TEXTBOOK LOAN TO NON-PUBLIC STUDENTS POLICY

The Mamaroneck Union Free School District Board of Education recognizes that Section 701 of the Education Law requires all Boards to purchase and to loan, upon individual request, textbooks to all children residing in the district who are attending grades kindergarten through twelve in any public or non-public school

A. Textbooks

For the purpose of the this policy and for claiming Textbook Aid, 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. Instructional computer hardware and software loan will be provided in accordance with Education Law. Specific types of textbooks under this definition are:

1. Books – hard covered books, paperback books, consumable workbooks , manuals;

2. Electronic Material – courseware or other content-based instructional materials in electronic format.

3. Newspapers or News Magazines – which have a general circulation, are printed and distributed at least biweekly, have a paid circulation within the school district, are entered with the U.S. Postal Service as second-class matter, are available to schools on the date of publication at a discount of not less than 33 1/3 percent from the regular price and are accompanied by study guides on a regular basis from the publisher at no extra charge to the school district.

The District shall only purchase and loan textbook or software programs that do not contain material of a religious nature. Generally, the District will not purchase updated volumes/editions of textbooks within a five (5) year time frame.

Materials that do not satisfy the definition of textbooks under this policy and may not be claimed for Textbook Aid include but are not limited to:

1. Reference Materials – encyclopedias, almanacs, atlases and general or specific dictionaries, except that dictionaries individually assigned to all students in a particular class or program as textbook substitutes are considered textbooks;

2. Supplementary Materials – supplementary textbooks, novels and other fiction, magazines, newspapers, except as provided above, and audiovisual materials normally housed in the school library or instructional materials center for short-term use by students;

3. Other Materials – tests and testing materials, teachers' editions of textbooks, review books, materials in kit form, books or materials advocating or supporting a religious belief, and internet on-line services.

B. District Property

1. All textbooks loaned are District property;

2. All textbook request must be submitted by July 1st and all loaned material shall be returned to the purchasing agent of the Mamaroneck Union Free School District no later than June 30th in a school year;

3. All textbooks loaned shall be returned in the same condition as initially loaned. No student is permitted to deface District property, including textbooks, in any manner. If a textbook is damaged, the borrower of said textbook is solely responsible for repair and/or replacement.

4. A borrower of the textbook may be prohibited from requesting further loan of District textbooks if he/she fails to satisfactorily repair and/or replace previously loaned textbooks.

The Superintendent of Schools is hereby directed to establish regulations for carrying out an equitable loan program regarding the textbooks of the District.

Ref: Section 701 of Education Law

Adoption Date: November 17, 2015
Revised: May 24, 2016

TEXTBOOK LOAN TO NON-PUBLIC SCHOOL STUDENTS REGULATION

The following rules and regulations shall govern the loan of textbooks to residents of the District attending non-public schools.

All requests for the loan of textbooks under this policy must be submitted to the purchasing agent of the Mamaroneck Union Free School District no later than July 1st of the school year preceding the year in which textbooks are requested for use.

1. District Residents

a. Non-public school students requesting to be loaned textbooks from Mamaroneck Union Free School District must be District residents in accordance with District Policy No. 5150

b. If a student is not currently registered with the District registrar or with the District Transportation Department prior to submitting a request for the loan of textbooks under this policy, non-public school students must register with the District prior to requesting books.

c. Said approval must be attached to the textbook loan request.

2. Enrolled Student

a. Non-public school students requesting to be loaned textbooks from Mamaroneck Union Free School District must submit proof of enrollment in a non-public school.

b. Said proof of enrollment must be executed by an individual from the non-public school authorized to provide such proof of enrollment.

c. Said proof of enrollment must be attached to the textbook loan request.

3. Curriculum

a. Non-public school students requesting to be loaned textbooks from Mamaroneck Union Free School District must submit proof that the requested textbooks are part of the non-public school's core curriculum and are required textbooks for the course.

b. Said proof of curriculum and required textbooks must be provided by an individual from the non-public school authorized to provide such proof of curriculum and required textbooks.

c. Said proof of curriculum and required textbooks must be attached to the textbook loan request.

4. Loan Requests

a. A Loan Request Form can be accessed through the District website at www.mamkschools.org..

b. All Loan Request Forms must be submitted electronically through Parent Square. no later than July 1st.

c. Students who are new residents to the District and require textbooks from the Textbook Loan Program have 30 days from the time they move into the District to register with the District and submit a textbook loan request. After 30 days any request will be deemed "late" and not accepted.

d. All Loan Request Forms must include all required information in order to be processed.

e. Once all textbook loan requests have been assembled, the District shall compare all requests with the supply of textbooks available in the District's inventory.

f. The District will distribute textbooks on an equitable basis.

5. Procedures for Inventory Control

a. In order to accurately determine which textbooks can be filled from existing inventory, the Mamaroneck Union Free School District shall maintain a district-wide annual inventory.

b. All loaned textbooks must be returned no later than June 30th of a school year.

c. The District shall establish proper procedure for annually inventorying all textbooks.

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