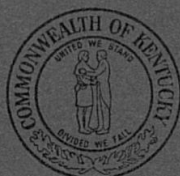


● Commonwealth of Kentucky ●

EDUCATIONAL BULLETIN

KENTUCKY STATE TEXTBOOK PROGRAM

TEXTBOOK ADOPTIONS AND
PURCHASES AND UTILIZATION
1963



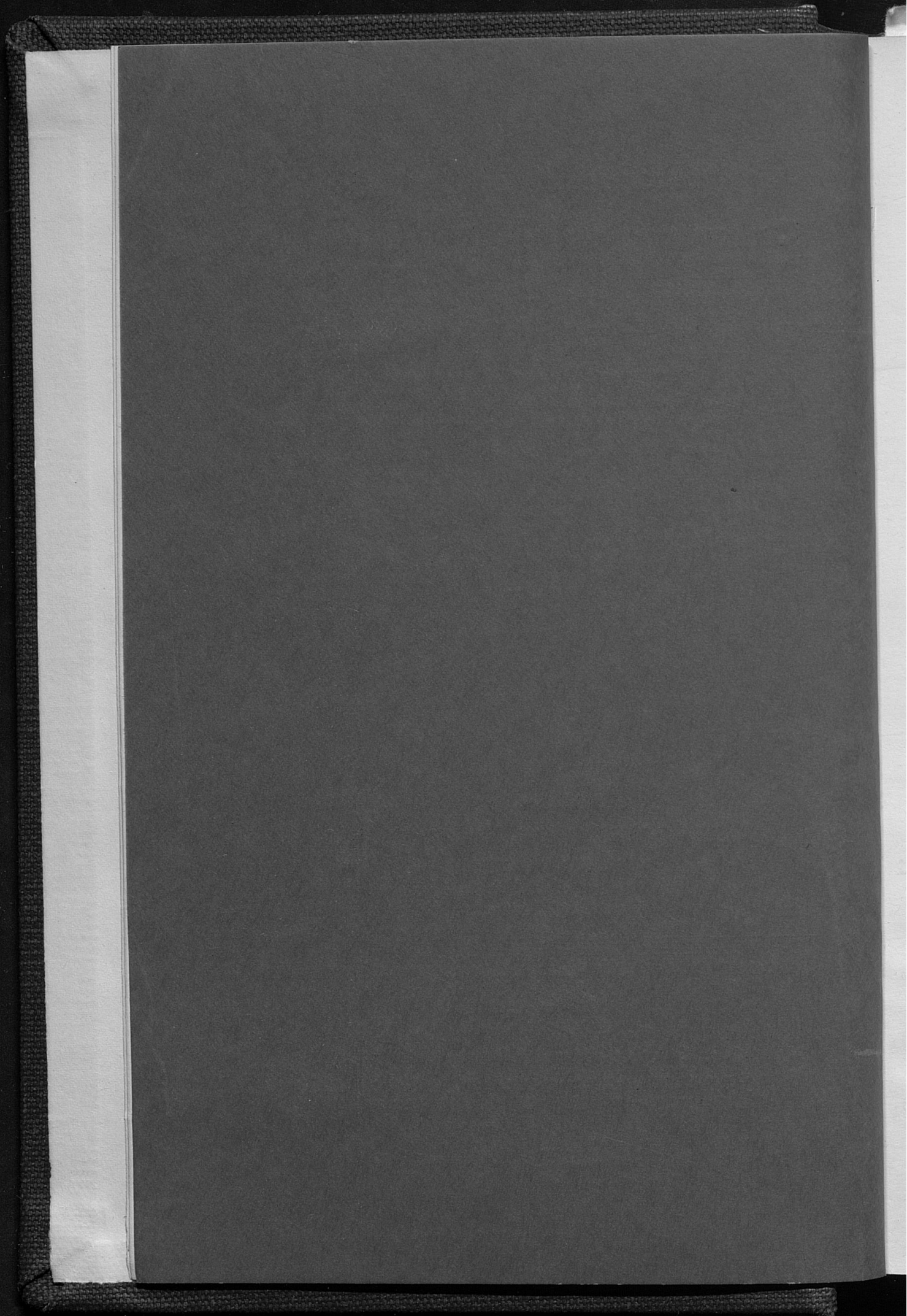
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Superintendent of Public Instruction
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KENTUCKY STATE TEXTBOOK PROGRAM

**TEXTBOOK ADOPTIONS AND
PURCHASES AND UTILIZATION**

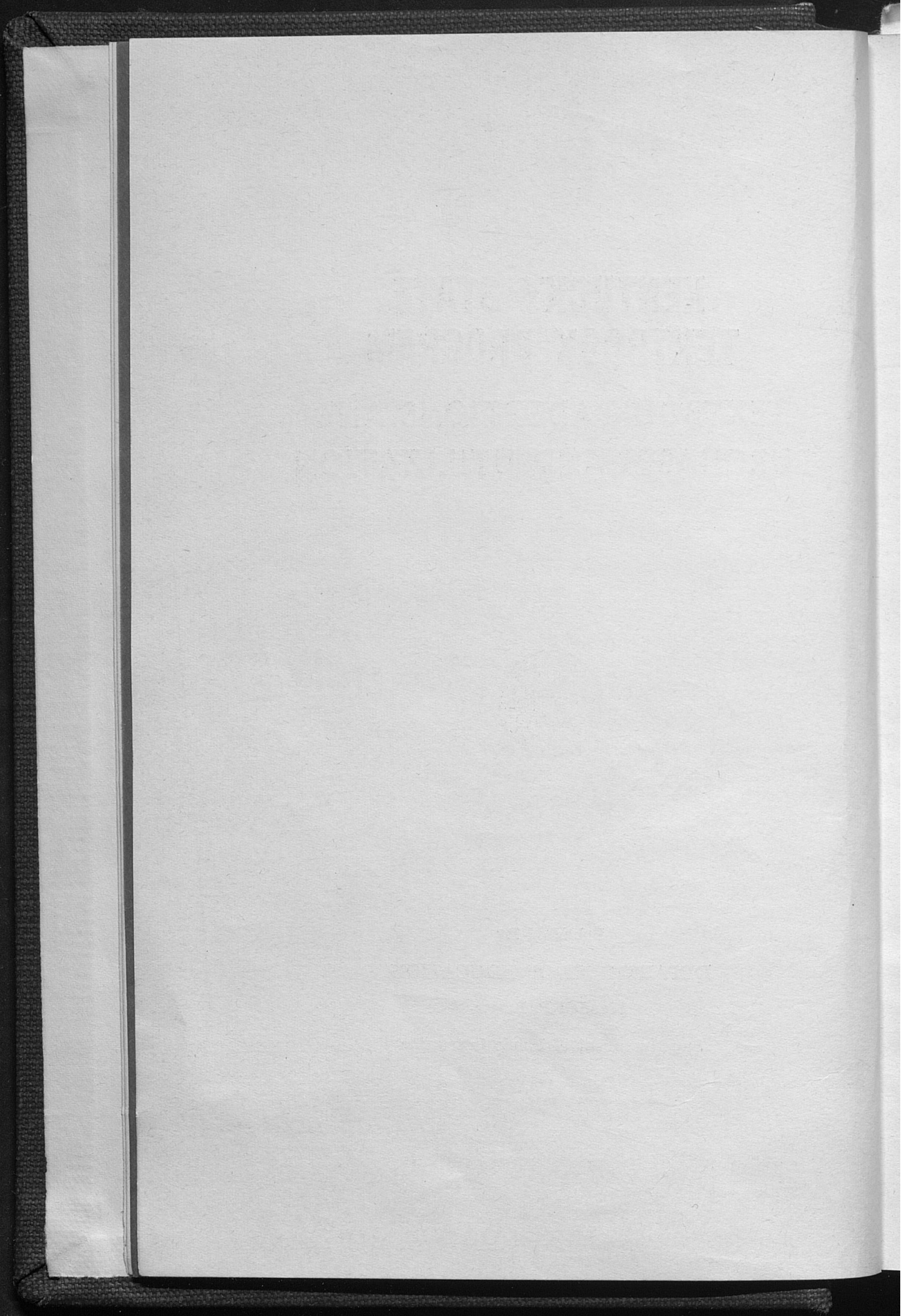


Published By

DEPARTMENT OF EDUCATION

Wendell P. Butler

Superintendent of Public Instruction



FOREWORD

This Bulletin on Textbook Adoptions, Purchases, and Utilization was prepared by the Division of Textbooks and Instructional Materials. It contains a considerable amount of valuable information relative to the State Textbook Program.

Chapter One on textbook laws, regulations, practices, and procedures is presented in the form of questions and answers. The questions are based mainly on the inquiries received by the Division of Textbooks and Instructional Materials. The answers to the questions, for the most part, are quotations or adaptations from the textbook law and the regulations of the State Board of Education.

Chapter Two on the Minimum State Courses of Study for Grades One through Twelve deals with the adoptions, purchases and utilization of textbooks in relation to the "required" and "optional" subjects as prescribed by the State Board of Education upon the recommendations of the Superintendent of Public Instruction.

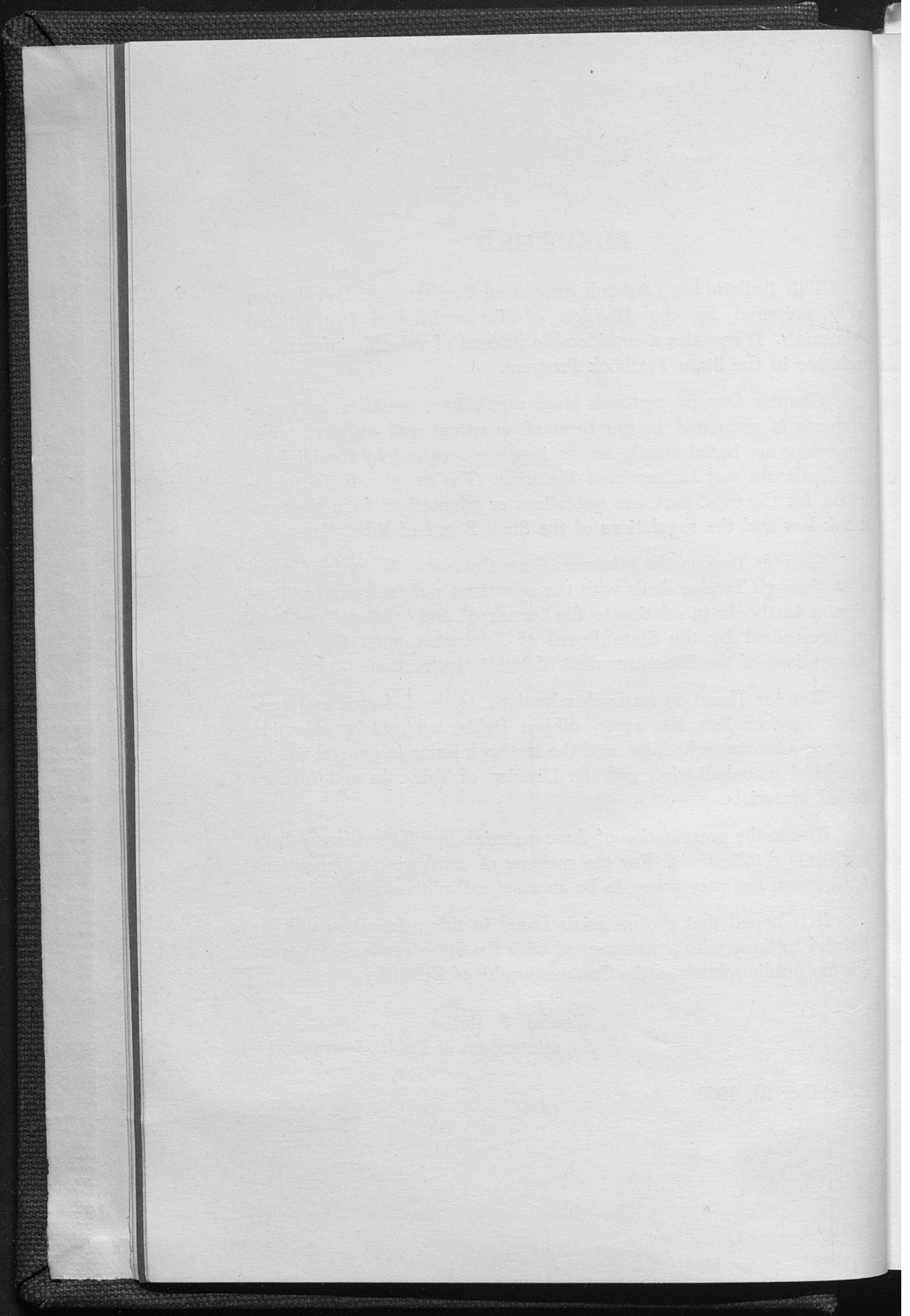
Chapter Three on textbook adoptions, textbook forms, and textbook services lists the seven subject fields, subjects by adoption groups, adoption schedules, and the textbook forms in general use by the local school districts and the Division of Textbooks and Instructional Materials.

Due to the presentation of these materials in different forms there are some duplications. For the purpose of emphasis the repetitions for general use may prove to be an asset rather than a liability.

It is hoped that the materials found in this publication will be helpful to those who are concerned with the State Textbook Program for the public schools of the Commonwealth of Kentucky.

Wendell P. Butler
Superintendent of Public Instruction

December 21, 1962



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CHAPTER ONE

TEXTBOOK LAWS, REGULATIONS, PRACTICES, AND PROCEDURES

I. PURPOSE AND NATURE

A. Program Inquiries

From time to time the Division of Textbooks and Instructional Materials is asked a number of questions concerning the State Textbook Program. As a whole, the questions pertain to textbook adoption groups, textbook bids, multiple lists of approved books, local adoptions, textbook purchases, "optional" subjects, textbook rebinding, large-type books for children with defective vision, discarded books, textbook depositories, textbook sales and fines, bonds for textbook custodians, textbook exchanges, and questions on the other phases of the State Textbook Program.

B. Quotations and Adaptations

Chapter I of this publication is devoted to questions and answers on textbooks. An attempt has been made to give workable answers to several of the questions most frequently asked. The answers, for the most part, are quotations or adaptations from the textbook law and the regulations of the State Board of Education. After the answers references are given in parentheses.

C. References and Symbols

KRS 156.472:2 refers to the Kentucky Revised Statutes, Section 156.472 and Subsection 2. RSBE is the abbreviation that is used for the Regulations of the State Board of Education. The sources of the other citations are more or less, self-explanatory.

II. MAJOR PROGRAM AREAS

A. Adoption Groups and Commission Members

1-Q. How are the elementary and high school subjects classified for textbook adoptions?

A. The elementary and high school subjects, which are listed in the state courses of study as prescribed by the State Board of Education, are grouped in seven subject fields. The seven subject areas are the following: (a) Language Arts, (b) Social Studies, (c) Mathematics, (d) Science, (e) Foreign Languages, (f) Fine and Practical Arts, and (g) Vocational and Business Education. (KRS 156.400:1)

2-Q. The seven subject fields are arranged into how many adoption groups?

A. The seven subject fields are arranged into four adoption groups of related subjects as nearly equal in number and purchase cost as feasible. (KRS 156.400:1)

3-Q. How often are textbook adoptions made?

A. Each year textbooks for the subjects in one adoption group are made. (KRS 156.400:2)

4-Q. For how long a period are textbooks adopted?

A. The adoption periods are for four years. (KRS 156.400:2)

5-Q. By whom is the state multiple list of textbooks selected and approved?

A. Not more than ten books for each subject and grade shall be selected, approved and published by the State Textbook Commission on or before October 1 each year. (KRS 156.435:1)

6-Q. The State Textbook Commission consists of how many members?

A. The State Textbook Commission consists of the Superintendent of Public Instruction and eight appointive members. (KRS 156.405:1)

7-Q. For how long a term are Commission members appointed?

