

Guidebook

**For ordering Textbooks, Instructional Materials and
Equipment under Acts 195/90/35
For Non-public and Private School Students
June 2014**



pennsylvania
DEPARTMENT OF EDUCATION

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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DEPARTMENT OF EDUCATION

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Introduction

This guidebook is for teachers and administrators of non-public and private schools to help them in their understanding, responsibility and use of the textbooks, instructional materials, and equipment loan programs. These programs are offered under Act 195 of 1972 (July 12, 1972, P.L. 863, No. 195), Act 90 of 1975 (August 1, 1975, P.L. 183, No. 90), and Act 35 of 2001 (June 22, 2001, P.L. 530, No. 35) and were established for use by Pennsylvania resident students attending non-public and private schools in Pennsylvania and surrounding states. See Section 9-923-A of the Public School Code of 1949, Act of March 10, 1949, P.L. 30 *as amended*, 24 P.S. § 9-923-A. The guidebook has been updated to reflect advancing technology and improved methods of instruction. This includes the addition of the category for equipment.

This guidebook should be used in conjunction with the *Non-public and Private Information System (NPIS) User Guide*. NPIS is the new information system that will be used by teachers and administrators of non-public and private schools to request: eligibility approval of textbooks; instructional materials and equipment; create and submit purchase requisitions; check status of purchase requisitions; and review allotment balances. It includes a catalog of items which have been requested by schools under the textbook, instructional materials and equipment loan program established by the State Board of Education 22 Pa. Code § 114.1—114.25, and 115.1 —115.27. It identifies whether each listed item has been determined "eligible" or "not eligible" for the program. The link to NPIS is <https://www.npis.pa.gov/Account/Login>

Each year, the Pennsylvania General Assembly appropriates funds for the purchase and loan of textbooks, instructional materials and equipment to eligible Pennsylvania resident students enrolled in, and attending full time, non-public schools recognized by the Pennsylvania Department of Education (PDE).

PDE encourages schools to consider using research or evidenced-based materials as their instructional items or to consider best practice resources. This will support schools in providing a high-quality education to their non-public school students. PDE Standards Aligned System (SAS) web portal contains excellent resources for learning more about research or evidence-based strategies for instruction. Visit the SAS web portal at <http://pdesas.org>.

Teachers and administrator should become familiar with this guidebook. They are responsible for requesting only items that are eligible for purchase and they should refer to the guidebook to answer questions when determining eligibility of textbooks, materials and equipment.

PDE's Division of Planning retains the responsibility for rendering final decisions regarding items to be purchased.

Program Information Sources

I. Allocation of Funds and Eligibility of Items

Questions concerning school allocations and questions concerning submission of new items should be directed to the email, telephone or fax number listed below:

Pennsylvania Department of Education
Bureau of Teaching and Learning
Acts 195/90/35 Textbooks and Materials Program
333 Market Street, 3rd Floor
Harrisburg, PA 17126-0333
Telephone: 717-787-1890
TTY: 717-783-8445
Fax: 717-783-9283
Email: ra-nppss@pa.gov

II. Item Shipment, Vendor and Billing Issues, Submission of Purchase Requisitions

Questions regarding non-shipment of items, vendors, billing issues and creation and submission of purchase requisitions should be directed to the email address listed below:

Pennsylvania Department of Education
Bureau of Management Services
Division of Procurement, Grants and Payables
333 Market Street, 15th Floor
Attn: Act 195/90/35 Section
Harrisburg, PA 17126-0333
Email: RA-act195-90@pa.gov

Parental Certificate for Requesting Student Participation

Section 9-923-A (c) of the Pennsylvania Public School Code, provides that PDE shall have the power and duty to loan textbooks, instructional materials and equipment to children residing in the commonwealth who are enrolled in kindergarten through grade 12 in a non-public school. A per pupil allotment is set based on student enrollment to eligible and participating non-public and private schools for these eligible purchases. The non-public school receives no direct funding however, the school submits purchase requisitions against its allotment. The items purchased with this money are on loan to the students from PDE and are the property of PDE. Participating schools are required to maintain on file at the school "Certificates of Request" from parents or guardians for textbooks, instructional materials and equipment loaned to their children. (22 Pa. Code §114.25)

A Certificate of Individual Request for Loan of Textbooks, Instructional Materials and Equipment can be found on page 5, together with an explanatory cover letter for the parents. Please reproduce sufficient copies of the form and cover letter and distribute to each family that has children enrolled in kindergarten through grade 12 at your school. Nursery/preschool students and students enrolled at another day school are not eligible, as well as children who do not reside in Pennsylvania.

