

● Commonwealth of Kentucky ●
EDUCATIONAL BULLETIN

**FREE TEXTBOOK
ADMINISTRATION**

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Published by
DEPARTMENT OF EDUCATION
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217917

ISSUED MONTHLY

Entered as second-class matter March 21, 1933, at the post office at Frankfort, Kentucky, under the Act of August 24, 1912.

Vol. XII

● **March, 1944**

● **No. 1**

FOREWORD

This bulletin on the administration of free textbooks contains much valuable information of interest to superintendents and those concerned with the problems of supplying free textbooks to the pupils of the different school districts of the state. I recommend it for the careful consideration of superintendents, principals, and teachers throughout the state. I feel that it will answer many questions of interest to those who are responsible for administering the free textbook program of the state.

It was prepared by P. H. Neblett, Director of the Division of Free Textbooks, and W. C. Jolly, Assistant Director.

JOHN FRED WILLIAMS,
Superintendent of Public Instruction

CHAPTER I

GROWTH IN TEXTBOOK SERVICE

The movement for free textbooks for children of the public schools originated in some city school system more than a hundred years ago. About fifty years ago the State of Massachusetts, and a few years later the State of Maine, enacted state-wide free textbook laws.

The history of free textbook service in Kentucky and of efforts in that direction covers a much shorter period of time than the activities toward uniformity. Occasionally, during the last quarter of a century, small groups of people may have discussed the advisability of such a movement. Ardent advocates of free textbooks were in the minority. It seems that Kentucky, as in the matters of county high schools, consolidation, normal schools and teachers colleges, was destined to trail in the introduction of free textbooks.

No calls on a parent touch the purse-strings more definitely than taxes and the cost of school books. These items must appear in the family budget of every American home; these are items of cost of protection, personal privilege and elements of culture and educational refinement which a democracy such as ours promises to every home.

Kentucky, a hundred years ago, recognized that the education of the children was a home duty and to that end enacted a Textbook Law. This law provided that parents and guardians should select the textbooks for their children, and "that no book of an infidel or immoral nature was selected." After the adoption of another Constitution in 1850, the Legislature of 1851-52 proposed and passed—over the protest of the brilliant State Superintendent—a measure providing that "the State Board of Education (ex officio) shall . . . recommend the course of instruction and the class books to be used by our children."

Public education in Kentucky has maintained a slow but steady progress in the development from a system conducted largely by private individuals or religious institutions, to one which has brought a school in close proximity to every child in the State. At the present time, well qualified and properly certificated teachers have been placed in charge of our children. Adequate buildings, grounds, and other

necessary equipment are rapidly being supplied at State expense or by State and Federal aid. Educators and progressive minded citizens have long since pointed out that Free Textbooks are essential if our schools are to offer equal educational opportunities to the children of the State.

In 1928 the General Assembly of Kentucky enacted a law providing for free textbooks in the eight grades of the elementary schools but it failed to appropriate funds with which to purchase these books.

The special session of 1934 enacted a supplementary measure entitled, "An Act providing for the annual appropriation of \$500,000.00 for the purchase and distribution of textbooks and giving the State Board of Education authority to administer textbook laws and to adopt such rules and regulations as may be found necessary to carry the textbook laws into effect; and declaring an emergency to exist."

The present law (KRS-156.260 to 156.990) provides for a State Textbook Commission of nine members, eight of whom are to be appointed by the State Board of Education. The Superintendent of Public Instruction is an ex officio member and Secretary of the Commission. This Act specifies that the purchase of free textbooks should begin in the lower grades and extend as far as the finances will permit each succeeding year, after making the necessary replacements.

At the time free textbooks were introduced in Kentucky in 1934, it was thought that an annual appropriation of \$500,000.00 would supply all books to the students in grades 1-8 inclusive within a period of four years. The increase in school population has been so great this could not be done. It was not until November, 1940, that all books of the minimum required list prescribed for each grade by the State Board of Education were supplied free. Looking forward, it is hoped that the time is not far distant when this program can be extended to include the four grades in high school.