A. Members of the State Textbook Commission are appointed for four-year terms by the State Board of Education upon the recommendation of the Superintendent of Public Instruction. Two Commission members are appointed or reappointed every year. (KRS 156.405:1)

8-Q. What are the qualifications of the Commission members?

A. The qualifications of the appointive Commission members are as follows:

(1) Five years of teaching or supervising experience in the public schools of Kentucky.

(2) Four years of college training in a recognized institution of higher education.

(3) Five members shall be classroom teachers.

(4) Two members shall be principals, supervisors, or superintendents of the public schools or public school systems.

- (5) One member shall be a member of a faculty of a public institution of higher education engaged in teacher education. (KRS 156.405:2)
- 9-Q. What remuneration is received by the members of the Commission?
- A. Only reimbursement for actual expenses incurred while attending Commission meeting is received by the members. (KRS 156.405:3-4)
- 10-Q. When does the Commission hold its annual organizational meeting?
- A. The organizational meeting is held by the Commission at the State Capitol not later than July 15 each year. The Commission elects one of its members as chairman and another as vice-chairman. Rules and regulations for procedures are adopted by the Commission. The Superintendent of Public Instruction shall serve as the secretary of the State Textbook Commission. (KRS 156.405:5)

B. Textbook Bids and Multiple Lists

- 11-Q. When are the subjects for textbook adoptions advertised?
- A. The Superintendent of Public Instruction, on or before July 20 prior to any adoption year, shall properly advertise the subjects for which textbook adoptions will be made and notify the different publishers. (KRS 156.410:4)
- 12-Q. When must the official bids for textbooks be filed with the Superintendent of Public Instruction?
- A. The textbook publishers, on or before August 20 prior to any adoption year, shall file with the Superintendent of Public Instruction textbook samples; filing fees, textbook bid and performance bonds, and other special information relative to the books offered for adoption. (KRS 156.410:4)
- 13-Q. What forms and other materials are provided the textbook publishers for use in offering their books for adoption?
- A. The forms and materials include: (1) a copy of the advertisement, (2) a copy of the textbook law, (3) a list of the members of the State Textbook Commission, (4) process agent form (TC-1), (5) filing fee form (TC-2), (6) special edition form (TC-3), (7) bid form (TC-4), (8) bid and performance bond form (TC-7), (9) a copy of regulations by

the Commission and State Board of Education, and (10) a receipt form. (KRS 156.410:3.)

14-Q. When are the official textbook bids that have been filed by the publishers accepted or rejected by the State Textbook Commission?

A. The textbook bids are accepted or rejected by the State Textbook Commission at the August meeting, usually held in the afternoon of August 20 or a few days thereafter. (KRS 156-410:4)

15-Q. By whom and when are the textbook bids tabulated?

A. The textbook bids are tabulated by the Division of Textbooks and Instructional Materials within the next few days after the August meeting of the Commission. Commission members are provided with a copy of the tabulation for use in the study and evaluation of the books offered for listing. (Commission)

16-Q. When does the State Textbook Commission select and approve the State multiple list of textbooks?

A. The State Textbook Commission shall, not later than October 1 prior to any adoption year, select, approve, and publish a list of ten books in each subject and grade, taking into account the needs of the various types of school organizations. If less than ten books in any subject and grade are offered, the Commission may list fewer than ten, but in that event it shall not list more than one book for the same subject and grade from the same person, firm, or corporation. (KRS 156.435:1)

17-Q. May the State Textbook Commission reject textbooks that are offered for listing and adoptions?

A. Yes. The Commission shall have the authority to reject any book which contains subversive material or information that is offered for listing or adoption. The Commission may remove any book from the State multiple list which contains subversive materials or information. The publishers, however, must be given proper notice prior to such a removal. (KRS 156.435:2)

18-Q. Has the State Textbook Commission authority to add books to the State multiple list?

A. Yes. The Commission has the authority to add books to the State multiple list when the number of books on the

list is less than ten per subject and grade. The Commission has the authority to list books for the subjects added subsequently to the State courses of study after the listing of books for the adoption group. (KRS 156.435:2)

19-Q. When are the State multiple lists of books from which the local school districts are to make their adoptions mailed to the district superintendents?

A. The Superintendent of Public Instruction shall have mailed to the district superintendents a State multiple list of books on or before October 15 of each adoption year. (KRS 156.435:5)

20-Q. By whom are contracts made for the books selected and approved for the State multiple list by the State Textbook Commission?

A. Contracts for the books selected and approved for the State multiple list are made with the publishers by the Superintendent of Public Instruction. (KRS 156.435:3)

C. Local School District Adoptions

21-Q. What are the local adoption units?

A. County school districts, independent school districts, and the model and practice schools are the local school units for textbook adoptions. These school units are referred to for the purpose of textbook adoptions as local school districts. (KRS 156.440:2)

22-Q. How are textbooks selected and adopted by the local school districts?

A. The board of education of each county and independent school district shall upon the recommendation of its superintendent, not later than April 1 of any adoption year select and adopt from the State multiple list of textbooks one book for each subject and grade to be used as a basal text in school systems for a period of four years. (KRS 156.440:2)

In the model and practice schools the adoptions are made by the Boards of Regents or Trustees upon the recommendation of the presidents. (KRS 156.472)

23-Q. Do the local superintendents appoint teacher committees to study and evaluate textbooks for adoptions?

A. Most local superintendents, according to reports, appoint teacher committees to assist them in studying and evaluating textbooks for their recommendations to the boards of education for adoptions. (Local school district policies)

24-Q. May school districts adopt from the State multiple list more than one book for a subject and grade?

A. Yes. The 1960 session of the General Assembly authorized school districts to adopt more than one book per subject and grade. The school districts, however, must make application to the Superintendent of Public Instruction for such authority. The Superintendent of Public Instruction, if it appears to be advisable, recommends the district to the State Board of Education for approval or disapproval. Thus, the State Board of Education may or may not approve school districts for multiple textbook adoptions. (KRS 156.474:1)

25-Q. When must the textbooks be adopted and the list filed with the Superintendent of Public Instruction?

A. Local school districts shall make their textbook adoptions on or before April 1 of any adoption year. A list of the textbooks adopted by the local boards of education must be filed with the Superintendent of Public Instruction on or before April 15 of each adoption year. (KRS 156.440:2)

26-Q. What textbooks may be used by school districts that fail or decline to make their textbook adoptions?

A. For school districts that fail or decline to make their textbook adoptions the textbooks for their use are designated by the State Textbook Commission. (KRS 156.440:3)

27-Q. When are the books designated for such school districts by the State Textbook Commission?

A. The Commission designates one book for each subject and grade on the State multiple list for use in districts that fail or decline to make textbook adoptions. The designation is made between April 15 and 25 of each adoption year. (KRS 156.440:3)

28-Q. Who provides the sample textbooks for the local school districts?

A. Textbook publishers, upon requests by the local superintendents, shall furnish the local school districts sample

copies of their books placed on the State multiple lists. (KRS 156.440:1)

29-Q. Are the sample books returned to the publishers by the local school districts?

A. The textbook law reads in part as follows: "After the school districts have made their textbook adoptions and certified them to the Superintendent of Public Instruction, all sample copies of books shall be returned to the publishers from whom obtained by May 1, shipping charges to be paid by the publishers. On the other hand, the local boards of education may retain the books but shall pay the publishers the lowest wholesale price for them." (KRS 156.440:1)

30-Q. What price may local agents or school units charge pupils for textbooks?

A. Pupils must be sold books at not more than twenty per cent in excess of the listed wholesale price. (KRS 156.450)

31-Q. What books may be used by the public schools of Kentucky as basal textbooks?

A. Relative to basal textbooks the law reads thus: "No textbook shall be used in any public school in Kentucky as a basal textbook unless it has been approved and listed on the State multiple list of textbooks by the State Textbook Commission." (KRS 156.445)

D. Textbook Purchases for Elementary and High Schools

32-Q. By whom are textbooks purchased for the public elementary and high school pupils?

A. The Superintendent of Public Instruction, subject to the approval of the State Board of Education, shall purchase textbooks for the elementary and high school pupils from the publishers whose books have been approved and listed by the State Textbook Commission and adopted by the local school districts. (KRS 156.472:2 and 157.100)

33-Q. From what source is money received for textbook purchases?

A. Textbook appropriations are made by the General Assembly of the Commonwealth of Kentucky. Example: For the 1961-1962 school year \$2,300,000 was appropriated for the purchase of textbooks for elementary pupils in grades

one through eight and \$550,000 for high school pupils in grades nine through twelve. (Kentucky Constitution, Section 183)

34-Q. On what basis are textbook funds allocated to school districts?

A. Textbook funds are allocated to school districts on the pupil membership at the close of the fifth month of school of the current school year. (RSBE) Example: For the 1960-1961 school year the state membership was 483,191 elementary pupils. The State textbook fund for textbook purchases was \$2,270,997.70¹. The \$2,270,997.70 divided by 483,191 equals to \$4.70 per pupil. District X had a pupil membership of 2,000. The \$4.70 times 2,000 equals to \$9,400 which was the textbook allocation for school district X. The same formula was used for the allocation of textbook funds for high school books. For the 1961-1962 school year the allotment for high school pupils was \$3.75.

35-Q. How are adjustments made in textbook allocations to school districts for pupil membership growth?

A. For membership growth a special fund is budgeted. School district X, for example, had a pupil growth of 300 in membership from the close of the fifth month of the 1959-1960 school year to the close of the fifth month of the 1960-1961 school year. For pupil growth another \$1,410 ($\4.70×300) was added to the \$9,400, the regular allocation of district X, or a total of \$10,810. (RSBE)

36-Q. For what elementary subjects are textbooks purchased?

A. For textbook purchases the elementary subjects are designated as the "required" subjects for first purchases and "optional" subjects for the second purchases.² (RSBE)

37-Q. For what subjects and grades are high school books purchased by the State?

A. High school books are purchased for the subjects by adoption groups. Due to insufficient funds, textbooks for all the subjects in the adoption groups cannot be provided.

1. From the annual appropriations certain deductions are made for adjustment funds, transportation charges, and emergency replacements.

2. For the 1961-1962 school year the Minimum State Courses of Study for Grades One Through Eight lists 154 subjects. The "required" subjects number 72 and the "optional" subjects number 82.

Consequently, in adoption group four the purchases were limited to textbooks for composition and literature, and in adoption group three textbook purchases were limited to mathematics, science, and health. Textbooks for these subjects were purchased in part for grades nine through twelve.³ (RSBE)

38-Q. By whom are textbooks requisitioned for the local school districts?

A. Textbooks are requisitioned by the superintendent of the county and independent school districts and other designated persons. (KRS 157.120)

39-Q. What forms and information are furnished the school districts for use in preparing their textbook requisitions and annual reports?

A. The forms and information furnished the local school districts for textbook requisitions by the Division of Textbooks and Instructional Materials include: (1) a statement of the district textbook funds; (2) the number of books purchased for the preceding school year; (3) purchase orders (Form Ft-9); (4) the annual reports and requisitions (Form Ft-8); and (5) other necessary information. (RSBE)

40-Q. By whom are the textbook orders prepared for the local school districts?

A. The Division of Textbooks and Instructional Materials prepares the textbook orders for the local school districts from the districts' annual reports and requisitions and purchase order forms. (RSBE)

41-Q. Who places the textbook orders with the textbook publishers?

A. After the textbook orders have been prepared by the Division of Textbooks and Instructional Materials they are sent to the Division of Purchases. The approved orders are mailed to the publishers by the Division of Purchases. Copies of the approved orders and receiving reports are mailed to the local school districts by the Division of Textbooks and Instructional Materials. (KRS 157.120)

42-Q. By whom are the textbooks shipped to the local school districts?

3. The purchase of high school books was discontinued in the 1962-63 school year.

A. Textbooks are shipped to the local school districts by the publishers with shipping charges prepaid. (KRS 157.120)

43-Q. When should the local school district superintendents sign and return the receiving reports to the Division of Textbooks and Instructional Materials for payment approvals?

A. As soon as the complete orders of books have been received by the local school districts the receiving reports should be signed by the proper authority and returned to the Division of Textbooks and Instructional Materials. (RSBE)

44-Q. To whom should the local school districts report incomplete book orders, book orders lost in transit, damaged books, defective books, and other irregularities by the publishers and the transportation agencies?

A. Such conditions should be reported immediately to the Division of Textbooks and Instructional Materials. Prompt reports enable the Division to contact the publishers for adjustments without unnecessary delays. (RSBE)

45-Q. For textbook purchases, may school districts exceed their textbook allocations?

A. As a rule school districts must remain within their textbook allocations in their textbook purchases. Sometimes exceptions are made when books are destroyed by fires, flood waters, or whenever warranted by pupil-enrollment growth. The cost of these books are charged to the school districts and prorated over a reasonable period of years for payment. (RSBE)

46-Q. Are school districts permitted to place supplementary textbook orders?

A. Yes. School districts may place supplementary textbook orders with the Division of Textbooks and Instructional Materials. Such practice enables school districts to use their textbook allocations more wisely and economically. (RSBE)

47-Q. Are textbooks furnished to the model and practice schools by the State?

A. Yes. The 1960 session of the General Assembly authorized the Superintendent of Public Instruction, subject to the approval of the State Board of Education, to purchase textbooks for the pupils who attend the State model and practice schools. (KRS 156.472:2)

48-Q. Are textbooks furnished to the children confined in the State correctional institutions?

A. Yes. The Superintendent of Public Instruction, subject to the approval of the State Board of Education, shall furnish textbooks to the children confined in the State correctional institutions. Textbooks furnished to the State correctional institutions are those designated by the State Textbook Commission for use by school districts that failed or declined to make textbook adoptions. (KRS 157.190:1)

49-Q. How are the number of books determined for district purchases?

A. Requisition Formula (Ft-8): Column 10 (estimated pupil enrollment) minus column 9 (usable books on hand) equals to column 11 (additional books needed). (RSBE)

50-Q. When should textbooks be labeled or stamped?

A. New textbooks should not be stamped until they have been carefully checked and ready for use by the pupils. Surplus unstamped textbooks may be returned to the publishers for credit. (RSBE)

E. Selection of "Optional" Subjects for Textbook Purchases

51-Q. What are "optional" subjects?

A. The elementary courses of study comprise around 154 subjects for grades one through eight. For textbook purchases the State Board of Education has designated the subjects for first purchases or the "required" subjects and the subjects for second purchases or the "optional" subjects. At the present time there are 72 "required" subjects and 82 "optional" subjects. (RSBE)

52-Q. How may school districts qualify for the "optional" subjects?

A. **Step One:** School districts make their adoptions for the "optional" subjects on or before April 1 of each adoption year. The adopted books are reported to the Superintendent of Public Instruction on (Form TC-6) not later than April 15 following the adoption date. (KRS 156.440:2-4)

Step Two: From the "optional" subjects school districts are authorized to select four subjects per grade for the

second purchases. The districts use Forms FT-8A or FT-10 in making the "optional" selections. One copy of the Form FT-8A or FT-10 is mailed to the Division of Textbooks and Instructional Materials and the second copy is retained by the local school districts for their records. (RSBE)

53-Q. For how many years are the "optional" selections made?

A. "Optional" selections are made for the adoption period of four years. At the expiration of the adoption period the same subjects may be retained or a change to others. (RSBE)

54-Q. What is the approved plan for the purchase of textbooks for the "required" and "optional" subjects?

A. Books for the "required" subjects shall have the first priority for textbook purchases. If funds are available, after books for the "required" subjects have been provided, books may be purchased for the "optional" subjects. The "required" subjects are those preceded by the asterisk (*). Textbooks for the "required" subjects are designated as the first purchases and textbooks for "optional" subjects are designated as the second purchases. (RSBE)

55-Q. May textbooks for certain "required" and "optional" subjects be purchased in desirable proportions?

