation and the estimated per pupil funding to be included in the proposed budget.

The District shall maintain an inventory of all materials available as textbooks on loan and accurate records of all materials distributed. Fines for unreturned, lost or damaged materials shall be levied and collected as established within Regulation 4511. Failure to pay outstanding fines from a prior year may result in withholding of loaned textbooks to the extent permitted under Education Law 3202.

Legal Reference: Education Law Section 701
Education Law Section 3202
Rules of the Board of Regents Section 21.2

Adopted: 4/20/05