Purchased by the State in large quantities at wholesale prices, textbooks cost much less than when purchased by individuals at retail prices. At the present time the State of Kentucky is furnishing free books to 520,000 public school children at an annual per capita cost of \$.92 which is considerably below the average cost of the same service now offered by nineteen other states. The service rendered each pupil at a cost of \$.92 per year would cost over \$3.00 were each parent obliged to purchase the books at retail price. The average

life of a pupil-owned book is one year while the life of a state-owned book is estimated at three and one-half years.

Considering the benefits derived, superintendents, principals and teachers are amply rewarded for the time and effort spent in assisting the administration of the free textbook program. Some advantages of free textbooks are here enumerated as follows:

1. Free textbooks promote uniformity and efficiency in classroom work.
2. No time is lost in waiting for children to buy books—important at beginning of school.
3. Poor parents and pupils are not embarrassed by being considered objects of charity.
4. This plan tends toward equalization of educational opportunities.
5. It is thoroughly Democratic in spirit and American in principle.
6. Children are required to attend school, and they should be provided with the necessary tools with which to work.
7. Free textbooks greatly increase school attendance and facilitate the progress of pupils.
8. They prevent much confusion, loss of time and worry in teachers' trying to get people to buy books.
9. The use of free textbooks under the guidance of efficient teachers increases the child's respect for public property and develops some of the cardinal principles of good citizenship.
10. This service has proved a boon indeed to the citizens of the poorer communities and, in fact, to citizens of all communities during a period of unemployment and financial depression.

CHAPTER II

**RULES AND REGULATIONS OF THE
STATE BOARD OF EDUCATION**

A discussion of practices and procedures designed to assist district superintendents in handling the various forms and in performing their duties relating to free textbooks follows each regulation of the State Board as set forth in the following paragraphs.

Custodian Bond, Form FT-3, (KRS 157.130 and 157.150). The superintendents making requisition for the textbooks are "custodians" of the books in their respective jurisdictions. Each custodian of free textbooks shall execute a bond to the Commonwealth for the faithful performance of his or her duties in such capacity. The penal sum of the bond shall be equal to or above the value of the free textbooks under the charge of the custodian. The bond shall be executed in triplicate on a form (Form FT-3) prepared by the State Superintendent of Public Instruction and shall be guaranteed by a surety company authorized to do business in the Commonwealth. Bonds must be filed before books are provided. The premium of a bond shall be paid by the local board of education. This bond shall be approved first by the local board and signed by the chairman and secretary. The three copies shall then be sent to the State Board of Education for its approval. After approval, one copy shall remain in the permanent files of the State Board of Education, and two copies shall be returned to the local board. At the expiration of one year after approval of bond by the local board of education, a new bond should be executed, a continuation certificate forwarded to this office, or a receipt for payment of annual premiums, to be attached to our copy of custodian bond.

Textbook Labels, Forms FT-4W and FT-4C, (KRS 157.130 and 157.140). All textbooks shall be permanently labeled as the property of the Commonwealth.

For economy in administration these forms are duplicated by the use of a rubber stamp. This label or stamp should appear inside the front cover of each book. It should bear a serial number in order that the book can be properly identified. Before textbooks are distributed to the schools it is important that the labels be marked to distinguish the books to be used in the white schools from those to be used in the colored schools. Proper segregation of the books returned to the depository can be observed by the use of this mark

on the label. When issued to the pupil, teacher is to inscribe in the proper blanks name of child, year issued, and condition of book (new, good, fair). No writing or marking is to appear elsewhere in the book. Superintendents are cautioned against labeling textbooks until an examination of the shipment shows it agrees in detail with their copy of the purchase order (FT-9 or FT-10). Errors in shipments can be more easily corrected if the textbooks are unlabeled. Superintendent is also advised to delay labeling if there is any doubt about certain books being distributed for use. A labeled book is classified as a used book and is not acceptable for exchange in the event of a change in the adoption.

Teacher's or Principal's Receipt, Form FT-5, (KRS 157.100). The district superintendents, acting under the direction of their respective boards of education, shall deliver or cause to be delivered to the principal or teacher in charge of any public school at the building where said principal or teacher has charge, the necessary number of books required for each grade for the use of said school and shall take his receipt therefor on Form FT-5.