A. Books may be purchased in desirable proportions for Reading and Literature in grades four through eight, for Elementary Science and Health in grades one through six, and for Kentucky History and Kentucky Geography in grade seven; however, the number of books purchased for Reading plus the number of books for Literature shall not exceed the pupil enrollment per grade. The same plan applies to Elementary Science and Health, and also to Kentucky History and Kentucky Geography. This plan of textbook purchases enables school districts with inadequate funds to enrich their school program. School districts with adequate textbook funds may purchase textbooks—one book per pupil for these subjects. (RSBE)

56-Q. How many "optional" subjects per grade is it advisable for school districts to purchase?

A. A desirable number of books in four subjects provides a richer school program. Conditions within school district

may not warrant books for more than one or two "optional" subjects.

F. State Program for Textbook Rebinding

57-Q. When did the General Assembly authorize the rebinding of textbooks?

A. The 1956 session of the General Assembly enacted legislation that requires the rebinding of state textbooks. (KRS 157.145:1)

58-Q. Who reports the books for rebinding to the Superintendent of Public Instruction?

A. Textbooks in need of rebinding are reported on the Annual Report and Requisition (Form FT-8) on pages provided for such reports. (RSBE)

59-Q. By whom are the books that warrant rebinding reported to the Superintendent of Public Printing?

A. The Superintendent of Public Instruction makes or causes a report to be made to the Superintendent of Public Printing as to the number of books to be rebound. (KRS 157.145:2)

60-Q. By whom are the books rebound?

A. The Superintendent of Public Printing contracts with a bindery to rebind the books. (KRS 157.145:3)

61-Q. What are the procedures for shipping the books to and from the bindery?

A. The Superintendent of Public Instruction authorizes the school districts to ship the approved books for rebinding to the bindery with shipping charges collect. The rebound books are returned to the school districts by the bindery with shipping charges prepaid. (RSBE)

62-Q. What books should be rebound?

A. Books with up-to-date contents whose conditions warrant rebinding. A book that costs less than \$2 (lowest wholesale price), as a rule, should not be rebound. (RSBE)

63-Q. Who pays the cost for rebinding textbooks?

A. The cost for rebinding textbooks is paid from the free textbook funds. (An Attorney General's opinion dated February 5, 1957.)

64-Q. Who pays the shipping cost of the textbooks to and from the bindery?

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- A. Approved books by the Textbook Division are shipped to the bindery, shipping charges collect. The rebound books are returned to the school districts with shipping charges prepaid and added to the rebinding invoices for payment by the State. (Bindery contract)

G. Large Type Textbooks for Pupils with Defective Vision

65-Q. For whom are large-type books purchased?

- A. Large-type books are purchased for pupils with defective vision. (KRS 156.476)

66-Q. By whom are the large-type books purchased?

- A. The large-type books are purchased by the State Board of Education. (KRS 156.476)

67-Q. Who determines the eligibility of the pupils for large-type books?

- A. The State Board of Education, upon the recommendation of the Superintendent of Public Instruction, shall have the authority to prescribe rules and regulations for determining the pupils eligible for such books, the number of books to be purchased, and the general administration of the program. (KRS 156.476)

68-Q. What is the current procedure followed in providing large-type books for the pupils with impaired vision?

- A. The pupils in need of the large-type books are certified to the Division of Textbooks and Instructional Materials by the Division of Special Education. (RSBE)

69-Q. To whom are the large-type books charged?

- A. The large-type books are charged to the school district's textbook allocations. Upon the return of the books adjustments are made in accordance with the condition of the books. (RSBE)

70-Q. Who is responsible for the shipment of the large-type books?

- A. The books are shipped to the school district by the Division of Textbooks and Instructional Materials. When there is no longer need for the books, the school districts are to return the books to the Division of Textbooks and Instructional Materials. The school districts are responsible for the care of the books while in their custody. (RSBE)

71-Q. How does the cost of the large-type books compare with that of the regular type books.

A. The large type books are rather expensive. The cost of the large-type books is several times that of the regular type books. (Publishers' Price)

H. Textbook Depositories and Discarded Textbooks

72-Q. Should school districts have central textbook depositories?

A. Yes. Central depositories enable school districts to make better distribution of textbooks. Frequently, when books are stored in the different school buildings, there is a tendency for some schools to have an over-supply of books while other schools will have an under-supply of textbooks. As a rule, inventories are more accurate and easier made. Circumstances, however, in many school districts at the present time, make it necessary to store books in the various school buildings. It is recommended that central depositories be provided as rapidly as feasible. (RSBE)

73-Q. Should all discarded textbooks be stored in central depositories?

A. Yes. Discarded books as reported in Column 8 of the Annual Report and Requisition (Form Ft-8) should be stored in a central place. The discarded books are not to be disposed of until a representative of the State Department of Education has checked the books and authorized their removal from the depositories. (RSBE)

74-Q. May these discarded books be used by the school districts?

A. Yes. After books have been approved for disposal and exchange is accepted, the title of the books revert to the publishers. The books may be used as directed by the textbook publishers. Currently, discarded books may be used by the school districts in a variety of ways. The publishers do not permit the books to be sold to second-hand book dealers. (Publisher's agreement)

75-Q. What is the average life of textbooks in school use?

A. On the average for school use books should last for a period of three to four years. Books for grades one and two, as a rule, will not last as long as the books for the upper grades. For the upper grades many books will last for more than four years. (Based on general textbook use.)

76-Q. What are some of the most common defects that occur in textbooks?

A. Among the defects most common in textbooks are the following: (1) inferior quality of paper, (2) inferior grade of binding cloth, (3) improper stitching, (4) unsatisfactory adhesives, (5) upside-down pages, (6) signatures not in consecutive order, and (7) defective printing. (Based on observation and reports.)

77-Q. To whom should districts report their defective books?

A. All defective books should be reported by the school districts to the Division of Textbooks and Instructional Materials. The defects should be explained fully enough for the Division to request adjustments to be made by the publishers. (RSBE)

78-Q. Will textbook publishers make good the defective books?

A. Yes. Publishers as a rule will make satisfactory adjustments very promptly. The districts are expected to provide the necessary information regarding the defective books. (Publisher's practice)

79-Q. When should school districts discard textbooks?

A. School districts should list all books in Column 8 of their Annual Report and Requisition (Form FT-8) that are unfit for further use. (RSBE)

80-Q. To whom should school districts report their discarded books?

A. School districts should report all discarded textbooks to the Division of Textbooks and Instructional Materials. The report on discarded books should be made as a part of the Annual Report and Requisition. (Form FT-8) (RSBE)

81-Q. By whom are school districts authorized to remove their discarded books?

A. School districts are authorized to remove discarded books from depositories by representatives of the State Department of Education. Calls are made to examine the discarded books for their disposition. (RSBE)

82-Q. What disposition should be made of discarded books?

A. All textbooks should be used by school districts to the fullest extent consistent with good school practice. Textbooks unfit for any further use should be disposed of by

the school district in the most satisfactory way. Methods of disposition will vary with the school districts. (RSBE and Publishers)

I. Textbook Sales and Fines

83-Q. Is it permissible for school districts to sell State-owned textbooks to pupils?

A. Yes, State-owned textbooks may be sold to pupils. The practice is not encouraged. Textbook sales deplete the textbook funds. All money derived from textbook sales is paid into the State Treasury and lost to the textbook funds. (KRS 157.170)

84-Q. What price may be charged for State-owned textbooks?

A. Pupils are charged the lowest wholesale price for textbooks. The lowest wholesale price is the contract price which the State pays for textbooks. (RSBE)

85-Q. Should pupils be required to pay for the textbooks that are damaged, lost, or destroyed by them?

A. Yes. "Each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil." Pupils are not entitled to books until those not returned are paid for by the parent or guardian. (KRS 157.140)

86-Q. What price for such books should the pupils be required to pay?

A. If a child loses, destroys, or damages a book beyond use, he should be required to pay according to the age of the book: 1 year 100% of the retail price; 2 years 60%; 3 years 25%; 4 years 10%. A child should be fined in proportion to the damage done. (RSBE)

87-Q. Does the State textbook fund receive the money collected as textbook fines?

A. No. All money derived in the form of textbook fines and sales is paid into the State Treasury. (KRS 157.160)

88-Q. Are school districts given credit for all the textbook fines they collect?

A. Yes. School districts are refunded the textbook fines collected and sent to the Division of Textbooks and Instructional Materials. The amount collected for textbook

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finer is deducted from the annual textbook appropriation before it is allocated to the school districts. (RSBE)

89-Q. On the average, how much money is derived annually from textbook sales and fines?

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A. During the last three or four years the annual amount collected in the form of textbook sales and fines will average around \$9,000 annually. (Textbook Reports)

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J. Textbook Exchange

90-Q. What is textbook exchange?

A. Exchange is the amount bid by the publishers to be paid the State on the replacement of textbooks. For example, if the lowest wholesale price of a book is \$3 and the exchange price is \$2.92, the State is due eight cents on each replacement of this book. (Textbook contracts)

91-Q. By whom is textbook exchange collected?

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A. Textbook exchange is collected by the Division of Textbooks and Instructional Materials for the State from the textbook publishers. (RSBE)

92-Q. What right does the State have to collect textbook exchange?

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A. In compliance with the textbook law and textbook contracts exchange must be collected by the State. (KRS 156.415:1)

93-Q. On what books are exchange collected?

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A. Exchange is collected on the books for replacement on which exchange is bid. (KRS 156.415:1)

94-Q. What determines the amount of exchange allowed to the State by the publishers?

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A. The amount of exchange is fixed by the textbook contracts executed by the State with the textbook publishers. (KRS 156.415:1)

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95-Q. What information is included in the requests for textbook exchange?

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A. The Division of Textbooks and Instructional Materials compiles lists of books by subjects, grades, and school districts that were purchased for replacements from the textbook publishers. (RSBE)

96-Q. By whom are exchange requests made?

A. Textbook exchange requests are made for the State by the Division of Textbooks and Instructional Materials each year. (RSBE)

97-Q. How much credit exchange is received annually by the State?

A. The State receives annually around \$45,000 to \$50,000 in credit exchange. The exchange varies from year to year. (Textbook contracts)

98-Q. In what form is textbook exchange received by the Division of Textbooks and Instructional Materials?

A. The textbook publishers issued to the Commonwealth of Kentucky the textbook exchange in the form of credit memorandums in specified amounts. (RSBE)

99-Q. How are the credit memorandums used by the Division of Textbooks and Instructional Materials?

A. Credit memorandums are applied on textbook orders. If the order, for example, is for the amount of \$825 and the credit memorandums amount to \$500. The State pays the difference which is \$325. (RSBE)

100-Q. Is the amount received in the form of credit memorandums sufficient to pay the shipping charges on State textbooks?

A. Yes. Ordinarily the textbook exchange will pay the shipping charges on the textbook orders. Consequently, the shipping charges are not deducted from the textbook funds allocated to the school districts. (RSBE)

101-Q. Are any other credit memorandums received by the Division of Textbooks and Instructional Materials on textbook purchases?

A. Yes. Some credit memorandums are received on textbook-order adjustments. These adjustments include: freight charges, reductions in book prices, books returned to the publishers, and certain shortages in textbook shipments. (RSBE)

CHAPTER TWO

MINIMUM STATE COURSES OF STUDY FOR GRADES ONE THROUGH TWELVE

I. A TWELVE-GRADE PROGRAM

A. Adoption

The Minimum State Courses of Study For Grades One Through Twelve were set up in accordance with Section 156.160 Kentucky Revised Statutes. The present twelve-grade program, upon the recommendation of the Superintendent of Public Instruction, was approved and adopted by the State Board of Education on June 23, 1959.

B. Program Grades

For textbook adoptions and purchases the twelve grades have been designated as the elementary and high school grades. The elementary school includes grades one through eight. The high school consists of grades nine through twelve. Grades seven and eight of the junior high school are listed as a part of the elementary school and grade nine as the first grade of the high school.

C. Four Adoption Groups

The subjects in the Minimum State Courses of Study have been arranged in four adoption groups. Textbooks for one group are listed and adopted annually for a four-year period. By prior planning school districts should be able to requisition new books during the first year of the adoption period. Thus the schools would have full use of the currently adopted books.

II. ELEMENTARY GRADES

A. Elementary Courses of Study

The Elementary Courses of Study comprises 154 subjects for grade one through eight. For textbook purchases the Board of Education has designated the subjects for first purchases as the "required" subjects and the subjects for second purchases as the "optional" subjects. At the present time there are 72 "required" subjects and 82 "optional" subjects.

B. Program Enrichment.

To supplement and enrich the required program of studies for the public elementary schools of Kentucky, the school districts

have been authorized to select from the State Minimum Courses of Study for the Elementary Grades by the State Board of Education **four optional subjects per grade plus handwriting.**

C. First and Second Purchases

Textbooks for the "required" subjects shall have the first priority for book purchases. If funds are available, after books for the "required" subjects have been provided, textbooks for the "optional" subjects may be purchased. The "required" subjects are those preceded by the asterisk (*) in the State Minimum Courses of Study.

D. "Optional" Subject Selection

The selection of "optional" subjects is made for a four-year period. At the expiration of adoption period of four years the same subjects may be retained or changed to others.

1. **Step One:** From the list of "optional" subjects school districts are authorized to select **four subjects per grade** for the second purchases. School districts will use Form Ft-10 (Old Form 8A), in making the "optional" selections. One copy is mailed to the Division of Textbooks and the second copy is retained by the local school districts for their records.
2. **Step Two:** School districts should make their adoptions for the selected "optional" subjects on or before April 1 of each adoption year. The adopted books are reported to the Superintendent of Public Instruction not later than April 15 following the adoption date on Form Tc-6 for approval.

E. Requisition of Textbooks for "Optional" Subjects

Before placing textbook requisitions for "optional" subjects, check your selection of "optional" subjects on Form Ft-10 (Old Form Ft-8A). If you want textbooks for subjects which have not been selected as "optional" subjects by your school district, contact the Division of Textbooks and Instructional Materials. If adjustments are permissible under the regulation of the State Board of Education and the textbook laws, they will be made for your school district.

F. Textbook Purchases for "Optional" Subjects

Reading and Literature, Health and Elementary Science, and Kentucky History and Kentucky Geography may be purchased by two plans as follows:

1. **Plan One:** Reading and Literature for grades four through eight, Health and Elementary Science in grades one through six, and Kentucky History and Kentucky Geography in grade seven may be purchased in sufficient quantities for one book per pupil.
2. **Plan Two:** Reading and Literature in grades four through eight, Health and Elementary Science in grades one through six, and Kentucky History and Kentucky Geography in grade seven may be purchased in desirable proportions that are less in number than one book per pupil.

It is suggested that school districts use the plan that will best serve their pupils for the money investment in the textbooks for these subjects.

G. Textbook Purchases for Multiple Adoption Subjects

Two plans for textbook purchases may be used for the multiple adoption subjects. School District A, for an example, may be designated to illustrate the two plans. School District A has an estimated pupil enrollment of 220 pupils in grade five. It has on hand 70 copies of usable reading books in grade five. It needs 150 copies (220-70) of fifth grade reading books. These plans may be used:

1. Purchase Plan One—
 - (a) 150 copies of X-adoptions; or
 - (b) 150 copies of Y-adoptions; or
 - (c) 150 copies of Z-adoptions.
2. Purchase Plan Two—
 - (a) 75 copies each of X and Y adoptions; or
 - (b) 75 copies each of X and Z adoptions; or
 - (c) 75 copies each of Y and Z adoptions; or
 - (d) 50 copies each of X, Y, and Z adoptions; or
 - (e) 150 copies of X, Y, and Z adoption in any desirable combinations.

Textbook purchases for Reading in grade five in School District A shall not exceed 150 copies regardless of the plan or plans used. These plans are applicable to all grades and subjects. The multiple adoption plan of textbook was designed for ability-

grouping of pupils and not for program enrichment. Textbook purchases are limited, therefore, to the same number of books as in the plan of single adoptions.

