

LOAN OF TEXTBOOKS TO PRIVATE AND PAROCHIAL SCHOOLS

Definition

For purposes of this policy, a textbook is defined as a book which is used by a group of student in Grades kindergarten through 12 in a classroom as a basic instructional tool for a course of study. Such books will be approved by the Patchogue-Medford Board of Education. Such textbooks shall not be sectarian or religious in nature. They may be either hardcover or paperback.

Excluded from this policy are library books and workbooks of an expendable nature.

State of Policy

A student residing in the Patchogue-Medford School District and enrolled in Grades kindergarten through 12 in a private or parochial school located in New York State may borrow textbooks for the course in which the pupil is enrolled. The number of books for any course will not exceed the number of books supplied to students enrolled in similar courses in the public schools of the Patchogue-Medford School District.

Procedure for Acquisition of Books

To receive a book, a student attending a private or parochial school will complete a form furnished by the Patchogue-Medford Board of Education, giving titles and authors of the books and indicating the course for which it is required. Such students will request their academic director to verify that the book is a basic instructional tool for the course stated. The Patchogue-Medford superintendent of schools or his/her designee must approve the request, signifying that the books are proper in number and in subject matter.

Deadlines

1. In order to receive books by the commencement of school in September, a student in Grades kindergarten through 11 should submit an application for the books which the pupil will need by April 1st of the school year preceding the year in which the books are required. Delivery of required books cannot be guaranteed by September for persons who file the required application after the April 1 deadline.
2. However, a student moving into the district or transferring to a private school at any time during the year may request appropriate textbooks. The Patchogue-Medford School District will procure the books as soon as possible, but will not guarantee delivery in less than six (6) weeks.

Loan of Textbooks to Private and Parochial Schools (Continued)

Responsibility

The life expectancy of a hardcover book is at least five (5) years. A student who abuses a book to the extent that the life expectancy of the books will be shortened, will be expected to pay for the damage. This charge will be estimated at cost less 20% for each year the book has been in use. In no case will the minimum cost be less than \$1.

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