This form should be made in duplicate. One copy should be retained by the superintendent and the other given to the principal or teacher. Changes occurring during the school term are to be recorded on both copies. Responsibility for the handling and distribution of textbooks must be assumed by the principal or head teacher of the larger school units. The principal may use Form FT-5 as *his* receipt for textbooks issued to each teacher. When textbooks are returned at the close of the school term they should be carefully checked against this receipt to see that each textbook is properly accounted for. Collections from pupils or teachers for lost or damaged textbooks should be noted on this form. Having posted bond for the performance of all duties connected with free textbooks, the custodian must naturally share this responsibility with teachers and principals who are to supervise the use of the textbooks. Lost or damaged textbooks resulting from improper pupil instruction reflect upon the record of the teacher and the school.

Pupil's Receipt List, Form FT-6, (KRS 157.150). Books shall be issued by principals or teachers in charge of the public schools of the State to regularly enrolled pupils of said schools. The principal or teacher will fill out requisition cards in duplicate for each pupil, using Form FT-6. The original of these cards must be signed by the parents or guardians who have supervision or custody of the pupils enrolling. When the requisitions are properly signed and returned to the principal or teacher, the books will be delivered as requested to the pupils entitled to them. The principal or teacher will keep

both the original and the duplicate requisition cards. The original requisition cards shall be receipted and returned to the pupils when the books are returned to the principal or teacher at the close of the school term.

The duplicate receipts are to be filed with the superintendent when textbooks are returned to the depository. If, for any reason, a pupil fails to return a textbook issued to him the teacher will file the original card with the duplicate stating on the reverse side the reason for the textbook not being returned. 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%. (Retail price is 15% above net wholesale price listed in Textbook Bulletin, Vol. VII, No. 12.) 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. If a pupil or his parent refuses to settle for textbooks which have been lost, damaged or destroyed through negligence the pupil should be deprived of the benefit of free textbooks until settlement is made. If the parent is found to be unable to pay for a textbook it is suggested that the pupil be given the opportunity to discharge his obligation by performing some task around the school. When a pupil moves from one district to another he is to return his textbooks to the teacher and be given a receipt (Form FT-6 original). This receipt shall be presented to pupil's next teacher as evidence that he is entitled to receive other textbooks. Teachers are cautioned not to issue books until this receipt has been presented. If books are taken to another school by the pupil then the teacher is to turn them in to the superintendent in order that he may return the textbooks to the school which originally issued them.

Receipt for Books Sold, Form FT-7, (KRS 157.170). Custodians of free textbooks, under the provision of this Act, may sell textbooks to any pupil, parent or guardian of pupils attending the public schools of Kentucky and making request to purchase books. Such books shall be sold at the official retail contract price; provided that custodians shall not sell textbooks to private or sectarian schools or for the use of pupils attending a private or sectarian school. Funds accruing from the sale of books shall be covered into the General Fund of the State Treasury. Any custodian selling textbooks as herein provided shall issue a receipt in triplicate on Form FT-7, showing number and kind of books sold, the amount of money received, from whom received, the pupil from whom the books are purchased, and the school district in which the pupil is enrolled. The original copy shall be sent to the Superintendent of Public In-

struction (Division of Free Textbooks), the duplicate kept on file by the custodian, and the triplicate delivered to the purchaser of the books. All custodians are advised to sell as few books as possible. Remittances to this office should be made by check or money order.

Annual Report and Requisition, Forms FT-8 and FT-8a, (KRS 157.120). The Superintendent of Public Instruction shall furnish annual report and requisition forms on which county superintendents and independent district superintendents shall requisition the books needed for the next ensuing school term in the districts of their respective jurisdiction. The annual report on free textbooks for the closing year and requisition for the succeeding year (Form FT-8) shall be made out in duplicate. A slightly different blank (Form FT-8a) is provided for districts having independent adoptions. The original shall be sent to the Superintendent of Public Instruction (Division of Free Textbooks) and the duplicate kept on file as a permanent record by the superintendent making report and requisition.

Note: A complete discussion of the Annual Report and Requisition is to be found in Chapter III.

