

TEXTBOOK LOANS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS

The following procedures will be adhered to when loaning textbooks to students attending non public approved or accredited schools:

1. The district shall make available, by December 1 of each year, a list of textbooks which will be used in the district during the next school year.
2. The district shall make available a copy of the list of textbooks for inspection at the office of the superintendent at 1030 Court Street. Copies of the list will be available upon request at a reasonable cost which shall at least equal the cost of reproduction.
3. Non-public school children shall mean resident children of the district who are enrolled in kindergarten to grade 12 of a non-public school or students who attend a nonpublic school located within the district which is approved for continued legal operation under Title 92, Nebraska Administrative Code (NAC), Chapter 10.
4. Textbooks shall mean a book which is used in classroom instruction as the principal source of study material in kindergarten through grade 12 in the public schools of our district. Library books, workbooks, and other similar materials are not to be considered textbooks.
5. Applications by a parent or guardian for the loan of textbooks shall be made to the office of the superintendent at 1030 Court Street, Box 790 on behalf of an individual child who is a resident of the district or a student who attends a nonpublic school located within the district. Such application shall be made on or before January 15th for the following school year and shall be made on designated form "Application For Loan of Textbooks."
6. The Board of Education shall make application to the Department of Education by February for funds to purchase textbooks. The application shall include:
 - a. the total number of applications
 - b. the total number of textbooks requested
 - c. the dollar amount required to purchase the number of textbooks needed in order to meet the request; the district will add 5% of dollar amount to defray administrative expenses
 - d. the titles of all textbooks, the number requested of each textbook, and the price per textbook
7. If, after the distribution of funds, the board is unable to provide all the textbooks for which applications have been made due to prorate reduction by the Department of Education, the board shall use their best judgment in selecting the textbooks which shall be purchased. If after exercising such judgment there are not enough textbooks

Approved __09/13/2010__ Reviewed _____ Revised _____

of a particular subject and grade level to fill all of the individual requests, textbooks shall be distributed on the basis of a random drawing.

8. The board shall, at least ten days prior to the beginning of district classes, notify in writing the parent or legal guardian of each non public school student who made application for textbooks stating the status of their application. Such notice shall be sent to the address specified in the application and will indicate if they have qualified for textbooks and where and when the textbooks that have been purchased for them will be made available.
9. The board shall require a parent or legal guardian of each non-public school student to sign a receipt at the time the textbooks are picked up. A parent representative (not an official or employee of the non-public school) may pick up texts for multiple families. "Receipt For Textbooks For Non-Public School Child" form will be completed when textbooks are picked up.
10. A parent or legal guardian shall return textbooks to 1030 Court Street within 15 days after the close of district classes. A parent representative (not an official or employee of the nonpublic school) may return textbooks for multiple families.
11. If a parent or legal guardian fails to return a textbook or returns a textbook damaged beyond ordinary wear and tear, they shall be responsible for reimbursing the school district for the loss of the unreturned textbooks or for the damage. The district may refuse to loan textbooks to parents or legal guardians who have failed to reimburse the school district for lost or damaged textbooks.
12. The district will limit the loan each year to ten textbooks for each student in grades K-6 and to eight textbooks for each student in grades 7-12.
13. The district will establish and maintain a separate inventory of the textbooks that are purchased for the loan to private school children.
14. The district will establish a separate receipt code for the funds that are received and distributed pursuant to this program.

Legal Reference: NDE Rule 4