H. "Required" and "Optional" Subjects per Grade

Under the present plan the State will purchase, in so far as textbook funds will permit, textbooks for a considerable number of both "required" and "optional" subjects for each one of the elementary grades. The "required" and "optional" subjects in number are listed in tabular form below:

School Grade	Required Subjects	Optional Subjects	Grade Total
1	4	4	8
2	3	4	7
3	6	4	10
4	8	4	12
5	8	4	12
6	8	4	12
7	8	4	12
8	8	4	12
—	—	—	—
Total	53	32	85

I. Handwriting Books

The Superintendent of Public Instruction is hereby authorized by the State Board of Education to purchase or cause to be purchased handwriting books, in addition to the four "optional" subjects per grade, for the pupils enrolled in grades one through eight of the public schools and the state model and practice schools for an indefinite period. (SBE, May 2, 1962)

J. A List of Elementary Subjects by Grades

The "required" and "optional" subjects are listed by grades. The elementary subjects are arranged in two categories—first purchases or the "required" subjects and second purchases or the "optional" subjects. On the next four pages is a complete list of these subjects by grades. The subjects and grades are as follows:

**TEXTBOOKS FOR ELEMENTARY SUBJECTS
FIRST AND SECOND PURCHASES**

GRADE ONE

First Purchases (4 subjects)¹

- *Reading
 - *Pre-Primer
 - *Primer
 - *First Reader
- *Literature
- *Health and³
- *Safety and *Physical Education

Second Purchases (4 subjects)²

- Unified Social Studies or
Related Social Studies
- Arithmetic^{4a}
- Elementary Science
- Handwriting
- General Music
- Art

GRADE TWO

First Purchases (3 subjects)

- *Reading
- *Literature
- *Spelling
- *Health and
- *Safety and *Physical Education³

Second Purchases (4 Subjects)

- Unified Social Studies or
Related Social Studies
- Arithmetic^{4a}
- Elementary Science
- Handwriting
- General Music
- Art

-
- 1 *First Purchases:* Subjects preceded by the asterisk (*) shall take first priority for textbook purchases.
 - 2 *Second Purchases:* If funds are available, after books for the subjects on the "priority list" have been provided, other books may be purchased. These are referred to as books for "optional" subjects. They are "optional" in the sense that the school districts may select *four subjects* per grade from those subjects not on the "priority list."
 - 3 *Health, Safety and Physical Education:* Textbook purchases for Health in grades 1 and 2 are "optional." For Safety and Physical Education in grades 1 through 8 textbooks are not required.
 - 4a *Arithmetic:* Arithmetic books for grades 1 and 2 are not furnished by the state.

GRADE THREE

First Purchases (6 subjects)

- *Reading
- *Literature
- *Language
- *Spelling
- *Arithmetic
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Geography or
- Unified Social Studies or
- Related Social Studies
- Elementary Science
- Handwriting
- General Music
- Art
- French⁴
- Spanish
- German

4 *Foreign Language*

Upon the approval of the State Board of Education, schools may teach French, Spanish, and German in grades three through eight.

5-6 *Science, Health, Reading, Literature, Kentucky History, and Kentucky Geography*

Reading and Literature, Health and Elementary Science, and Kentucky History and Kentucky Geography may be purchased by two plans as follows:

- a. *Plan One:* Reading and Literature for grades four through eight, Health and Elementary Science in grades one through six, and Kentucky History and Kentucky Geography in grade seven may be purchased in sufficient quantities for one book per pupil.
- b. *Plan Two:* Reading and Literature in grades four through eight, Health and Elementary Science in grades one through six, and Kentucky History and Kentucky Geography in grade seven may be purchased in desirable proportions that are less in number than one book per pupil.

It is suggested that school districts use the plan that will best serve their pupils for the money investment in the textbooks for these subjects.

GRADE FOUR

First Purchases (8 subjects)

- *Reading
- *Language
- *Spelling
- *Arithmetic
- *Geography and
- *History or
- *Unified Social Studies
- *Elementary Science⁵
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Literature⁶
- Related Social Studies
- Handwriting
- General Music
- Art
- French
- Spanish
- German

GRADE FIVE

First Purchases (8 subjects)

- *Reading
- *Language
- *Spelling
- *Arithmetic
- *Geography and
- *History or
- *Unified Social Studies
- *Elementary Science
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Literature
- Related Social Studies
- Handwriting
- General Music
- Choral Music⁷
- Instrumental Music
- Art
- French
- Spanish
- German

GRADE SIX

First Purchases (8 subjects)

- *Reading
- *Language
- *Spelling
- *Arithmetic
- *Geography and
- *History or
- *Unified Social Studies
- *Elementary Science
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Literature
- Related Social Studies
- Handwriting
- General Music
- Choral Music
- Instrumental Music
- Art
- French
- Spanish
- German

⁷ Textbooks are not required for Choral Music and Instrumental Music in grades five through eight.

GRADE SEVEN

First Purchases (8 subjects)

- *Reading or *Literature
- *Language
- *Spelling
- *Arithmetic or
- *General Mathematics
- *Geography or
- *Unified Social Studies
- *Kentucky History
- *General Science
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Literature or Reading
- Kentucky Geography⁸
- Guidance
- Handwriting
- General Agriculture
- General Home Economics
- Intro. Industrial Arts
- Business Education
- General Music
- Choral Music
- Instrumental Music
- Art
- French
- Spanish
- German
- Latin⁹

GRADE EIGHT

First Purchases (8 subjects)

- *Reading or *Literature
- *Language
- *Spelling
- *Arithmetic or
- *General Mathematics
- *U. S. History or
- *Unified Social Studies
- *Government
- *General Science
- *Health and
- *Safety and *Physical Education

Second Purchases (4 subjects)

- Literature or Reading
- Algebra I¹⁰
- Guidance
- Handwriting
- General Agriculture
- General Home Economics
- Intro. Industrial Arts
- Business Education
- General Music
- Choral Music
- Instrumental Music
- Art
- French
- Spanish
- German
- Latin

8 *Kentucky Geography*: Textbooks may be purchased for Kentucky History and Kentucky Geography by the same plan as for Reading and Literature for grades 4 through 7.

9. *Latin*: Upon the approval of the State Board of Education schools may offer Latin in Grades 7 and 8.

10 *Algebra I*: Schools may offer Algebra I in grade 8 upon the approval of the State Board of Education.

III. HIGH SCHOOL GRADES

A. Textbook Adoption

Textbooks are adopted as already described elsewhere in this publication for all the high school subjects with some few exceptions. Subjects for which textbooks are not approved and listed by the State Textbook Commission for local adoption include these:

Grades 3-6:	French, Spanish, and German
Grades 7-8:	French, Spanish, German, and Latin
Grade 8:	Algebra I
Grades 10-12:	Advanced Biology
Grade 12:	Honors English
Grade 12:	Advanced Chemistry
Grade 12:	Advanced Physics
Grade 12:	Advanced Mathematics
Grade 12:	Mathematical Functions

For the above listed subjects and other courses not listed in the State Program of Studies, school districts may select suitable textbooks which meet with the approval of the State Department of Education. School districts that desire to offer courses not included in the State Program of Studies should secure the approval of the State Department of Education before offering the course.

B. Textbook Purchases

The 1960-1961 appropriation for the purchase of high school books was \$540,000 and the 1961-1962 appropriation was \$550,000. Composition and literature were purchased for the 1960-1961 school year. For the 1961-1962 school year mathematics, science, and health were added to the subject-group which purchases were made. Some school districts had left over small balances which were used to purchase a number of high school textbooks for the 1962-1963 school year.

C. Purchases of High School Textbooks Discontinued

No appropriations for the purchase of high school books were made for the 1962-1963 and the 1963-1964 school years. Consequently, the purchase of high school books was discontinued. The books that have already been purchased, however, will continue to be used by the high schools until they become unfit for further use.

D. Use of Textbooks on Hand

A number of suggestions were received from school districts for the continued use of the high school textbooks that were purchased by the state during the 1960-1961 and 1961-1962 school years. These three plans were recommended by more of the school districts. The three plans were the following:

1. **School Distribution:** School districts with two or more high schools can use the textbooks for the various subjects in the different schools. School **A**, for example, would use the composition textbooks; School **B** the literature textbooks; School **C** the mathematics textbooks; and School **D** the science textbooks.
2. **Classroom Plan:** Place a sufficient number of textbooks in the English, Mathematics, and Science classrooms for the classes with the largest number of pupils. Keep these books in the classroom for class use.
3. **Pupil-Contribution Plan:** Have the pupils that are enrolled in the above named subjects contribute the necessary amount of money to take care of class shortage of textbooks. An English class, for example, has thirty pupils with twenty-five composition books, the thirty pupils would contribute the amount required to purchase the five extra books. Assuming that the price of the five books is \$15.00, this plan would cost each pupil fifty cents. Thus the class would have a book for each pupil.

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CHAPTER THREE

TEXTBOOK ADOPTIONS, TEXTBOOK FORMS AND TEXTBOOK SERVICES

I. TEXTBOOK ADOPTIONS

A. Subject Classification

Relative to textbook adoptions KRS 156.400 subsection (1) reads as follows:

"On or before July 1, 1954, the Superintendent of Public Instruction shall classify the elementary and secondary school subjects included in the State Courses of Study as prescribed by the State Board of Education under seven subject fields as follows: (a) Language Arts; (b) Social Studies; (c) Science and Health; (d) Mathematics; (e) Fine and Practical Arts; (f) Foreign Languages; (g) Vocational and Business Education. The Superintendent of Public Instruction shall arrange the seven subject fields into four adoption groups. The four adoption groups shall be arranged as nearly equal in number and purchase cost as possible."

B. Subjects by Adoption Groups

Related subjects were grouped together in so far as their number and purchase cost were in conformance with subsection (3) of KRS 156.400. In the number of subjects, adoption group two is the largest of the four. This group contains more subjects that are listed as second purchases in the elementary grades. The high school subjects include the business education, vocational agriculture and home economics, industrial arts, and trades and industries. Fewer high school pupils as a rule are enrolled in these subjects. These subject groups with adoption schedules are listed on the next few pages.

II. ADOPTION GROUPS

A. Adoption Group One (Social Studies)

Subject Areas	Grades	Subject Areas	Grades
Geography	3 - 7	Anc.-Med. History	9
Kentucky Geography	7	World History	10
History	4 - 6	Modern History	10
U. S. History	8	U. S. History	11
Related Social Studies	1 - 6	Probs. of Am. Life	12
Unified Social Studies	1 - 8	Advanced Government	12
Kentucky History*	7	Economics	11
Government*	8	Sociology	12
Guidance	7 - 8	International Problems	12
Citizenship	9	Social Psychology	11
World Geography	9 - 10	National & Regional History	11

* Kentucky History and Government transferred from Adoption Group Four

B. Adoption Group Two (Language Arts et al)

Subject Areas	Grades	Subject Areas	Grades
1. Language Arts		3. Industrial Arts	
Reading**	1 - 8	Intro. Ind. Arts.....	7 - 8
Literature	1 - 8	General Shop	9 - 12
Handwriting	1 - 8	General Drafting	9 - 12
2. Fine Arts		General Woodworking	9 - 12
General Music	1 - 10	General Metalworking	9 - 12
Choral Music	5 - 12	General Electricity	9 - 12
Instrumental Music	5 - 12	Graphic Arts	9 - 12
Music History and/or		Power and Transportation.....	9 - 12
Appreciation	10 - 12		
Conducting Vocal and			
Instr. Music	10 - 12		
Theory of Music.....	11 - 12		

** Reading in grade one includes Pre-primer, Primer, and First Reader

Subject Areas	Grades	Subject Areas	Grades
4. Business Education		5. Agriculture	
Business Education	7 - 8	General Agriculture	7 - 9
General Business	9 - 10	Field Crops	9 - 12
Typewriting I	10 - 11	Farm Animals	9 - 12
Typewriting II	11 - 12	Horticulture	9 - 12
Economic Geography	10	Farm Machines	9 - 12
Business Arithmetic	10	Farm Management	11 - 12
Bookkeeping I	10 - 12	Soils	11 - 12
Bookkeeping II	11 - 12		
Shorthand I	11 - 12	6. Home Economics	
Shorthand II	12	Gen. Home Economics	7 - 9
Salesmanship	11 - 12	Foods	9 - 12
Commercial Law	11 - 12	Clothing	9 - 12
Business English	11	Housing	9 - 12
Business Spelling	11	Home Management	9 - 12
Distributive Education	11 - 12	Family and Social Relations...	9 - 12
Consumer Education	12	Health and Home Nursing.....	9 - 12
Secretarial Office Practice.....	11 - 12	Child Development	9 - 12
Business Economics	12		
Advanced Business Practice....	12	7. Trades and Industries (Cont'd.)	
7. Trades and Industries	Grades	Printing Trades	11 - 12
Electrical Trades	11 - 12	Service Trades	11 - 12
Machine and Metal Trades.....	11 - 12	Sheet Metal and Air-	
Plumbing and Pipe Trades.....	11 - 12	Conditioning Trades	11 - 12
Woodworking and		Distributive Education	11 - 12
Building Trades	11 - 12	Drafting and	
Automotive Trades	11 - 12	Commercial Art	11 - 12
Trowel Trades	11 - 12		

C. Adoption Group Three (Mathematics, Science, Health, etc.)

Subject Areas	Grades	Subject Areas	Grades
1. Mathematics		2. Science	
Arithmetic	1 - 8	Elementary Science*	1 - 6
Arithmetic	10	General Science	7 - 9
Gen. Mathematics	7 - 9	Biology	9 - 10
Adv. Gen. Mathematics.....	12	Intro. to Physics	
Algebra I	9	and Chemistry	10
Algebra II	9 - 11	Chemistry	11 - 12
Plane Geometry	9 - 11	Physics	11 - 12
Solid Geometry	11 - 12	Adv. Phys. Science	11 - 12
Trigonometry	11 - 12	Aviation Education	11 - 12

* Elementary Science transferred from Adoption Group Four.

3. Health - Safety - Physical Education

Health	1 - 12
Physical Education	9 - 12
Driver Education	10 - 12
Anatomy and Physiology.....	11 - 12

4. Additional Courses Which May Be Offered

Algebra I	8
Advanced Mathematics	12
Mathematical Functions	12
Advanced Biology	10 - 12
Advanced Physics	12
Advanced Chemistry	12

D. Adoption Group Four (Language and Fine Arts)

Subject Areas	Grades	Subject Areas	Grades
1. Language Arts		2. Fine Arts**	
Language	3 - 8	General Art	1 - 8
Composition	9 - 12	Graphics	9 - 12
Literature	9 - 12	Drawing and Printing.....	9 - 12
Public Speaking	9 - 12	Three Dimensional Art	9 - 12
Journalism	11 - 12	Art Appreciation	9 - 12
Dramatics	10 - 12	Design	9 - 12
Creative Writing	11 - 12	Crafts	9 - 12
Fundamental Reading	9 - 12		
Spelling	2 - 8		
3. Foreign Language		4. Additional Courses Which May be Offered	
Latin	9 - 12	Honors English	12
French	9 - 12	Latin	7 - 8
Spanish	9 - 12	French	3 - 8
German	9 - 12	Spanish	3 - 8
		German	3 - 8

** General Art I and 11 and Specialized Art I and II includes the following: Graphics, Drawing and Painting, Three Dimensional Art, Art Appreciation, Design and Crafts.

III. SUBJECTS FOR WHICH TEXTBOOKS ARE NOT ADOPTED

A. Subject Area	B. Grades	A. Subject Areas	B. Grades
Safety & Phys. Education.....	1 - 8	Honors English	12
French	3 - 8	Advanced Chemistry	12
Spanish	3 - 8	Advanced Physics	12
German	3 - 8	Advanced Mathematics	12
Latin	7 - 8	Advanced Mathematic Functions	12
Arithmetic*	1 - 2	Choral Music	3 - 8
Algebra	8	Instrumental Music	3 - 8
Advanced Biology	10 - 12		

NOTE—Before offering courses not listed in the regular Program of Studies, School districts should consult with the Head of the Bureau of Instruction about the courses and textbooks for use.