Purchase Orders, Forms FT-9 and FT-10, (KRS 157.130). The Superintendent of Public Instruction (Division of Free Textbooks) will, upon receipt and approval of a requisition for books from any superintendent, issue a purchase order (Form FT-9 or 10) to such publishing companies as are under contract to sell the textbooks requisitioned, provided an acceptable custodian bond has been received. A copy of the order shall be sent to the publisher, a copy kept on file by the Superintendent of Public Instruction (Division of Free Textbooks), and another shall be sent to the superintendent making such requisition and retained for his files.

Shipments, Invoices and Payments, (KRS 157.130). Upon receipt of the purchase order from the State office the textbooks shall be shipped by the publisher, by prepaid freight, express or parcel post, to the district superintendent, as directed by the Superintendent of Public Instruction. The publisher shall issue invoices in quadruplicate. Invoice No. 1 shall be sent directly to the Department of Finance, Division of Accounts and Control; Invoice No. 2 shall be sent to the Department of Education, Free Textbooks Division; Invoice No. 3 shall be sent directly to the superintendent of schools to whom shipment was made; Invoice No. 4 is to be retained by the vendor for his files. Upon receipt of the textbooks the district superintendent or principal shall check the shipment against his invoice (receiving report) and O. K. the same to the Superintendent of Public Instruction (Division of Free Textbooks) as a receipt of the shipment. The State Board of Education may then order payment.

As payment for books cannot be authorized until the receiving report (superintendent's copy of invoice) is filed with the Superintendent of Public Instruction (Free Textbook Division), district

superintendents are urged to forward the approved invoice immediately upon checking it with the shipment and his copy of the purchase order. The invoice form is not to be sent by the publisher until the number of books shipped corresponds to the number on the Purchase Order. Invoices for partial shipments are not acceptable. If any discrepancy is found in the shipment, district superintendent is to notify the publishing company immediately, forwarding a copy of this notification to the Division of Free Textbooks.

Books Unfit for Use, Form FT-18. District superintendents are to make an accurate count of all books in the depository which have become unfit for use during the year and report same on this form. The number so reported should correspond to the number of copies listed in Column 7 of the Annual Free Textbook Report. These books are not to be disposed of until superintendent receives positive instructions from the Director of Free Textbooks, and the approval of a member of the local board of health.

Committee for Destroying Textbooks Unfit for Use, Form FT-19, (KRS 157.160). The Superintendent of Public Instruction, the local district superintendent, a member of the local board of health or a local physician, and the Director of Free Textbooks, shall constitute a committee to condemn and dispose of state-owned textbooks unfit for use.

The Director of Free Textbooks, the local district superintendent and a member of the board of health of the local school district, shall act as an executive committee. Said committee is hereby authorized, after personal inspection of books, to destroy or dispose of in any other manner deemed wise state-owned textbooks which this committee determine are wholly unfit for use in the school or which, in the opinion of the committee, are detrimental to the general health and welfare of those who may be required to use them.

It is recommended that wherever possible these books be disposed of through the waste paper salvage market. The various publishing companies whose interest in part of these books is based upon the exchange price clause in their contract, have agreed to the method of disposal approved by the committee. Form FT-19, when signed by the Director of Free Textbooks, and a member of the local board of health, is the district superintendent's authorization to dispose of the textbooks reported on Form FT-18. These forms are to be made out in duplicate. One notarized copy of Form 18, and one signed copy of Form 19 is to be forwarded to the Division of Free Textbooks. Duplicate copies are to be filed in district superintendent's office.

CHAPTER III

SUPERINTENDENT'S ANNUAL REPORT AND REQUISITION FORMS FT-8 AND FT-8A

Before the data for this report is assembled, careful preparation is important. Superintendents making a report must be thoroughly familiar with the form and the instructions pertaining thereto. All records of textbooks issued to and returned by teachers and principals must be available. All textbooks should be arranged in the depository or storage room so that they can be easily counted and classified. To facilitate accurate inventory of the usable textbooks it is suggested that separate space in depository be provided for books of previous adoptions and for those declared unfit for use.

To assist in this discussion an illustration of Form FT-8 appears on pages 18 and 19. The school years given at top of columns are merely examples and may apply to any future report.

Superintendents will list in Column 1 (see illustration) the number of usable books in each subject and grade on hand in district depository at the beginning of the year. As Column 1 provides the basis for the report a careful check should be made of the figures in Column 8 on report of previous year. Before carrying forward these totals to the new report the Superintendent must be certain that these figures represent accurately the number of usable books on hand as computed according to instructions given on the report.

