

FISCAL MANAGEMENT**REGULATIONS FOR PROVIDING FREE TEXTBOOKS, WORKBOOKS AND INSTRUCTIONAL MATERIALS TO NEEDY STUDENTS****I. Scope**

In accordance with WV Code §18-5-21 and §18-5-21a, Ohio County Schools shall provide any eligible student with sufficient free textbooks, workbooks, and other instructional materials to enable the student to complete the public school education.

II. Eligibility

Any student who has been declared eligible by the respective school principal to receive free or reduced price meals shall also be declared eligible to receive free textbooks and instructional materials required for use in classes.

Eligibility for free materials shall be determined by the rules and regulations stated on the "Application for Free or Reduced Price Meals, Free Textbooks, Workbooks, and Educational Supplies" (Form 8859Q).

III. Fees

There shall be no fees charged to any needy student, family, parent or guardian, in connection with any elective or non-elective course or activity required for graduation. As an example, if physical education uniforms are mandatory, they must be provided to any needy student without charge; if not mandatory, each student may wear non uniform attire for physical education purposes. Other similar examples apply. Rental fees will not be charged for textbooks or other instructional materials for eligible students.

Fees may be charged in connection with extracurricular courses or activities not given for credit toward graduation requirements.

IV. Non Stigmatization Provision

There shall be no stigmatization of any student, family, parent or guardian who benefits from these regulations. All school personnel shall refrain from categorizing,

publicizing, or acting in any manner which results in the attachment of this stigma to any eligible recipient.

V. Replacement

Paragraph three of WV Code §18-5-21 regulates the replacement of free textbooks.

"If any of the textbooks delivered to any pupils shall be unnecessarily injured or destroyed, they shall be replaced by the pupils who injured or destroyed them."

The cost to replace or repair any lost or damaged educational supplies is the responsibility of the pupil to whom the materials are assigned.

VI. Application

During the first week of each school year, each school principal shall insure that notice of the availability of free textbooks and materials is given on an individual basis to each known student, parent, or guardian, by sending home Form 0317tdr/FORMS2 "Application for Free or Reduced Price Meals, Free Textbooks, Workbooks, and Educational Supplies." The principal shall also provide, upon request, an application to any parent or guardian throughout the remainder of the school year.

Upon receipt of the application, the principal shall determine a student's eligibility and, within ten working days, advise the respective parent or guardian of the approval or disapproval of the application. In the case of disapproval, the reason(s) for making this decision shall be reported to the parent or guardian who signed the original application.

VII. Appeal

Any parent or legal guardian shall have the right to appeal any decision by proceeding through the appeals process, Regulation 2003.01, as follows:

1. Review the initial decision with the school principal and express an intent to appeal to the next higher authority;
2. Additional review with the County Board of Education and express an intent to appeal to the State Superintendent of Schools; and,
3. Final appeal to the State Superintendent of Schools, pursuant to 1340 of the Superintendent's "Rules of Procedure for Resolving Controversies and Disputes."

4. These rules shall be forwarded to any parent upon receipt of a letter giving notice of the appeal and addressed to the State Superintendent of Schools, West Virginia Department of Education, Room B-358, Building 6, Capitol Complex, Charleston, West Virginia 25305.

VIII. Private and Parochial Schools

The County Board of Education, upon application of proper authorities of any private or parochial school, may likewise provide county adopted textbooks for use by the pupils enrolled therein whose parents, as determined by criteria on Form 8859Q, are unable to provide the same.

IX. Reports

The County Board of Education shall submit two reports to the WV Department of Education concerning methods, procedures, and funding levels for providing free textbooks, workbooks, and materials as follows:

1. At the beginning of each academic year and not later than October 1, or as soon thereafter as the data becomes available, a report of the number eligible for free textbooks and instructional materials as well as other information which may be required; and,
2. During the month of March, a similar report shall accompany each County Board of Education's proposed budget.

X. Care and Distribution

The administration shall devise and maintain a plan for the care, distribution, and use of all free textbooks and other educational materials (K-12) encompassing provisions of §18-5-21 et seq.

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OHIO COUNTY BOARD OF EDUCATION