

FREE TEXTBOOKS

West Virginia School Law 18-5-21a . . . "The Board of Education of every county shall provide the textbooks to be used in the free schools for the pupils whose parents, in the judgement of the Board, are unable to provide the same; such textbooks shall be those adopted by the State Board of Education".

West Virginia School Law 18-5-21 . . . "In such case, at the commencement of every term, the County Superintendent shall deliver to the teachers of the various schools the textbooks necessary for the use of the several pupils enrolled therein for the ensuing term of textbooks so received. It shall be the duty of the teachers to take charge of such textbooks and to distribute them among the pupils of their schools as needed; and said teachers shall have and exercise general control of all such textbooks, and at the close of the school term, and before receiving an order for salary for the last month of such term, shall collect and gather together all textbooks so used and deliver them to the County Superintendent".

"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."

West Virginia School Law 18-5-21d. . . "(1) In furnishing free textbooks by grade preference, the order of such preference shall be to begin with grade one and to continue by consecutive grades to and including eighth grade." (2) In furnishing free textbooks by subject preference, the order of such preference shall be to begin with the lowest grade and to continue by consecutive grades to and including grade eight as follows: Reading, Arithmetic, History, Health and Elementary Science, Music, English, Geography, Writing, Spelling, Civics."

PROVISIONS (Senate Bill 710-S_

1. Provides that textbooks used in required secondary school subjects will be adopted in the same manner as elementary basal textbooks.
2. Secondary textbooks are identified in five adoption groups with Group V adoption schedule being initiated in 1981.
3. The State Elementary/Secondary Adoption Committee is to be comprised of teachers and other educational specialists, not to exceed thirty members.
4. The County Elementary/Secondary Textbook Adoption Committee will be comprised of teachers, not to exceed fifteen members.
5. The date for county adoption of textbooks is MAY 1.

GILMER COUNTY PROCEDURES: ALL GILMER COUNTY'S STUDENTS ARE PROVIDED WITH FREE TEXTBOOKS.

Any student being furnished any free textbooks will be required to fill out a receipt. These forms must be signed by the parents so that we can be assured that they are aware of the responsibility they have toward the care and return of these issued books. The form must then be returned to you and you will keep each form on file until all books are returned and accounted for at the end of the year.

If the Book is:	Condition when issued	Value when returned
New	New	(Total Cost*)
Used, but good	Used/Good	(2/3 New Cost)
Used, but average	Used/Average	(1/2 New Cost)
Used, but poor	Used/Poor	(1/3 New Cost)

* This information can be obtained from the Gilmer County Schools Textbook List and should be included on the form so that parents will know the value of the books issued to their children.

At the end of the year, teachers are required to report the textbooks collected and their needs for the next year by June 14, 1993, to their principal.

TEXTBOOK UTILIZATION REPORT

The County Board of Education is required to file with the State Department of Education, a list of the textbooks presently being used in each school of the county. The listing shall: (a) be by grade, subject, publisher and copyright date; (b) indicate the number of students taking the course; (c) indicate the number of books provided for student use; and (d) be certified by the President of the County Board of Education and attested by the Secretary of the Board (Superintendent). Filing shall be no later than May 15, and the report shall be filed each school year subsequently.

GILMER COUNTY SCHOOLS

CODE NUMBERS FOR TEXTBOOK IDENTIFICATION
(7-Digit Number System)

<u>SCHOOL</u>	<u>SUBJECT AREA</u>	<u>GRADE</u>	<u>TEXTBOOK LEVEL</u>	<u>COUNT OF BOOK</u>
Glenville - 1	Airthmetic - 1	Kindergarten	Level 1 - 01	First Book - 01
Normantown - 2	English - 2	Grade 1 - 1	Level 2 - 02	Second Book - 02
Sand Fork - 3	Health - 3	Grade 2 - 2	Level 3 - 03	Third Book - 03
Tanner - 4	Music - 4	Grade 3 - 3	Level 4 - 04	Fourth Book - 04
Troy - 5	Reading - 5	Grade 4 - 4	Level 5 - 05	Fifth Book - 05
High School - 6	Science - 6	Grade 5 - 5	Level 6 - 06	Sixth Book - 06
	Social Studies - 7	Grade 6 - 6	Level 7 - 07	Seventh Book - 07
	Spelling - 8	Grade 7 - 7	Level 8 - 08	Eighth Book - 08
	Writing - 9	Grade 8 - 8	Level 9 - 09	Ninth Book - 09
			Level 10 - 10	Tenth Book - 10
			Level 11 - 11	etc.
			Level 12 - 12	Thirtieth Book - 30

PROPERLY WRITTEN CODE NUMBER:

EXAMPLE: 2-5102-04

STARTING ON THE LEFT:

- 2 - Normantown
- 5 - Reading
- 1 - First Grade
- 02 - Second Level of First Grade
- 04 - Fourth Book counted by school