

640 BOOKS FOR SCHOOLS AND TREATMENT OF MINORITIES

(South Carolina State Department of Education, Division of Textbooks)

RULES AND REGULATIONS FOR FREE TEXTBOOKS

ARTICLE I—FREE BASAL TEXTBOOKS

Section 1. *Free Basal Textbooks.* The State Board of Education has interpreted "Basal Textbooks" in Grades 1-4, relative to Act #1025 of the 1966 General Assembly, to include the following:

Spelling—Grades 2, 3 and 4 (Hard Back)

English Grammar—Grades 3 and 4

A Basal Reading Skills Program—Including the paper bound pre-primers which shall be considered non-consumable, the primer and first Reader in Grade 1, the first and second level Readers in Grades 2 and 3, and the basal Reader in Grade 4. (Reading Readiness will not be included.)

Writing—Writing books are paper bound. However, they should be considered as manuals and non-consumable. They should not be written in.

Social Studies—In the event the school selects one of the series with a primer and first book in Grade 1, the combined total shall not exceed 100% of the first grade enrollment.

Health

Arithmetic:

Grades 1 and 2 may use an expendable work-textbook if a school so chooses, in which case no hard back books will be issued.

Grades 3 and 4 will use hard back books.

Science

Music—Music texts shall be provided only to those schools which make provision for a planned course of music instruction. Since no student text is available at the first grade level, each classroom teacher should be furnished the teacher's edition.

Section 2. *Requisitions.* Requisition only those books needed in the regular curriculum. Requisitions shall not exceed the anticipated enrollment for the next school year less the usable locally owned books. Provisions will be made after the first year for a normal working surplus.

Section 3. *Teachers' Editions.* Teachers' editions should be ordered directly from the publisher or publisher's representative. A complete list of publishers and representatives appears on pages 59 and 60 of the booklet, A COMPLETE LIST OF ADOPTED TEXTBOOKS.

Section 4. *Property of the state.* Title to all books issued to the schools and depositories under the Free Textbook Act shall be vested in the state.

ARTICLE II—DISTRIBUTION

Section 1. *Source.* All books procured under the Free Textbook Program shall be ordered from the State Department of Education's Division of Textbooks and orders shall be on current forms furnished by the department.

Section 2. *Distribution to Schools.* The County and/or District Boards of Education shall be legally responsible for the proper custody of all textbooks in its depositories and shall elect from the procedures listed below the system of distribution to be used.

(a) County Depositories: A county depository may be established through which all books in the county may be distributed.

(b) District Depositories: The Board of Trustees may establish a district depository through which all books in the district may be distributed.

(c) School Depositories: The Board of Trustees may authorize schools within the district to act as depositories.

The responsible board may designate an agent to operate the depository, maintain adequate records and make necessary reports.

ARTICLE III—CARE OF BOOKS

Section 1. *Responsible Parties.* The County Board of Education and/or District Board of Education shall be responsible for the proper care of books issued to their depositories or schools.

Section 2. *Inspection.* Books shall be subject at any time to inspection by authorized agents of the County and/or District Boards of Education or the Division of Textbooks, State Department of Education. It shall be the duty of each teacher to inspect frequently the books issued to pupils and to encourage the proper care and handling of books.