IV. ADOPTION SCHEDULES

Filing Date On or Before	Listing Date On or Before	Adoption Date On or Before
Adoption Group One		
August 20, 1966	October 1, 1966	April 1, 1967
August 20, 1970	October 1, 1970	April 1, 1971
August 20, 1974	October 1, 1974	April 1, 1975
August 20, 1978	October 1, 1978	April 1, 1979

* Books listed but not purchased by the State

IV. ADOPTION SCHEDULES—Continued

Filing Date On or Before	Listing Date On or Before	Adoption Date On or Before
Adoption Group Two		
August 20, 1965	October 1, 1965	April 1, 1966
August 20, 1969	October 1, 1969	April 1, 1970
August 20, 1973	October 1, 1973	April 1, 1974
August 20, 1977	October 1, 1977	April 1, 1978
Adoption Group Three		
August 20, 1964	October 1, 1964	April 1, 1965
August 20, 1968	October 1, 1968	April 1, 1969
August 20, 1972	October 1, 1972	April 1, 1973
August 20, 1976	October 1, 1976	April 1, 1977
Adoption Group Four		
August 20, 1963	October 1, 1963	April 1, 1964
August 20, 1967	October 1, 1967	April 1, 1968
August 20, 1971	October 1, 1971	April 1, 1972
August 20, 1975	October 1, 1975	April 1, 1976

V. REGULATIONS FOR TEXTBOOK ADOPTIONS

A. Regulations By State Board Of Education

1. **Official Textbook Samples:** Section 156.440 (Subsection 1) of the Kentucky Revised Statutes provides for the sampling of textbooks that are selected and placed on the State Multiple List. Upon the request of the district superintendents the publishers shall furnish the boards of education sample copies of their listed books. Publishers shall ship and bill these books to the local boards of education at the lowest wholesale price with shipping charges prepaid.

Section 156.410 (Subsection 3) of the Kentucky Revised Statutes authorizes the State Board of Education upon the recommendation of the Superintendent of Public Instruction to prescribe rules and regulations pertaining to all textbook samples for use on the State and local levels.

In pursuance of this statutory act the State Board of Education does hereby order that the number of official textbook samples supplied to the county and independent school districts shall be limited as follows:

- a. Districts with 5 to 14 teachers—1 set
- b. Districts with 15 to 49 teachers—1 to 2 sets
- c. Districts with 50 to 99 teachers—2 to 3 sets
- d. Districts with 100 to 199 teachers—3 to 4 sets

- e. Districts with 200 to 299 teachers—4 to 5 sets
- f. Districts with 300 or more teachers—5 to 7 sets

Said samples shall be paid for in accordance with Section 156.440 (Subsection 1) of the Kentucky Revised Statutes, if retained by the local boards of education after the textbook adoptions have been made.

The office of the Superintendent of Public Instruction shall prepare the forms on which the local superintendents are to use in requesting official samples of textbooks from the publishers. Each school district shall be supplied with an adequate number of these forms.

A copy of each invoice for the official samples of textbooks that are shipped to the local boards of education shall be supplied by the publishers to the office of the Superintendent of Public Instruction, Frankfort, Kentucky.

2. Textbook Representatives: Section 156.410 (Subsection 3) of the Kentucky Revised Statutes authorizes the State Board of Education upon the recommendation of the Superintendent of Public Instruction "to prescribe rules and regulations relating to the agents and representatives of textbooks as to the number participating" within the State during the adoption period.

In compliance with this Statute the State Board of Education does hereby order that the number of textbook representatives to which any publisher is to have working in Kentucky at any one time relative to textbook adoptions shall not exceed **three** in number.

The office of the Superintendent of Public Instruction is to issue written permits to textbook representatives authorizing them to work in the State. Representatives of the textbook publishers shall obtain such written permits before they begin their work within the State.

3. Representative Interviews: In accordance to Section 156.410 (Subsection 3) of the Kentucky Revised Statutes the State Board of Education does hereby order that the interviews with the local adoption units by the agents of the textbook publishers be limited as follows:

Any person or firm or corporation, whose textbook or textbooks have been placed on the State Multiple Textbook List for use in the Kentucky public schools by the State Textbook Commission, shall be entitled to only one interview with the local adoption unit—county or independent school district. At this interview the publisher's agent or agents may present their textbook or textbooks to the local super-

intendent or his or her appointed representatives for consideration relative to adoption and for use in the public schools. Upon an invitation or a request by the superintendent of the local adoption unit the publisher's agent or agents may have a second interview with the local adoption unit.

4. **Textbook Standards and Specifications:** Section 156.415 (Subsection 2) of the Kentucky Revised Statutes reads as follows: "A statement that all the books offered for sale, adoption, use and exchange do comply with the standards and specifications for textbooks designated by the Superintendent of Public Instruction as regards to paper, binding, printing, illustrations, subject matter, and other items included in the standards and specifications."

Under the authority of this Statute the State Board of Education upon the recommendation of the Superintendent of Public Instruction does hereby adopt the "Official Minimum Manufacturing Standards and Specifications for Textbooks as Revised, January 1, 1962," to apply to all textbooks which may be submitted for adoption in Kentucky for use in the public schools. These standards and specifications were prepared and recommended by a joint committee representing the Textbook Publishers Institute, the State Textbook Directors, and the Book Manufacturer's Institute.*

5. **Unified Courses in Social Studies:** County and independent school districts may elect unified courses in social studies in lieu of the following subjects: (1) social science in grades one and two; (2) geography in grade three; (3) geography and history in grades four, five and six; (4) geography in grade seven and United States history in grade eight (grades seven and eight in the elementary and junior high school organizations); and (5) citizenship, World geography, and ancient-medieval history in the junior high school for grade nine.

6. **Materials for Pupils with Impaired Vision:** The State Board of Education does hereby authorize the listing of suitable textbooks and other materials printed in CLEAR TYPE (18 or 24 point) in all subject areas, for adoption and use in public schools, whenever needed by handicapped children who have seriously impaired vision.

Approval of the USE of these materials listed for adoption by the State Textbook Commission, in any school district, shall be the responsibility of the Division of Education of Exceptional Children.

7. **Violation Penalties:** Whenever sufficient evidence has been presented to the Superintendent of Public Instruction that any of the above regulations have been violated by any textbook company or

* Approved by State Board of Education on December 13, 1961.

representative of a textbook company, that such company and/or representative shall be barred from participation in any adoption where their books have been listed by the State Textbook Commission.

Said regulations pertaining to textbook adoptions were ordered by the State Board of Education at the regular meeting on June 17 and 18, 1954.

8. Textbook Adoption for Social Studies: In lieu of making Multiple Textbook Adoptions in History and Geography or Unified Social Studies, school districts may make single adoptions in these subjects for the elementary grades, four through eight, as prescribed by the State Minimum Courses of Study.

9. Textbook Purchases for Social Studies: (a) **Plan One:** For grades four through eight one Geography and one History book may be purchased for each pupil in enrollment or one book per pupil for the Unified Social Studies.

(b) **Plan Two:** Textbooks for the Geography-History Course and the Unified Social Studies may be purchased in a desirable proportion or combination; however, the number of books purchased for the Geography-History Course plus the number of books for the Unified Social Studies shall not exceed the pupil enrollment per grade. The Geography-History Course requires textbooks for both Geography and History; therefore, a Geography book and a History book will be considered as one book in the total number of textbook purchases in plan two.

10. Adoption-Group Transfers of Subjects: For textbook adoptions, Kentucky History in grade seven and Government in grade eight are hereby transferred from Adoption Group Four to Adoption Group One; likewise, Elementary Science for grades one through six shall be transferred from Adoption Group Four to Adoption Group Three. Hereafter the listings and adoptions of the textbooks for these subjects shall be on the dates prescribed for those Adoption Groups.

11. State Approved Dictionaries: The State Textbook Commission is hereby authorized to approve and list dictionaries for the use in the elementary and secondary schools of the Commonwealth of Kentucky. The dictionaries shall be approved and listed with the textbooks that are approved and listed for the subjects in Adoption Group Four for a period of four years. The listings and adoptions of all dictionaries shall be in compliance with the statutory laws and regulations of the State Board of Education and applicable to State textbook listings and adoptions. (8-11 RSBE—Dec. 18, 1962)

B. Regulations By State Textbook Commission

1. **Revised Editions, Galley Proofs, and Incomplete Books:** At the meeting of the State Textbook Commission on July 13, 1956, relative to new editions of books, galley proofs, and incomplete books, the following regulations were passed:

a. **Revised Editions:** A motion was made by Mr. Cobb and seconded by Mrs. Mears that publishers may substitute the revised edition at the same price as the one which was filed August 20 on or before the date that the State Textbook Commission meets to make the listing. The motion was carried unanimously.

b. **Galley Proofs and Incomplete Books:** A motion was made by Mr. Hager and seconded by Mr. Howard that a publisher may submit a galley proof or incomplete book as the official bid, but the book must be completed and on file on or before the date of the listing by the State Textbook Commission. The motion was carried unanimously.

2. **Recommendation:** The State Textbook Commission at the Meeting on April 21, 1962, recommended that textbooks of a later copyright date may be substituted by the publishers on the following conditions:

a. The later-copyrighted book must be acceptable to the local school district or districts.

b. The publishers must be willing to substitute the book with the later copyright date at the same price as the books listed by the Commission and adopted by the school district or districts or designated by the Commission for use by the school district or school districts.

c. The later-copyrighted books must be of such a nature in contents that they can be used effectively with the older editions.

d. The physical materials and workmanship must be of an equal or better quality than those of the older edition.

The adoption of the above recommendations was moved by Mr. Mitchell Davis and seconded by Dr. J. Dorland Coates. Motion was carried unanimously.

APPENDIXES

Two appendixes have been added to this textbook bulletin. In Appendix A is a list of textbook forms that are used for textbook adoption and textbook administration.

Copies of the Ft-Forms are listed in Appendix B. These forms are used by the school districts and the Division of Textbooks and Instructional Materials. They are incorporated as a part of this bulletin for illustrative purposes.

Sample copies of the TC-Forms are not listed herein. Local school districts are concerned directly with only three of the TC-Forms—adoption form TC-6, the multiple book list TC-9, and sample requisition form TC-10. The other TC-Forms are for use by the textbook publishers and the State Textbook Commission.

Sample copies of Ft-Forms are those in use prior to the 1963-1964 school year. Dates will change from year to year.

APPENDIX A

TEXTBOOK FORMS AND REPORTS

Two types of forms and reports are used in textbook adoptions and textbook administration. The TC-Forms are used for textbook adoption and FT-Forms are used for textbook administration.

A. Textbook Adoption Forms

1. **Process Agents—Form TC-1:** Textbook bidders use Form TC-1 to designate process agent or agents. A process agent is one appointed by the textbook bidder on whom legal notices may be served.
2. **Textbook Filing Fees—Form TC-2:** Form TC-2 is used by the textbook bidder to list filing fees on textbooks that are bid by them. In addition to the filing fees, subjects, title of books, author, copyright date, grade, list price, lowest wholesale price, and exchange price are given.
3. **Special Editions—Form TC-3:** Form TC-3 is used by the textbook bidder to file the required information concerning revised or special editions, contract terms, and prices.
4. **Textbook Bids—Form TC-4:** Form TC-4 is the official bid form used by the textbook bidder to file the official textbook bids with the State Textbook Commission. The bidder lists on this form the subjects, grades, book titles, author, copyright date, list price, lowest wholesale price, and exchange price.
5. **Textbook Contracts—Form TC-5:** Form TC-5 is used to execute textbook contracts between the State Textbook Commission and the textbook publishers. In addition to the information listed on Form TC-4 the conditions of the contract for the textbooks are written out in rather detailed terms.
6. **Textbook Adoptions—Form TC-6:** Local school districts use Form TC-6 to report their adoptions to the Superintendent of Public Instruction. On this form the adopted books by school districts are listed by subjects with author, copyright dates, and prices.
7. **Publisher's Bonds—Form TC-7:** Form TC-7 is used by the textbook publishers to execute official bonds for textbook bids and contracts to the Commonwealth of Kentucky. The amount of bond is set by statutory law. The amount of the bonds shall not be less than \$2,000 nor more than \$10,000.

8. **Tabulated Textbook Bids—Form TC-8:** Form TC-8 is used to tabulate the official textbook bids for the State Textbook Commission. Subjects, publishers, authors, copyright dates, and prices are listed.
9. **Multiple Book List—Form TC-9:** Textbooks for the subjects in adoption groups that are approved and listed by the State Textbook Commission are listed on Form TC-9. From this multiple list of textbooks local school districts make their book adoptions. These forms contain similar information listed on Form TC-8.
10. **Sample Requisition—Form TC-10:** For the requisition of sample textbooks from the textbook publishers by the superintendents of the local school districts Form TC-10 is used.
11. **District Adoption Report to Publishers—Form TC-11:** Textbook adoptions by school districts are reported to the publishers whose books were adopted on Form TC-11. The reports are made by the Division of Textbooks and Instructional Materials. They serve as textbook contracts between the local school districts and the publishers through the State.
12. **Sample Book Report—Form TC-12:** Form TC-12 is the form used by the publishers to report the return of sample books to them by the local school districts.

B. Textbook Administration Forms

1. **Estimated Textbook Budget—Form FT-1:** In the preparation of the estimated budget for the free textbook program Form FT-1 is used.
2. **Pupil Membership Report—Form FT-1A:** School districts use Form FT-1A to report their annual pupil membership to the Division of Textbooks and Instructional Materials for use in allocating textbook funds to the school districts.
3. **Textbook Allocations—Form FT-1B:** The Division of Textbooks and Instructional Materials uses Form FT-1B as records for textbook allocations to school districts.
4. **District Textbook Accounts—Form FT-2:** The annual textbook accounts of the school districts are kept on Form FT-2. The district accounts are continued from school year to school year.

5. **Allocation Statements—Forms FT-2A and FT-2B:** School districts are notified as to their elementary textbook allocations on Form FT-2A and their high school allocations on Form FT-2B.
6. **Custodian Bonds—FT-3:** Textbook custodian bonds are executed by school districts on Form FT-3.
7. **Textbook Labels—Form FT-4:** State annual textbooks are labeled by Form FT-4 or by a rubber stamp. Rubber stamps have replaced the label Form FT-4.
8. **Principal-Teacher Receipts—Forms FT-5 and FT-5A:** Textbook receipts in use for principals and teachers are Form FT-5 for the elementary grades and FT-5A for the high school grades.
9. **Book Cards for Pupils—Forms FT-6 and FT-6A:** Textbook cards are issued to pupils. Form FT-6 is used for the elementary pupils and Form FT-6A is used for the high school pupils.
10. **Receipts for Books Sold—Form FT-7:** The textbooks sold by school districts are reported by them to the Division of Textbooks and Instructional Materials on Form FT-7. Within recent years very few books have been sold by the school districts, that is, State-owned books.
11. **Annual Reports and Requisitions—Form FT-8:** Form FT-8 is used by the school districts to make their annual textbook reports and requisitions to the Division of Textbooks and Instructional Materials.
12. **Purchase Orders—Forms FT-9 and FT-9A:** Purchase Order Form FT-9 is used for elementary books and Purchase Order Form FT-9A is used for high school books.
13. **Master Adoption Lists—Forms FT-9B and FT-9C:** Form FT-9B is used as master adoption lists for elementary subjects and Form FT-9C for the high school subjects. Master Lists are prepared for each school district.
14. **Optional Subjects—Form FT-10:** School districts use Form FT-10 (old Form Ft-8A) to list their "Optional" Subjects selections. One copy of the selections is filed with the Division of Textbooks and Instructional Materials.
15. **Publisher's Order Record—Form FT-11:** A record of textbook orders by publishers is kept on Form FT-11 by the Division of Textbooks and Instructional Materials.

