# TEXTBOOK LOANS TO PRIVATE SCHOOL STUDENTS

The Fremont Board of Education has the authority and duty to purchase and to loan textbooks to private school children to the extent that the Legislature appropriates funds to be distributed by the State Department of Education for this particular purpose. (79-4118.12)

The Superintendent, or his/her designee, is directed to develop rules and regulations to fulfill the intent of this policy. These regulations will also establish a priority for selecting textbooks that will be loaned if, after the distribution of funds, the Board is unable to provide all of the textbooks for which applications have been made due to a pro-rata reduction in the funds by the Department of Education.

**Adopted: December 11, 1989**

## TEXTBOOK LOANS TO PRIVATE SCHOOL STUDENTS

*Private school children* shall mean children who are enrolled in kindergarten to grade 12 of a private school which is approved for continued legal operation under Title 92, Nebraska Administrative Code (NAC), Chapter 10.

*Textbook* shall mean a book which is designated for use in classroom instruction as the principal source of study material in K-12 in the public schools of this District. Library books, workbooks, and other similar materials are not to be considered textbooks.

The Fremont Public School District shall make available, by December 1st, a list of textbooks designated for use in the Fremont Public Schools during the current school year. This list shall include any new textbooks that the District has determined (by December 1st) shall be used during the next school year.

The list will be available at the Central Office for inspection by interested parents or students. Reproductions of this list will be available upon request at a reasonable cost.

Applications by a parent or legal guardian for the loan of textbooks shall be made to the Superintendent on or before January 15th for the following school year, and shall be made on behalf of each individual child on designated Form A, Appendix A. Copies are to be kept on file in the office of each Principal. The District may limit the loan each year to ten textbooks for each student in grade K-6, and to eight for each student in grades 7-12.

The Superintendent, or his/her designee, will develop a list of textbooks to be ordered. The cost of each book and the total cost of all books will be listed. An application for funds from the Department of Education will be completed by the Business Office on designated Form B, Appendix B, on or before February 1st, of the year preceding the school year for which application has been made. This application will include five percent of the total cost of the books to be purchased for operating the program. The application will be mailed to the Nebraska Department of Education on or before February 10th each year.

The State Department of Education will notify, on or before March 15th of each year, the funds available to be distributed for the Textbook Loan Program. If all of the requested textbooks cannot be ordered due to a pro-rata reduction in funds, priorities will be determined by the following:

| ***Priority*** | ***Course and Goals*** |
|---|---|
| *1* | *Reading K-8* |
| *2* | *Language Arts 7-12* |
| *3* | *Mathematics K-12* |
| *4* | *Science K-12* |
| *5* | *Social Studies K-12* |
| 6 | *Business 7-12* |

If additional reductions are needed within priorities, there will be a drawing of names for textbooks within the last priority category utilized. Names drawn from the last priority category will receive the books while the supply lasts.

At least ten days prior to the beginning of public school classes, written notification shall be sent to the parent or legal guardian of each private school student at the address specified in the application, just where and when textbooks will be made available.

Textbooks purchased with funds provided for in this policy shall be made available to private school children as long as the textbooks remain on the list required and are not lost, stolen, destroyed, or damaged beyond repair.

Textbooks will be returned to the place from which they were received by the parent or legal guardian within 15 days after the close of public school classes.

If a parent or legal guardian fails to return a textbook or returns a textbook damaged beyond ordinary wear and tear, he/she shall be responsible for reimbursing the School District for the loss of the non-returned textbook or the damage to the textbook.

If textbooks are not returned, parents or guardians will be reminded by mail and a $1.00 fine per mailed notice will be assessed for this service. Fees and fines will be retained in a separate account and used to offset the amount claimed in future years for distribution under this chapter.

Textbooks will not be loaned to parents or guardians that have not returned texts from the previous year or have outstanding fines.

Textbooks will be inventoried and stored at the Central Office Building in an area separate from public school texts. ***Under no conditions are the texts purchased for private school students to be used by public school students.***

**FREMONT PUBLIC SCHOOLS**
**Fremont, Nebraska**

**Attachment to Administrative Regulation 66F.2aa**

APPENDIX A

TITLE 92
CHAPTER 4

NDE#22-001
NEW (8/21/89)
DATE DUE: 1/15

## APPLICATION FOR LOAN OF TEXTBOOKS

TO: _____
(Board of Education or School Board of the school district in which the student requesting the loan resides)

Application is hereby made, pursuant to Neb. Rev. Stat. 79-4,118(2) and the rules and regulations promulgated thereunder, that you loan my child or ward the following textbook(s) which are designated for use in your school district:

My child or ward is a student at _____ which is a private school approved for continued legal operation under 92NAC 10.

My child's or ward's name is _____. He or she will be in the _____ grade beginning in the fall of the next school year, and resides at _____.

_____
DATE

_____
PRINT AND THEN SIGN NAME OF PARENT OR GUARDIAN AND DESIGNATE WHICH

_____
ADDRESS OF PARENT OR GUARDIAN

_____

_____
PHONE NUMBER OF PARENT OR GUARDIAN

*(This application must be received on or before January 15)*

**Attachment to Administrative Regulation 66F.2aa**

APPENDIX B

TITLE 92
CHAPTER 4

NDE #22-002
NEW (9/89)
DATE DUE: Upon receipt of textbooks

**RECEIPT**

The undersigned parent or guardian hereby acknowledges the receipt of textbooks specified on the list attached hereto, and agrees that they are in good condition and will be returned in the same condition, normal wear excepted, within 15 days after the last day of public school classes. The undersigned agrees that if the textbooks specified in the list are damaged, lost, stolen or not returned, that he or she will pay the school district the reasonable cost of repair or replacement.

_____
DATE

_____
SIGNATURE OF PARENT OR GUARDIAN

_____
ADDRESS OF PARENT OR GUARDIAN

_____

_____
PHONE NUMBER OF PARENT OR GUARDIAN

**Attachment to Administrative Regulation 66F.2aa**

APPENDIX C

TITLE 92
CHAPTER 4

NDE #22-003
NEW (9/89)
DATE DUE: 2/15

## APPLICATION FOR DISTRIBUTION OF FUNDS

TO: Nebraska Department of Education

The undersigned Board of Education or School Board hereby makes application, pursuant to Neb. Rev. Stat. 79-4,118(2) and 92 NAC 4, for distribution of funds appropriated by the Legislature for the purchase and loan of textbooks to private school children. We have received _____ applications for textbook loans on behalf of _____ children requesting a total of _____ textbooks. We certify that it will cost a total of $_____ to purchase the number of textbooks to honor the applications received, and $_____ to defray administration expense not to exceed 5% of the above cost.

Attached to this application is a listing of the titles of each textbook requested, the number of copies of each textbook requested, and the cost per textbook to the school district.

_____
DATE

_____
BOARD OF EDUCATION

_____
SCHOOL DISTRICT

BY _____
AUTHORIZED SIGNATURE
*(Superintendent or his/her designee)*

_____
TITLE

_____
PHONE NUMBER

*(This application must be received by February 15)*