

## **P3445 TEXTBOOK RENTAL FEES**

### **BOARD POLICY:**

**Unified School District 259 shall provide textbooks to pupils through a rental plan established pursuant to K.S.A. 72-3345-3346. A Textbook Rental Fund is established to receive and disburse monies to finance the rental textbook program. In circumstances where lawful custodians are financially unable to pay textbook rental fees, the district shall furnish the necessary textbooks pursuant to K.S.A. 72-3345.**

Administrative Implemental Procedures:

1. Lawful custodians of pupils are expected to pay the textbook rental fees, as established for the various grades by the Board of Education, and to reimburse the school for any damaged or lost rental textbooks. Enrollment may be delayed until the pupil's fees are paid or arrangements made for payment of the fees.
2. A lawful custodian may not rent a part of the textbooks and purchase the remainder.
3. All collections for textbook rental fees shall be made through the school office in accordance with procedures established in the Activity Fund Handbook.
4. A lawful custodian may apply for reduction or waiver of textbook rental fees:
  - a. To qualify for reduction or waiver, the lawful custodian of the pupil must complete the Application for Child Nutrition Program Benefits and qualify under current income guidelines. For households with multiple pupils, only one application need be completed.
  - b. On or before August 1 of each year, the Nutrition Services Department shall disseminate to building principals the income guidelines established for the year, which are derived from the federal poverty level amount guidelines.
  - c. Blank application forms will be provided during the enrollment process for all pupils. Principals are authorized to make an immediate decision on each application for reduction or waiver of textbook rental fees.
  - d. Principals are authorized to make a decision on each of the recommendations contained in the report relative to full fees, reduced fees, or full waiver of textbook rental fees. If a pupil's family is receiving food stamps, the income figures are not typically recorded in processing the application.

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: July 2001 P3445

Updated administratively for alignment purposes: March 2018