16. **District Textbook Purchases—Form FT-12:** A record of the textbook purchases by school districts is kept on Form FT-12.
17. **Textbook Discards—Form FT-12A:** A record of the discarded textbooks by school districts is kept on Form FT-12A.
18. **Textbook Sales and Fines—Form FT-13:** Records of textbook sales and fines received from school districts are kept on Form FT-13 by the Division of Textbooks and Instructional Materials.
19. **Credit Memorandums—Form FT-14:** Credit memorandum requests to the textbook publishers are made on Form FT-14 for textbook exchange prices.
20. **Credit Memorandum Record—Form FT-14A:** Records of the credit memorandums from the textbook publishers by the Division of Textbooks and Instructional Materials are kept on Form FT-14A.
21. **Textbook Transfers—Form FT-15:** Records of textbook transfers from school districts are kept on Form FT-15.
22. **Textbook Rebinding Report—Form FT-16:** School districts use Form FT-16 to report to the Superintendent of Public Instruction the books recommended for rebinding.
23. **Estimated Cost of Textbook Rebinding—Form FT-16A:** Form FT-16A is used for a comparative study of original cost of textbooks and the rebinding cost.
24. **Rebinding Bids and Contracts—Form FT-16B:** Form FT-16B is used to receive bids for textbooks rebinding and making contracts with textbook binderies.
25. **Receipts for Textbook Sales and Fines—Form FT-17:** Upon the receipt of textbook sales and fines the Division of Textbooks mails to the school district Form FT-17 as a receipt.
26. **Textbook Depository Report—Form FT-18:** Form FT-18 is a report on the authorization for the removal of textbooks as unfit for further use from the local textbook depositories. The books are checked by a representative from the State Department of Education.
27. **Textbook Removal Report—Form FT-19:** Form FT-19 lists the books condemned as unfit for further use by subjects, titles, and grades. Two copies of Form FT-19 are made—one for the local school district and one for the Division of Textbooks and Instructional materials.

28. **Large-type Textbooks—Form FT-20:** Records for the large-type books are kept on Form FT-20. The books are recorded by subjects, titles, grades, publishers, and authors.
29. **Departmental Purchase Order—Form P-20-6-59:** This form is furnished by the Division of Purchases. For each book order six copies are made—vendor's copy, account's copy, purchases division copy, departmental copy, receiving report, and departmental file copy.
30. **Standard Invoice—Form P-8:** Standard Invoice Forms P-8 are provided by the State. Standard invoices are made in triplicate—finance department copy, departmental copy, and vendor's copy.

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APPENDIX B

Appendix B is a list of the sample Ft-Forms now in general use for the administration of textbooks for the elementary grades one through eight. The forms are listed as follows:

Ft-Forms

Ft-1	Estimated Free Textbook Budget
Ft-1A	Pupil Membership Report
Ft-2	School District Free Textbook Fund
Ft-2A	Tentative Textbook Fund Allotment
Ft-3	Bond For Textbook Custodian
Ft-4	Identification Label For Textbooks
Ft-5	Textbook Receipts for Principals and Teachers
Ft-6	Textbook Cards for Pupils and Teachers
Ft-7	Receipt for Textbooks Sold
Ft-8	Textbook Annual Report and Requisition
Ft-9	Textbook Purchase Order
Ft.10	Selection of Optional Subjects
Ft-11	Record of Textbook Purchases by Publishers
Ft-12	Record of School District Textbook Purchases
Ft-12A	Record of School District Textbook Discards
Ft-14	Credit Memorandum Request Form
Ft-15	Record of Textbook Transfers
Ft-16	Textbook Rebinding Record
Ft-17	Receipt for Textbook Sales and Fines
Ft-18	Depository Report for Textbook Removal
Ft-19	District List of Textbooks Unfit for Use

Ft-Forms omitted from the above list due to discontinuance of textbook purchases for high schools and those forms that are used less frequently. Such forms include these: Ft-1B, Ft-2B, Ft-5A, Ft-6A, Ft-9A, Ft-9B, Ft-9C, Ft-13, Ft-13A, Ft-14A, Ft-16A, FT-16B, Ft-20, Form P-8, and Form P-20-6-59.

ESTIMATED FREE TEXTBOOK BUDGET

_____ **SCHOOL YEAR**

A. RECEIPTS

- 1. Balance on hand \$ _____
 - 2. Unused Credit Memos \$ _____
 - 3. Appropriation \$ _____
- Total \$ _____

B. EXPENDITURES

- 1. Balance due school districts \$ _____
 - 2. District refunds \$ _____
 - 3. Unpaid freight \$ _____
 - 4. Shipping charges \$ _____
 - 5. Emergency fund \$ _____
 - 6. Rebinding textbooks \$ _____
 - 7. Adjustments \$ _____
 - 8. Textbook purchases \$ _____
- Total \$ _____

C. NOTES

- 1. Pupil membership \$ _____
- 2. Textbook purchases \$ _____
- 3. Pupil allotment \$ _____

**PUBLIC AND STATE MODEL SCHOOL PUPIL MEMBERSHIP
FOR THE 1961-1962 SCHOOL YEAR**

School District or State Model School _____

Post Office Address _____

Pupil Membership at Close of the **Fifth Month** of School
For the 1961-1962 School Year

GRADES	ELEMENTARY GRADES								HIGH SCHOOL GRADES				UNGRADED	H. S. TOTAL	
	1	2	3	4	5	6	7	8	ELE. TOTAL	9	10	11			12
PUPILS															

49

This is to certify to the Superintendent of Public Instruction that the pupil membership in Grade 1 through Grade 12 for _____ School District or State Model School at the close of the **5th month** of the 1961-1962 school year was as listed in the table above.

Superintendent or President

Subscribed and sworn to before me this _____ day of _____, 1962. _____ Notary Public
_____ County, Kentucky. My commission expires _____

(SEAL)

Formula: $B+C - D = M$ —This formula is Item E listed on inside of front cover of Teacher's Register of Attendance of Kentucky Schools. The above information will be used as a basis for the allocation of free textbook funds to the various school districts and the state model schools for the 1962-1963 school year. After the information has been provided as requested, retain one copy of the report for your files and return the other copy to the Director of Textbooks and Instructional Materials, State Department of Education, State Office Building, Frankfort, Kentucky.

**TENTATIVE FREE TEXTBOOK FUND ALLOTMENT
TO SCHOOL DISTRICTS FOR THE 1962-63 SCHOOL YEAR
FOR ELEMENTARY TEXTBOOK PURCHASES**

Balance

DEAR SUPERINTENDENT:

The 1962-63 tentative allocation of free textbook money for the purchase of free textbooks for elementary subjects to the _____ School District was based on the reported pupil membership for the fifth month of the 1961-62 school year. The amount of money for your school district based on this allocation for textbook purchases is approximately \$ _____. Below is a summary of your textbook allotment:

\$ _____ 1961-62 balance
\$ _____ 1962-63 tentative allotment
\$ _____ 1960-61 textbook sales and fines
\$ _____ 1961-62 adjustments
\$ _____ Total Amount Available

This tentative allotment of the free textbook money will be adjusted in accordance with the reported pupil membership by you for your school district on your annual statistical report as of June 30, 1962. Additions and deductions will be made accordingly.

All school districts that have a 1961-62 textbook balance should file their Annual Report on Free Textbooks for 1961-62 and Requisition for 1962-63 with the Division of Textbooks and Instructional Materials not later than June 1, 1962. To prevent a reversion of your textbook money to the general fund of the Commonwealth of Kentucky your textbook orders should be placed with the publishers by June 10, 1962.

Very truly yours,

Director
Division of Textbooks and Instructional Materials

IT/lrs

Commonwealth of Kentucky
State Department of Education

BOND OF CUSTODIAN OF FREE TEXTBOOKS
(To be executed in triplicate)

Of the _____ Board of Education
We, _____ Principals
and _____ Superintendents

do hereby acknowledge ourselves indebted to the Commonwealth of Kentucky
the penal sum of _____ Dollars (\$ _____)
that _____ of _____ Kentucky

as Custodian of Free Textbooks of _____ Board of Education
shall faithfully perform his or her duties as such, receiving, distributing, collecting
and accounting for all free textbooks committed to his or her care under and
compliance with Section 157.100 to 157.190 of the Kentucky Revised Statutes,
under the rules and regulations of the State Board of Education made pursuant
thereto.

WITNESS OUR HANDS this _____ day of _____ 19____

CUSTODIAN OF FREE TEXTBOOKS

SURETY

By _____

Number of Bond _____ Annual Premium _____

VALID FROM JULY 1, 19____ TO JUNE 30, 19____

*Approved _____ 19____ Received by the Superintendent of Public
Instruction _____ (date)

by the _____ Board of Education

Chairman _____ (date)

Secretary _____ (Chairman)

Note: This bond should be executed in triplicate, and all three copies sent to the Division of
Textbooks for approval by the State Board of Education. Two copies will be returned to the
local board after approval, one for the files of the local board and the other for the
company.

*Bond must be approved by the local board of education before it is mailed to the Division
of Free Textbooks.

1. A
the Cor
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school
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each bo
identifi
child, y
marking
2. To
it agree
as a use
or for a

IDENTIFICATION LABEL

1. All textbooks in use by pupils shall be permanently labeled as property of the Commonwealth of Kentucky. For economy in administration, the identifying label may be affixed by means of a rubber stamp which shall be furnished to the school district custodians by the Division of Free Textbooks at State expense. This label or stamp shall appear inside the book, preferably inside the front cover of each book. It shall bear a serial number in order that the book can be properly identified. When issued, the teacher shall write in the proper blank the name of the child, year issued, and condition of the book (new, good, fair). No writing or marking shall appear elsewhere in the book.

2. Textbooks shall not be labeled until examination of the shipment shows that it agrees in detail with the copy of the purchase order. A labeled book is classified as a used book and is not acceptable for exchange in the event of change in adoption or for any reason it should be returned to the publisher.

THIS BOOK IS THE PROPERTY OF THE COMMONWEALTH OF KENTUCKY	
BOOK NO. _____	
_____ SCHOOL DIST. _____ CO.	
ISSUED TO	ISSUED RETURNED
_____	, 19 _____
_____	, 19 _____
_____	, 19 _____
_____	, 19 _____
_____	, 19 _____
DO NOT DEFACE THIS BOOK SUPERINTENDENT OF PUBLIC INSTRUCTION	

TEACHER'S OR PRINCIPAL'S RECEIPT FOR FREE TEXTBOOKS

Grades I-IV

This form must be signed by the Teacher or Principal when books are delivered to him by the Superintendent at the opening of the term.

Grade	Title	Copies Issued	Copies Returned			Copies Lost	Amount Paid	
			Good	Bad	Total		Sales	Fines
I								
	Pre-Primer							
	Primer							
	Reading							
	Children's Lit.							
	Optional							
	Optional							
II								
	Reading							
	Children's Lit.							
	Writing							
	Spelling							
	Optional							
	Optional							
III								
	Reading							
	Children's Lit.							
	Language							
	Writing							
	Spelling							
	Arithmetic							
	Health							
	Optional							
	Optional							
IV								
	Reading							
	Language							
	Writing							
	Spelling							
	Arithmetic							
	Health							
	Geography							
	History							
	Optional							
	Optional							

Form FT-5
Gr
V
Readin
Langu
Writin
Spellin
Arithm
Health
Geogra
History
Option
Option
VI
Readin
Langu
Writin
Spellin
Arithm
Health
Geogra
History
Option
Option
VI
Readin
Literat
Langu
Spellin
Arithm
Health
Geogra
Ky. H
Gen. S
Option
Option
VI
Readin
Literat
Langu
Spellin
Arithm
Health
Govern
U.S. H
Gen. S
Option
Option
Received
Schools,
Subdistr
Superint

GRADES V-VIII

Grade	Title	Copies Issued	Copies Returned			Copies Lost	Amount Paid		
			Good	Bad	Total		Sales	Fines	Total
V									
Reading									
Language									
Writing									
Spelling									
Arithmetic									
Health									
Geography									
History									
Optional									
Optional									
VI									
Reading									
Language									
Writing									
Spelling									
Arithmetic									
Health									
Geography									
History									
Optional									
Optional									
VII									
Reading or Literature									
Language									
Spelling									
Arithmetic									
Health									
Geography									
Ky. History									
Gen. Science									
Optional									
Optional									
VIII									
Reading or Literature									
Language									
Spelling									
Arithmetic									
Health									
Government									
U.S. History									
Gen. Science									
Optional									
Optional									
						Total Paid			

Received of _____ of _____
 Schools, the books listed above for the use of _____ school or
 Subdistrict No. _____ for school year ending June 30, 19____ Date received _____
 _____ Teacher
 _____ Principal

Superintendents should see that these forms are properly prepared and signed.

STATE OF KENTUCKY FREE TEXTBOOK CARD

Form FT-6
(Original)

Rev. (1-3)

Form FT

Name of Pupil _____ Grade _____ Sch _____
 Name of Parent _____ No. House _____ Str _____
 Town _____ Cou _____

Book List	Books No.	Elementary Grades								Jr. H.S. Yrs	
		1	2	3	4	5	6	7	8	7	8
Pre-Primer											
Primer											
Reading											
Literature											
Language											
Writing											
Spelling											
Arithmetic											
Health											
Geography											
History											
Government											
General Science											
Optional											
Optional											

I hereby apply for the above listed books and assume responsibility for their care and return _____, Parent or Guardian. The pupil's record on the books listed above is _____
 _____ Teacher _____ Principal _____

Original and duplicate cards should be kept on file by the teacher. When all books have been returned the pupil should be given the original card, fully receipted. Without it, he will not be granted free texts for the next session.

Form FT-6
(Duplicate)

Name of Pupil _____ Grade _____ Sch _____

Book List	Book No.	Condition of Book		Remarks
		Issued	Returned	
Pre-Primer				
Primer				
Reading				
Literature				
Language				
Writing				
Spelling				
Arithmetic				
Health				
Geography				
History				
Government				
General Science				
Optional				
Optional				

Duplicate cards should be kept as a permanent record. I certify that the pupil's record on the books listed is clear.

(Teacher)

Secti
Superint
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COMMONWEALTH OF KENTUCKY
DEPARTMENT OF EDUCATION

**ANNUAL REPORT ON FREE TEXTBOOKS FOR 1961-1962
AND
REQUISITION FOR 1962-1963**

_____ District _____

_____ P. O. Address _____ Delivery P

This report must be made in duplicate, one copy sent to the Division of Textbooks and Instructional Materials of the State Department of Education, Frankfort, Kentucky, and one copy retained for the Superintendent's file.

No requisition for books will be honored until the report has been received and approved.

The Custodian must be under bond in an amount not less than the value of the state-owned books in the district. It is advisable to make bond somewhat larger than value of original order, as to provide for possible subsequent EMERGENCY requisitions. No books will be shipped to a district not having a bonded Custodian.

READ CAREFULLY AND FOLLOW DEFINITELY INSTRUCTIONS

1. Fill in all blank spaces and check each total accurately.
2. Make an actual count of all copies of various books, in usable or bad condition, in order to make an accurate estimate of new books required.
3. Be sure to give accurate information concerning all books sold, lost or destroyed. If a child loses, destroys, or damages a book beyond use, he should be required to pay according to the age of the book: 1 year 100% of retail price; 2 years 60%; 3 years 25%; 4 years 10%.
4. If a child damages a book, but not sufficiently to cause it to be discarded, he should be fined in proportion to the damage done, and the book remain the property of the State. The total fine should be entered in one "lump sum." (Table D.)
5. Section 157.170, Kentucky Revised Statutes, permits the sale of textbooks by local superintendents and principals for use in public schools, but positively forbids their sale to private or sectarian schools. All custodians are advised to sell as few books as possible. Use the form (Table A) for making report.
6. List in Column 3 and in Table C all books which cannot be returned on account of unavoidable accident for which neither teacher, parent nor pupil can be held accountable.