The number of copies purchased for each district during the year is listed in Column 2 before the report form is mailed from the State office. These figures may be verified by the copies of the purchase orders (FT-9 and FT-10) on file in each superintendent's office.

All books lost or destroyed for which no collection could be made are to be entered in Column 3. This includes books ordered destroyed by the Board of Health, those destroyed by fire or flood, and all otherwise lost or destroyed through no fault of pupil or teacher. All others sold, lost or destroyed for which collection *was* made are to be listed in Column 4. A detailed accounting of all books listed in Column 3 and 4 is called for in Tables C and D on back of report form.

In Column 6 space is provided for superintendent to list any books that he may have received from other depositories, and for any that he may have sent from his depository to superintendents of other school districts. This includes books that may have been shipped direct from the Department of Education and any that might have been returned to the Department.

An actual count of all textbooks enumerated in the first two columns which became unfit for further use during the year is to be reported in Column 7. In order to secure uniformity of copies being classified for disposal, custodian should examine the condition of each book. A book meeting any of the following conditions may be declared unfit for use:

1. Soiled and unsanitary appearance.
2. Worn or loose back or cover.
3. Damage to book or pages.

Teachers and superintendents are encouraged to see that maximum use is obtained from each book. At the same time, the condition of the book issued to the pupil should be such that he will be encouraged to exercise the proper amount of pride in caring for the book. Beginning pupils should never be asked to use a book that presents a worn or soiled appearance. The life of a textbook in the hands of a pupil is influenced by teacher instruction, length of term, distance between home and school, transportation facilities, etc. For obvious reasons the life of a textbook in the upper grades is longer than that of a book used by the younger pupils. A book used by a pupil in a city school has a longer average life than one used by a rural pupil traveling some distance to school.

Particular attention is directed toward providing a safe and suitable place for the storage of books not in use. Depository should be located where books will be free from dampness, direct sunlight, dirt and soot. Shelves should be provided to accommodate an orderly arrangement. Titles for each grade should appear together in order that an inventory of usable and unusable books may be quickly and easily obtained. Where the central depository is not sufficiently large to accommodate all textbooks it is permissible for the superintendent to store books in the larger schools provided a safe, suitable storage space is available in the building. It is necessary that each depository be visited at close of term and a careful accounting made. All worn out or damaged books should be removed, and an inventory record completed for each school in which books are stored.

In order that each superintendent can correctly estimate the needs of the district, it is extremely important that the figures in Column 8, showing the number of usable copies on hand at the end of the year, represent the actual inventory. The teacher and principal receipts and each depository inventory record should be re-checked and totals compared with these figures before requisition is completed.

In making an estimate of the grade enrollment for Table A and for Column 9, superintendents are advised to use all data found in teachers' record books or on annual statistical report. Any substantial increase in the estimated enrollment over the enrollment for the previous year should be accompanied by full explanation. The alternation of grades in the smaller schools is an important factor influencing the estimate of enrollment. Hence, it is advisable that district enrollment figures for several years be reviewed before the final estimate is entered in Table A and in Column 9 of the report.

Superintendents are asked to exercise extreme care in making the requisition for additional books (Column 10) fit the actual needs of the district. This is to assure each pupil the proper number of books, and to prevent waste resulting from the accumulation of surplus books.

After the requisition has been filled and a check of all schools reveals that the supply available is not sufficient to furnish each pupil with the required texts, the superintendent will submit a supplementary request for additional books to the Division of Free Textbooks. This should be determined at the earliest possible date following the opening of the school term as several weeks are required for the preparation of orders and the completion of shipments. All supplementary requests must bear the signature of the district superintendent (bonded custodian). Whenever possible, supplementary requisitions are filled by means of transfers from districts reporting surplus books. Superintendents are asked to cooperate in reporting and transferring textbooks which are not to be used during the current school year.

CHAPTER IV

GOOD CITIZENSHIP CODE

FOR PUPILS USING STATE FREE TEXTBOOKS

PLEDGE

Acknowledging my gratitude to the State for providing good schools and free textbooks for my education, and recognizing the obligations of citizenship that this education places upon me, I pledge myself to obey the *good citizenship book code*.

THE LAW OF RESPECT

I will respect and take care of the property of the State.

THE LAW OF ORDER

I will keep my books in good order at school and at home.
I will arrange my books neatly in my desk.

THE LAW OF CLEANLINESS

I will keep my books clean outside and inside.
I will not mark them with pen or pencil.
I will not spoil their pages with finger prints.

THE LAW OF HONESTY

I will guard my books as a trust from the State.
I will return in good condition to my teacher the books which the State lends me.
I will replace or pay for those books that I lose or damage willfully or unreasonably.

THE LAW OF RIGHT DEALING

I will keep my books fit for those to use who come after me as I expect those who come before me to keep their books fit for me to use.

The Code printed above is adapted from a Texas Textbook Bulletin and used here by permission of the State Department of Education of that State. *We recommend it to our schools and earnestly urge upon teachers and pupils the patriotic duty and the extreme importance of taking the very best care of this valuable property of the Commonwealth.*

CHAPTER V

ADOPTION OF TEXTBOOKS

The boards of education maintaining a school term of nine months, cities of the first, second, third and fourth class and districts having a school population in excess of 1,250 upon recommendation of the superintendent, shall make their own course of study based on the State Minimum Course of Study and shall make their own textbook adoption, upon recommendation of the superintendent. Such adoption must be taken from the multiple list set up by the State Textbook Commission. These adoptions shall be made on or before May 1 of each adoption year and shall remain in force for a term of five years.

It shall be the duty of boards of education of multiple districts to make textbook contracts with the several publishers that publish such books as may be selected from the multiple list. These contracts shall be on blanks prepared by the Superintendent of Public Instruction and furnished free of any charge.

The contracts for multiple adoptions must be in triplicate, signed by the chairman and secretary of the local board of education and forwarded to the office of the publishers of the books listed on the contracts. When the publisher or an attorney-in-fact has signed all three copies, one copy shall be retained by the publisher, one sent to the office of the State Superintendent, and the other sent to the office of the local superintendent. This is commonly known as a multiple adoption. The local boards of education are limited in the number of changes that may be made at any one adoption. Not more than $33\frac{1}{3}$ per cent of the subjects in actual use may be changed. All others must be readoptions.

Counties maintaining fewer than a nine month school term and independent districts below are serviced by what is commonly called a basal adoption. This adoption is made by the State Textbook Commission and shall remain in force for a period of five years. It shall follow the course of study prepared by the State Superintendent and approved by the State Board of Education. The Textbook Commission shall select from the multiple list, one book in each subject in each grade (1-12) to be the adopted or readopted. This shall be the basal adoption for the adoption period. The Commission is limited in the changes it may make to $33\frac{1}{3}$ per cent of the books actually in use. The next adoption will be held within the period from January 1 to March 1, 1945.

CHAPTER VI

COURSE OF STUDY AND TEXTBOOK ADOPTIONS

This minimum course of study is set up in accordance with Section 156.160 of Kentucky as a guide for the adoption and purchase of free textbooks by the State. Each local board of education will adopt its own course of study upon recommendation of its superintendent, which course must include all subjects listed in the State Minimum Course of study, plus any additional subjects from the optional list as may be necessary to meet local needs.

ELEMENTARY GRADES

First Grade

- *Primer
- *Reading
- Art
- Music
- Writing
- Health
- Safety
- Science
- Social Science

Second Grade

- *Reading
- *Writing
- *Spelling
- Art
- Music
- Health
- Safety
- Science
- Social Science

Third Grade

- *Reading
- *Language
- *Writing
- *Spelling
- *Arithmetic
- *Health
- Art
- Music

Geography

Safety

Science

Social Science

Fourth Grade

- *Reading
- *Language
- *Writing
- *Spelling
- *Arithmetic
- *Health
- *Geography
- *History
- Art
- Music
- Safety
- Science
- Social Science

Fifth Grade

- *Reading
- *Language
- *Writing
- *Spelling
- *Arithmetic
- *Health
- *Geography
- *History
- Art
- Music
- Science