Table A. ENROLLMENT BY GRADES ENROLLMENT 1961-1962								
Grades	1	2	3	4	5	6	7	8
Pupils								
Estimated Enrollment 1962-1963								
Grades	1	2	3	4	5	6	7	8
Pupils								

All information requested is essential to an economical administration of the Free Textbook

FREE TEXTBOOK ANNUAL REPORT AND REQUISITION
 ALL INFORMATION REQUESTED MUST BE GIVEN BEFORE ADDITIONAL BOOKS CAN BE SECURED
 Enrollment and Requisition For Free Textbooks
 Books Removed From Depository
 Books Received In Depository

FREE TEXTBOOK ANNUAL REPORT AND REQUISITION

ALL INFORMATION REQUESTED MUST BE GIVEN BEFORE ADDITIONAL BOOKS CAN BE SECURED

Fill In Each Space In Each Column Carefully and Accurately	Col. 1	Books Received In Depository		Books Removed From Depository				Enrollment and Requisition For Free Textbooks				Col. 13		
		Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11		Col. 12	
Table B Title of Textbooks	Grade	No. Copies of Usable Books on Hand at Beginning of Year (See Col. 9 Last Annual Report)	No. of Copies Received During Year	All Books Lost, Destroyed or Damaged for which No Collection Could be Made (See Table C)	All Books Lost, Sold, Destroyed or Damaged for which Collection Was Made (List in Table D)	Balance of Columns (2 + 3) Minus (4 + 5)	Transfers from Other Depositories	Transfers to Other Depositories	Books in Depository, Becoming UNFIT FOR USE During Year	USABLE Copies on Hand (Col. 6 Plus or Minus Col. 7 Minus Col. 8)	Estimated Enrollment by Grades for Year (See Table A)	Estimate by Supt. of Additional Copies Needed	(Do Not write in this Column) Copies Requisitioned by Free Textbook Division	Grade
ELEMENTARY GRADES							+	-						
John Doe Books (example)		720	160	90	40	750	20	-	80	690	790	100		
Required Subjects		ADOPTION GROUP 1.												
GEOGRAPHY (New)		First Purchases												
	4													4
	5													5
	6													6
	7													7
GEOGRAPHY (Old)														
	4													4
	5													5
	6													6
	7													7

ADOPTION GROUP I (Continued)

Ft-8

Required Subjects

First Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
History (New)													
	4												4
	5												5
	6												6
	8												8
History (Old)													
	4												4
	5												5
	6												6
	8												8
Unified Social Studies (New)													
	4												4
	5												5
	6												6
	7												7
	8												8
Unified Social Studies (Old)													
	4												4
	5												5
	6												6
	7												7
	8												8
Kentucky History (New)													
	7												7
Kentucky History (Old)													
	7												7
Government (New)													
	8												8

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ADOPTION GROUP II.

Ft-8

Required Subjects

First Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
-------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------	---------	---------

ADOPTION GROUP II.

Ft-8

Required Subjects	First Purchases												
Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Reading (New)													
	Pr.P.												Pr.P.
	Pr.												Pr.
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Reading (Old)													
	Pr.P.												Pr.P.
	Pr.												Pr.
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Literature (New)													
	1												1
	2												2
	3												3
	7												7
	8												8
Literature (Old)													
	1												1
	2												2
	3												3
	7												7
	8												8

ADOPTION GROUP III.

Ft-8

Required Subjects

First Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Arithmetic (New)													
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Arithmetic (Old)													
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Gen. Mathematics (New)													
	7												7
	8												8
Gen. Mathematics (Old)													
	7												7
	8												8
Algebra (New)													
	8												8

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ADOPTION GROUP III (Continued)

Ft-8

Required Subjects

First Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
-------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------	---------	---------

ADOPTION GROUP IV.

Ft-8

Required Subjects

First Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Language (New)													
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Language (Old)													
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Spelling (New)													
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Spelling (Old)													
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7

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OPTIONAL SUBJECTS

Ft-8

Program Enrichment

ADOPTION GROUP I

Second Purchases

OPTIONAL SUBJECTS

Ft-8

Program Enrichment

ADOPTION GROUP I

Second Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Related Social Studies (New)													
1													1
2													2
3													3
4													4
5													5
6													6
Related Social Studies (Old)													
1													1
2													2
3													3
4													4
5													5
6													6
Unified Social Studies (New)													
1													1
2													2
3													3
Unified Social Studies (Old)													
1													1
2													2
3													3

OPTIONAL SUBJECTS
ADOPTION GROUP II

Ft-8

Program Enrichment	Second Purchases												
Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Literature (New) (1)													
	4												4
	5												5
	6												6
Literature (Old)													
	4												4
	5												5
	6												6
Handwriting (New)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Handwriting (Old)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8

(1) Seventh and Eighth Grade Literature and Reading
Listed on Page Four as Required Subjects.

OPTIONAL SUBJECTS

Ft-8

ADOPTION GROUP II (Continued)

Program Enrichment

Second Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
General Music (New)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
General Music (Old)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8

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OPTIONAL SUBJECTS

Ft-8

ADOPTION GROUP II (Continued)

Program Enrichment

Second Purchases

OPTIONAL SUBJECTS

Ft-8

ADOPTION GROUP III

Program Enrichment		Second Purchases											
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Elementary Grades													
Elementary Science (New)													
	1												1
	2												2
	3												3
Elementary Science (Old)													
	1												1
	2												2
	3												3
Health (New)													
	1												1
	2												2
Health (Old)													
	1												1
	2												2
Other Subjects (New)													
Other Subjects (Old)													

70

Other Subjects (Old)

OPTIONAL SUBJECTS

Fi-8

ADOPTION GROUP IV

Program Enrichment

Second Purchases

Elementary Grades	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Art (New)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8
Art (Old)													
	1												1
	2												2
	3												3
	4												4
	5												5
	6												6
	7												7
	8												8

made.

THE FOREGOING INFORMATION IS TRUE AND CORRECT

We hereby requisition the number of Free Textbooks necessary to supply our schools as indicated by the report submitted herewith. (Column 11)

In the handling of Free Textbooks, the undersigned Board of Education and Superintendent of Schools agree to comply fully with provisions of the Free Textbook Law, and the Rules and Regulations of the State Board of Education pertaining thereto.

_____, Superintendent of Schools

_____, Bonded Custodian

Date Schools Open. Length of Term:

Elementary _____

High _____

Post Office Address _____
Street City State

Textbook Delivery Point _____
Street City State

Check Shipment Method: *Truck _____, Express _____, Parcel Post _____

*Designate Truck Line _____

_____, Board of Education

_____, Chairman

_____, Secretary

Subscribed and sworn to before me this _____ day of _____, 19 _____

_____, Notary Public _____, County of Kentucky

My commission expires _____, 19 _____

(S E A L)

INSTRUCTIONS

These instructions should be followed in the preparation of your Annual Report 1961-62 and your Requisition for 1962-63.

1. List in Column 2 the number of usable books in each subject and grade were in your District Depository July 1961 as enumerated in Column 9 of your 1960-61 report.
2. You will note that the number of new books which you have received during the year 1961-62 has been placed on the enclosed purchase order form FT-10 for Column 3 of this report.
3. Columns 4 and 5 are self-explanatory. Record these books in Table C and
4. The correct number in Column 6 may be determined by adding Columns 2 and 3 and subtracting from this sum the sum of Columns 4 and 5.
5. In Column 7 space is provided for you to list any books that you may have received from other depositories and for any that you may have sent from your depository to superintendents of other school districts. Include books that have been shipped you direct from the Department of Education and any you might have returned to the Department.
6. In Column 8 place the number of books included in Column 6 which became unfit for use during the year 1961-62.
7. To obtain the correct number for Column 9, take the number of Column 6 plus or minus Column 7, minus Column 8.
8. Make a careful estimate of the number of pupils to be enrolled in each grade for 1962-63 based upon pupil enrollment at the close of fifth month of school for the 1961-62 school year.
9. The correct number for Column 11 may be obtained by subtracting the number in Column 9 from the number in Column 10.
10. The "John Doe" line has been supplied on this report for your convenience in checking your figures horizontally on the page.
11. When you have finished your report, add your columns vertically, then check the accuracy of your report by using as a sample the "John Doe" line at the top of the page.
12. Have your report subscribed and sworn to before a Notary Public.
13. Make out this report in duplicate; retain one copy for your files and promptly send the other to this office. This will enable you to receive the necessary books before the opening of school.
14. Do not include on this report any new, unused books returned to the publisher for credit.
15. You will notice that all optional books now in use in your district are reported on the line in the respective grades 1-8, at the bottom of this report. If more space is needed, a separate list may be attached.

SHIP BY LEA

Freight

Express

Parcel Post

Send to

Gr.	1	2	3	4	5	6	7	8
	FIR							
	GEOG							
4								
5								
6								
7								
	HISTO							
4								
5								
6								
8								
	UNIFIED SOCIAL							
4								
5								
6								
7								
8								
	FIR							
	READI							
P-Pr.	r.							
1								
2								
3								
4								
5								
6								
7								
8								
	LITERA							
1								
2								
3								
7								
8								

Form FT-9

COMMONWEALTH OF KENTUCKY

SHIP BY LEAST EXPENSE:

DEPARTMENT OF EDUCATION

P. O. No. _____

Freight _____

FRANKFORT, KENTUCKY

Express _____

PURCHASE ORDER

_____, 196_____

Parcel Post _____

Shipping Point _____

Send to _____

(Title)

Schools

_____, Kentucky, the books listed below.

Gr.	TITLE	Quantity	Price	Amount	Gr.	TITLE	Quantity	Price	Amount					
(1) FIRST PURCHASES					ADOPTION GROUP I.					(2) SECOND PURCHASES				
	GEOGRAPHY				1									
4					1									
5					2									
6					2									
7					3									
	HISTORY				4									
4					5									
5					6									
6					7									
8					7									
	UNIFIED SOCIAL STUDIES				8									
4					School districts may use Unified Social Studies for Geography and History in grades 4 through 6, for Geography in grade 7, and for U. S. History in grade 8, according to district adoptions.									
5														
6														
7														
8														
(1) FIRST PURCHASES					ADOPTION GROUP II.					(2) SECOND PURCHASES				
	READING				1									
P-Pr.	r.				1									
Pr.					2									
1					2									
2					3									
3					3									
4					4									
5					4									
6					4									
7					5									
8					5									
	LITERATURE				5									
1					5									
2					6									
3					6									
7					6									
8					6									
					7									
					7									
					7									
					7									
					8									
					8									
					8									
					8									

Rev. 1-22-60

- (1) First Purchases or Required Subjects
- (2) Second Purchases or Optional Subjects

PURCHASE ORDER (Continued)

Gr.	TITLE	Quantity	Price	Amount	Gr.	TITLE	Quantity	Price	Am
-----	-------	----------	-------	--------	-----	-------	----------	-------	----

FIRST PURCHASES					ADOPTION GROUP III.					SECOND PURCHASES				
	ARITHMETIC				1									
3					1									
4					2									
5					2									
6														
7														
8														
	GENERAL SCIENCE													
7														
8														
	HEALTH													
3														
4														
5														
6														
7														
8														
	GENERAL MATHEMATICS													
7														
8														

School District

GRADE AND

Grade One

- () Related S
- () Unified S
- () Handwrit
- () General I
- () Health
- () Art
- () Elementa

Grade Three

- () Related S
- () Unified S
- () Geograph
- () Handwrit
- () General M
- () Art
- () Elementa

FIRST PURCHASES					ADOPTION GROUP IV.					SECOND PURCHASES				
	LANGUAGE				1									
3					1									
4					2									
5					2									
6					3									
7					3									
8					4									
	SPELLING				5									
2					6									
3					7									
4					8									
5														
6														
7														
8														
	KENTUCKY HISTORY													
7														
	GOVERNMENT													
8														
	ELEMENTARY SCIENCE													
4														
5														
6														

Grade Five

- () Related S
- () Handwrit
- () General M
- () Literature
- () Art

Grade Seven

- () Guidance
- () Handwrit
- () General M
- () Reading C
- () Literature
- () General F
- () General A
- () Intro. Ind
- () Business I
- () Art

Notes:

- .. County and
- .. Place an X
- FT-10 and S

**OPTIONAL SUBJECTS FOR GRADES ONE THROUGH EIGHT
BY ADOPTION GROUPS**

School District _____ Superintendent _____

GRADE AND SUBJECT	GROUP	GRADE AND SUBJECT	GROUP
Grade One		Grade Two	
<input type="checkbox"/> Related Social Studies Or	One	<input type="checkbox"/> Related Social Studies Or	One
<input type="checkbox"/> Unified Social Studies	One	<input type="checkbox"/> Unified Social Studies	One
<input type="checkbox"/> Handwriting	Two	<input type="checkbox"/> Handwriting	Two
<input type="checkbox"/> General Music	Two	<input type="checkbox"/> General Music	Two
<input type="checkbox"/> Health	Three	<input type="checkbox"/> Health	Three
<input type="checkbox"/> Art	Four	<input type="checkbox"/> Art	Four
<input type="checkbox"/> Elementary Science	Three	<input type="checkbox"/> Elementary Science	Three
Grade Three		Grade Four	
<input type="checkbox"/> Related Social Studies Or	One	<input type="checkbox"/> Related Social Studies	One
<input type="checkbox"/> Unified Social Studies Or	One	<input type="checkbox"/> Handwriting	Two
<input type="checkbox"/> Geography	One	<input type="checkbox"/> General Music	Two
<input type="checkbox"/> Handwriting	Two	<input type="checkbox"/> Literature	Two
<input type="checkbox"/> General Music	Two	<input type="checkbox"/> Art	Four
<input type="checkbox"/> Art	Four		
<input type="checkbox"/> Elementary Science	Three		
Grade Five		Grade Six	
<input type="checkbox"/> Related Social Studies	One	<input type="checkbox"/> Related Social Studies	One
<input type="checkbox"/> Handwriting	Two	<input type="checkbox"/> Handwriting	Two
<input type="checkbox"/> General Music	Two	<input type="checkbox"/> General Music	Two
<input type="checkbox"/> Literature	Two	<input type="checkbox"/> Literature	Two
<input type="checkbox"/> Art	Four	<input type="checkbox"/> Art	Four
Grade Seven		Grade Eight	
<input type="checkbox"/> Guidance	One	<input type="checkbox"/> Guidance	One
<input type="checkbox"/> Handwriting	Two	<input type="checkbox"/> Handwriting	Two
<input type="checkbox"/> General Music	Two	<input type="checkbox"/> General Music	Two
<input type="checkbox"/> Reading Or	Two	<input type="checkbox"/> Reading Or	Two
<input type="checkbox"/> Literature	Two	<input type="checkbox"/> Literature	Two
<input type="checkbox"/> General Home Economics	Two	<input type="checkbox"/> General Home Economics	Two
<input type="checkbox"/> General Agriculture	Two	<input type="checkbox"/> General Agriculture	Two
<input type="checkbox"/> Intro. Industrial Arts	Two	<input type="checkbox"/> Intro. Industrial Arts	Two
<input type="checkbox"/> Business Education	Two	<input type="checkbox"/> Business Education	Two
<input type="checkbox"/> Art	Four	<input type="checkbox"/> Art	Four

Notes:

- .. County and independent school districts may select four optional subjects for each grade.
- .. Place an X in parentheses for the optional subjects which have been selected on the District Form FT-10 and State Form FT-10. Have the State Copy properly signed and notarized on the back page.

**EXPIRATION DATES OF OPTIONAL SUBJECTS
SELECTIONS BY ADOPTION GROUPS
AS OF JUNE 30**

Adoption Group	Year	Year	Year	Year
One	1963	1969	1971	1976
Two	1966	1970	1974	1978
Three	1965	1969	1973	1977
Four	1964	1968	1972	1976

Form Ft-11

Company _____

AUTHORIZATION AND NOTARIZATION

This board of education upon the recommendation of the Superintendent selected the optional subjects that are marked by an X in the parentheses of FT-10 for the adoption periods of these subjects. The selection of these subjects was approved by this board of education at its meeting on _____ 19__

_____ Board of Education _____ Secretary
 _____ Chairman _____ Superintendent

Subscribed and sworn to before me this _____ day of _____ 19__

Notary Public _____

My Commission expires _____

KEEP THE DISTRICT COPY FOR YOUR FILES AND RETURN THE STATE COPY TO THE DIVISION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS, STATE OFFICE BUILDING, FRANKFORT, KENTUCKY.

AGENCY

ADOPTION GROUP I
(1959-1963)

SCHOOL DISTRICT TEXTBOOK PURCHASES

GRADE	ELEMENTARY GRADES	School Years				Number Of Books
		1959-1960	1960-1961	1961-1962	1962-1963	
		REQUIRED SUBJECTS				
	GEOGRAPHY					
4						
5						
6						
7						
	Total					
	HISTORY					
4						
5						
6						
8						
	Total					
	UNIFIED SOCIAL STUDIES					
4						
5						
6						
7						
8						
	Total					
	Elementary Total					

GRADE
1
2
3
1
2
3
4
5
6
3
7
8

ADOPTION GROUP I
(1959-63)

GRADE	ELEMENTARY GRADES	School Years				Number Of Books	Total Cost
		1959- 1960	1960- 1961	1961- 1962	1962- 1963		
		OPTIONAL SUBJECTS					
	UNIFIED SOCIAL STUDIES						
1							
2							
3							
	Total						
	RELATED SOCIAL STUDIES						
1							
2							
3							
4							
5							
6							
	Total						
	GEOGRAPHY						
3							
	GUIDANCE						
7							
8							
	Total						
	Optional Total						
	GRAND TOTAL						

REPORT FOR REBINDING TEXTBOOKS

School District _____, 19____
 Kentucky _____ Superintendent _____

ADOPTION GROUP I

Gr.	Title	Quantity	Gr.	Title	Quantity
	GEOGRAPHY		8-e		
4			8-j		
5				UNIFIED SOCIAL STUDIES	
6			4		
7-e			5		
7-j			6		
	HISTORY		7-e		
4			8-e		
5			7-j		
6			8-j		

ADOPTION GROUP II

	READING			LITERATURE	
P-Pr.			1		
Pr.			2		
1			3		
2			7-e		
3			8-e		
4				WRITING	
5			2		
6			3		
7-e			4		
8-e			5		
7-j			6		
8-j					

ADOPTION GROUP III

	ARITHMETIC			HEALTH	
3			3		
4			4		
5			5		
6			6		
7-e			7-e		
8-e			8-e		
7-j			7-j		
8-j			8-j		
	GENERAL SCIENCE			GENERAL SCIENCE	
7-e			7-j		
8-e			8-j		

* 7-e and 8-e: Elementary Grades
 * 7-j and 8-j: Junior High School Grades

Do not ship any books until further instructions are received.

Gr.	
	LANGUA
3	
4	
5	
6	
7-e	
8-e	
7-j	
8-j	
	KENTUC
7-e	
7-j	
	GOVERN
8-e	
8-j	
1	
1	
1	
1	
2	
2	
2	
2	
3	
3	
3	
3	
4	
4	
4	
4	
4	
5	
5	
5	
5	

REPORT FOR REBINDING TEXTBOOKS (Continued)

ADOPTION GROUP IV

Gr.	Title	Quantity	Gr.	Title	Quantity
	LANGUAGE			SPELLING	
3			2		
4			3		
5			4		
6			5		
7-e			6		
8-e			7-e		
7-j			8-e		
8-j			7-j		
	KENTUCKY HISTORY		8-j		
7-e				LITERATURE	
7-j			7-j		
	GOVERNMENT		8-j		
8-e					
8-j					

OPTIONAL SUBJECTS

1			6		
1			6		
1			6		
1			6		
2			7-e		
2			7-e		
2			7-e		
2			7-e		
3			8-e		
3			8-e		
3			8-e		
3			8-e		
4			7-j		
4			7-j		
4			7-j		
4			7-j		
5			8-j		
5			8-j		
5			8-j		
5			8-j		

RECEIPT FOR TEXTBOOK SALES AND FINES

1. Table D of the Annual Report on Free Textbooks for 196____-196____

Requisition for 196____-196____ shows that the _____

school District collected the amount of \$_____ as textbook
and fines.

Total Amount Collected

Sales \$_____

Grand Total:

Fines \$_____

Sales and Fines \$_____

2. The Division of Textbooks received from the _____

school district for textbook sales and fines the amount of \$_____

Balance due State by said school district is the amount of \$_____

3. Textbook Sales and Fines should be paid by checks or money
Checks and money orders should be made payable to the State Treasurer.
Checks and Money Orders to the Division of Textbooks for record and
purposes.

_____, Director
Division of Textbooks

Date: _____

Note: Each pupil, or his parent or guardian, shall be responsible to the teacher for all books
returned by the pupil, and a pupil not returning all books delivered to him shall not be entitled
the benefits of KRS-157.100 to 157.180 until the books are paid for by parent or guardian or account
for in keeping with the regulations of the State Board of Education. (KRS 157.140)

MEMORANDUM ON UNUSABLE STATE TEXTBOOKS

To: Division of Textbooks and
Instructional Materials

From: _____
K.S.D.E. Representative

Subject: Textbook Condemnation

Date: _____, 196_____

The textbooks that were listed on the Annual Report On Free Textbooks For 1961-1962 And Requisition For 1962-1963 by _____ School District as becoming unfit for further school use as confirmed by _____ have been checked by me. The books, in my judgment, were unsuitable for further school use. I, therefore, recommend the removal of said books from the textbook depository of the school district and the proper disposition be made of them.

7/1/62

BOOKS UNFIT FOR USE AND RECOMMENDED FOR REMOVAL

School Year 19____-19____

____ School District _____ Superintendent

The books listed by adoption groups on the Purchase Order Form FT-9 for Elementary Grades 1 through 8 and the Purchase Order Form FT-9A for the High School Grades 9 through 12 are the books reported by your school district on your Annual Report on Free Textbooks for 19____-19____ and Requisition 19____-19____ in Column 8 as unfit for further use.

Complete the information called for on page D and return one copy to the Division of Textbooks and Instructional Materials, State Office Building, Frankfort, Kentucky, and keep the other copy for your files.

After the discarded books have been checked by a representative of the State Department of Education and reported to the Division of Textbooks and Instructional Materials, Forms FT-19 are mailed to the school districts. They should be checked and completed promptly. These reports are needed by the Division of Textbooks and Instructional Materials to use in preparing textbook exchange reports for requesting book exchange from the textbook publishers.

BOOKS

The unde
Education
of _____
and inspe
school ro
books we
Report o
copy of t
above di
Kentucky

Direct

Checked by

Date checke

This is a

textbook

any seco

regulatio

(Signed)

Subscribe

by _____

Textbook

Kentucky

My Com

(SEAL)

Form Ft-19

BOOKS UNFIT FOR USE AND RECOMMENDED FOR REMOVAL (Continued)

The undersigned members of the committee authorized by the State Board of Education to inspect and condemn books unfit for use in the schools in the district of _____, have this day personally visited and inspected the local depository. We have condemned for further use in the school room _____ books enumerated on report Form FT-19. These books were reported in the column for books becoming unfit for use in Annual Report on Free Textbooks for 19____-19____ and Requisition for 19____-19____. A copy of this report shall remain on file in the office of the superintendent of the above district and another in the State Department of Education, Frankfort, Kentucky.

Director, Division of Free Textbooks

Superintendent (local)

Checked by

Member of Board of Health

Date checked

This is a true and accurate count of all books in the depository of _____ district which have become unfit for use as textbooks during the year of 19____ - 19____. These books will not be sold to any secondhand book dealer, but will be disposed of according to the rules and regulations prescribed by the State Board of Education.

(Signed) _____ of _____
Superintendent School District

Subscribed and sworn to before me this _____ day of _____, 19____

by _____ Custodian and authorized agent of Free

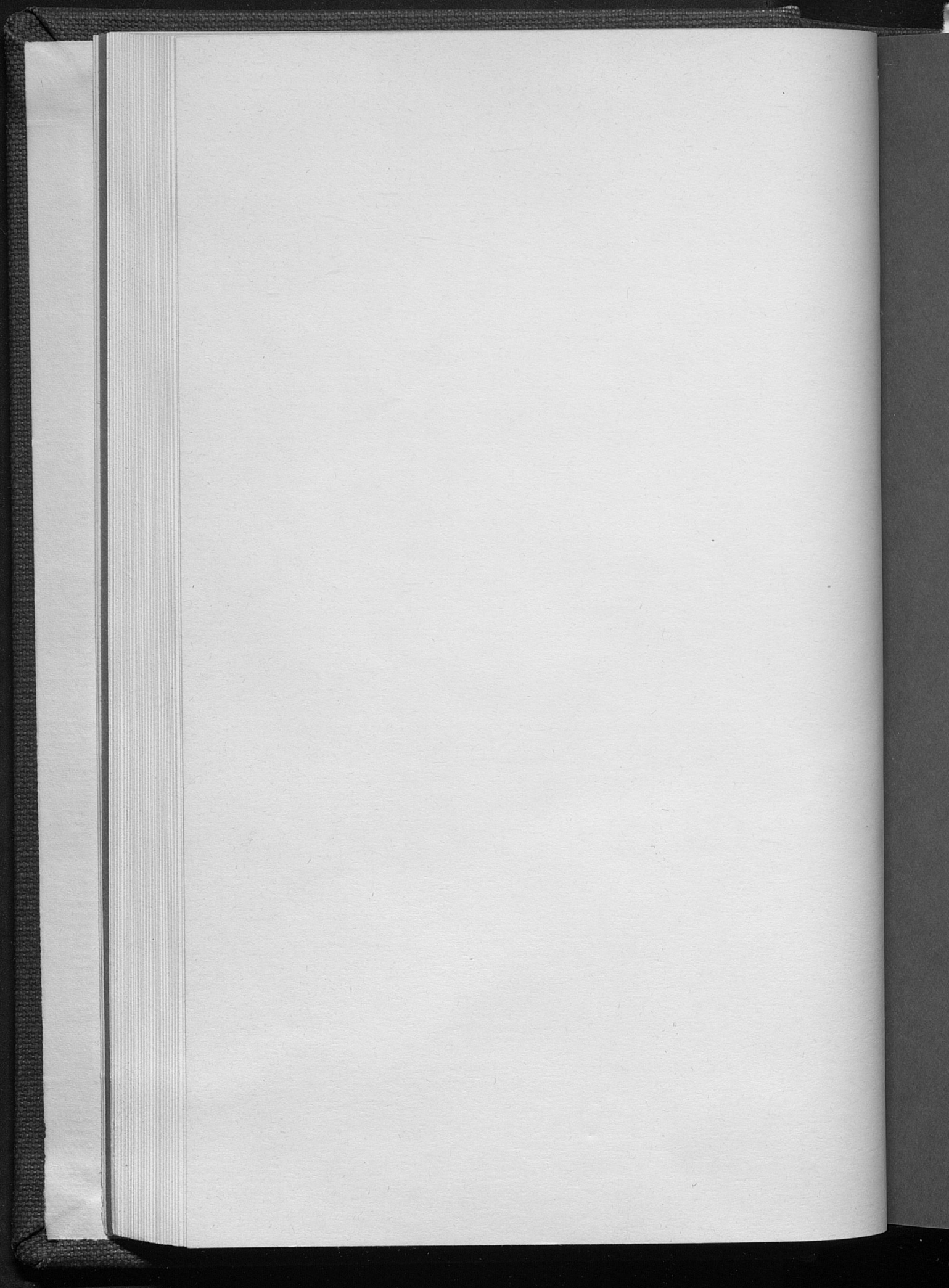
Textbooks of _____ School District, _____, Kentucky.

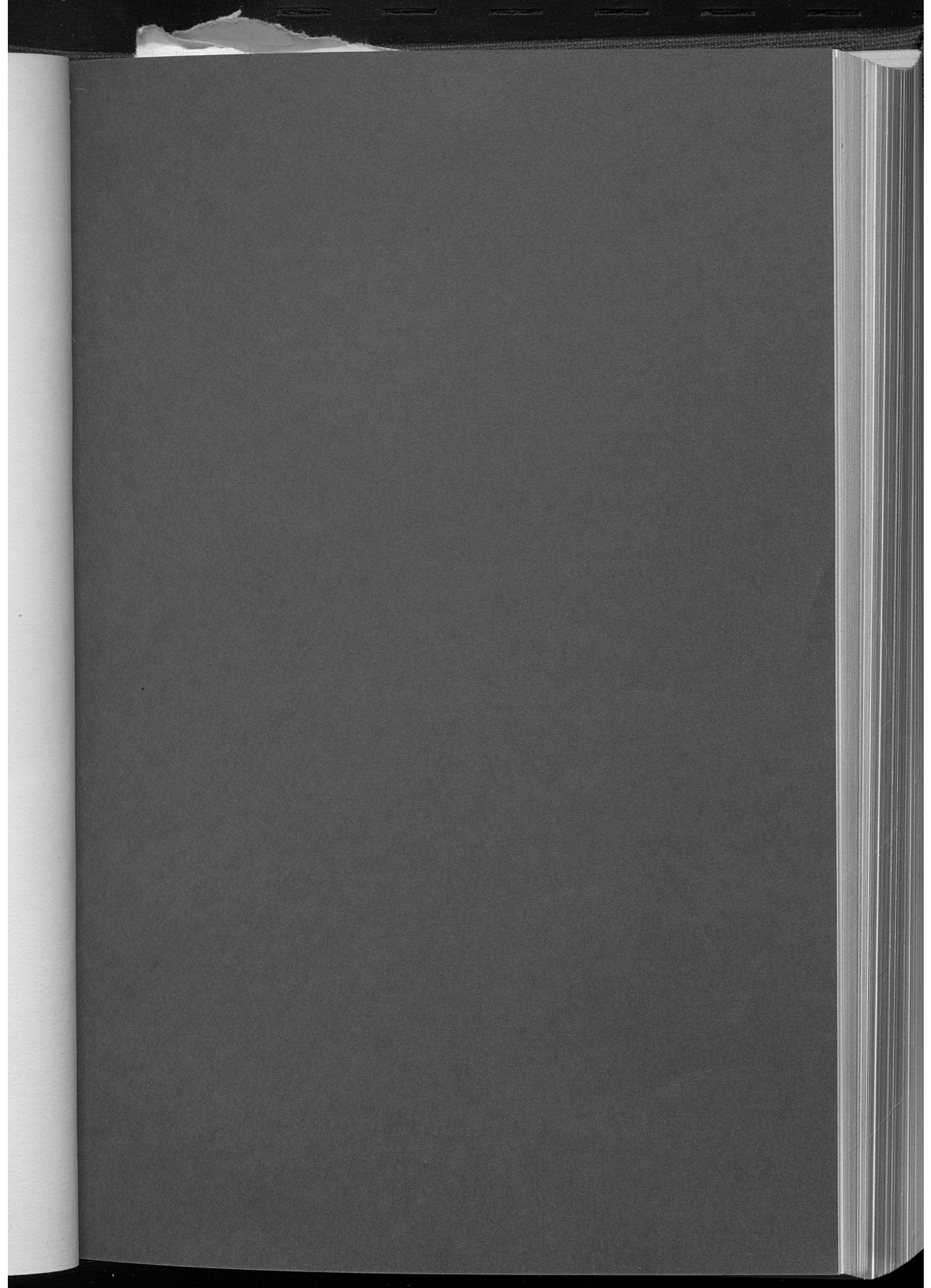
Notary Public

County, Kentucky

My Commission expires _____

(SEAL)





69.9%
59-60

line draw