Social Science
Safety

Sixth Grade

- *Reading
- *Language
- *Writing
- *Spelling
- *Arithmetic
- *Health
- *Geography
- *History
- Art
- Music
- Science
- Social Science
- Safety

Seventh Grade

- *Reading
- *Language
- *Geography
- *Kentucky History
- *Government (including Kentucky Gov't.)
- *Arithmetic
- *Health or
- *Elementary Science
- Art
- Music
- Writing
- Spelling

Guidance	*U. S. History	Writing
Safety	*Arithmetic	Spelling
Eighth Grade	*Agriculture or	Health
*Reading	*Ele. Science	Guidance
*Language	Art	Safety
	Music	

JUNIOR HIGH SCHOOL

Seventh Grade	*Literature
*English:	*Composition
*Literature	*Social Science,
*Composition	Integrated, or
*Social Science,	*U. S. History
Integrated, or	*Mathematics
*Geography	*Agriculture or *Ele. Science
*Kentucky History	Art
*Government (Including Ky.	Music
Gov't.)	Writing
*Mathematics	Spelling
*Health or *Elementary Science	Health
Art	Guidance
Music	Safety
Writing	Home Economics
Spelling	Industrial Arts
Guidance	Jr. Business Training
Safety	Foreign Languages
Home Economics	Latin
Industrial Arts	Spanish
Eighth Grade	French
*English:	German

* Indicates Minimum Course of Study in reference to the first purchases of free textbooks by the State Board of Education.

The foregoing carries a complete list of subjects which are adopted or approved in the Minimum Course of Study. The subjects marked with an asterisk (*) are minimum essentials and textbooks are supplied free to all pupils in the State. The subjects not so marked by an asterisk are known as optional subjects.

Superintendents of districts, regardless of the type (multiple or basal), may select from the optional subjects, two in the first grade, two in the second, and one in each of the remaining elementary grades, including seventh and eighth in junior high school. Each superintendent shall, at the beginning of each adoption period, exercise such option in each grade. Should there be sufficient funds available after textbooks for those subjects on the State's Minimum Course of Study are purchased, then the optional books will be supplied upon requisition by the district superintendent.

ANNUAL REPORT ON FREE TEXTBOOKS AND REQUISITION FOR 19..... FORM FT-8

FILL IN EACH SPACE IN EACH COLUMN CAREFULLY AND ACCURATELY	BOOKS RECEIVED IN DEPOSITORY		BOOKS REMOVED FROM DEPOSITORY				ENROLLMENT AND REQUISITION FOR FREE TEXTBOOKS				Col. 11 (Do not write in this column) Copies Requisitioned by Free Textbook Division 1944-45	
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6		Col. 7	Col. 8	Col. 9		Col. 10
	No. Copies of Usable Books on Hand at Beginning of 1943-44 (See Col. 8 1942-43 Annual Report)	No. of Copies Received During 1943-44	All Books Lost, Destroyed, or Damaged for which NO Collection COULD Be Made (Listed in Table C)	All Books Lost, Sold, Destroyed, or Damaged for which Collection WAS MADE (Listed in Table D)	Balance of Column (1+2) Minus (3+4)	Transfers from Other Depositories	Transfers to Other Depositories	Books in Depository Becoming UNFIT for Use DURING Year 1943-44	USABLE Copies on Hand (Col. 5 Plus or Minus Col. 6 Minus Col. 7)	Estimated Enrollment by Grades for 1944-45 (See Table A)		Estimate by Supt. of Additional Copies Needed 1944-45
Table B TITLE OF TEXTBOOKS						+	-					
JOHN DOE BOOKS (example)	720	160	90	40	750	20	-	80	690	790	100	
GRADE I:												
*Primer												
*Reader												
Optional												
Optional												
GRADE II:												
*Reader												
*Speller												
*Writing												
GRADE VIII (Jr. High):												
*Agriculture												
*Jr. Science												
*English Comp.												
*Literature												
*Jr. Math.												
*Social Science III												
*Social Science IV												
*U. S. History												
**Total												

* Subjects marked * represent the Minimum Essentials and Only Those So Marked Will Be Purchased by the State.

** Check Your Report. Carry through the total line at bottom as indicated by the John Doe line at top. The result will be the same as in Column 8.