Certificates are required for all new families enrolled in the school. It is suggested that you make this form part of your registration packet for students. The parents/guardians should sign the form and return it to the school. The school will maintain the Certificates of Request on file. The file must be available for inspection by the appropriate authority. New Certificate of Request forms are required each school year. Schools that are first time participants in the program must have all parents/guardians of eligible students complete a Certificate of Request. A letter stating that the certificates are on file shall be sent to the Non-public Schools Coordinator in the Division of Planning at PDE each year. Please send to PDE, Bureau of Teaching and Learning, Acts 195/90/35 Textbooks and Materials Program, 333 Market St., 3rd Floor, Harrisburg, PA 17126-0333. You may remove certificates from your files for children no longer enrolled at your school.

Sample Letter to be Sent Home to Parents or Guardians

Dear Parent/Guardian:

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in non-public and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the non-public or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely yours,

Principal

CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania Public School Code of 1949 for my child(ren) attending

_____ School.

Date: _____ (Signed) _____
(Parent or Guardian)

This program is available only to Pennsylvania residents.

(This form is to remain on file at the school)

Identification of Textbooks, Instructional Materials and Equipment

All textbooks, instructional materials and equipment are to be stamped or identified as shown below:

PENNSYLVANIA DEPARTMENT OF EDUCATION
ACT 195/ACT 90/ACT 35 – SCHOOL YEAR 2014

Please note: Program money cannot be used to purchase identification stamps. They are available in any office supply store.

Disposal of Textbooks Loaned from the Secretary of Education

School administrators are authorized to dispose of old textbooks at the end of the **sixth** school year after acquisition by one or more of the following methods:

1. Textbooks, which are still usable but no longer needed, may be:
 - a. transferred to any public school, intermediate unit or to any public/private school participating in the Acts 195/90/35 programs (sending school must keep record of transfer); or
 - b. given to students for possible home use and reference.
2. Textbooks which are no longer usable may be discarded.

NOTE: Any items acquired under the programs ARE NOT to be sold by the non-public school.

Program Definitions

Textbooks Loan Program and Instructional Materials and Equipment Program –

“Textbooks” are defined as books, workbooks, including reusable and non-reusable workbooks, and manuals, whether bound or in loose-leaf form, intended for student use as a principal source of study material for a given class or group of students. Such textbooks must be those acceptable for use in any public elementary or secondary school in the Commonwealth. 24 P.S. § 9-923-A(b). **NOTE: All items ordered must be completely nonsectarian in nature.**

“Instructional Materials” are defined as pre-prepared learning materials, which are secular, neutral and non-ideological in character and of benefit to the instruction of non-public and private school children on an individual basis and presently or hereafter provided for public school children of the commonwealth. 24 P.S. § 9-923-A(b).

“Instructional Equipment” is defined as equipment, other than fixtures annexed to and forming part of the real estate, which is suitable for and to be used by children and/or teachers. The term includes, but is not limited to, projection equipment, recording equipment, laboratory equipment, and any other educational secular, neutral, non-ideological equipment as may be of benefit to the instruction of non-public and private school children and presently or hereafter provided for public school children of the Commonwealth. 24 P.S. § 9-923-A(b) Eligible purchases under the Equipment Program shall include, but not be limited to: computer software (including software with word processing), computer hardware, printers, CD/DVD players, tape recorders, film, iPads and electronic readers, projectors and cameras, camcorders, Smart boards, electronic response systems, and Apple TV.

NOTE: When requesting a new item for purchase, please provide a brief but informative justification as to how these items will be used.

Eligibility Criteria

Rationale for Ordering

In order to better understand how to determine if the item(s) you are ordering is appropriate under this funding, the following key questions are presented to help guide you through your consideration for ordering textbooks, instructional materials and equipment:

1. Is this item, by its very nature, of benefit to the instruction of students, either in a small group or on an individual basis? Your response should be **YES**.
2. Is this item primarily a learning tool for the student and not a teaching tool for the teacher? Your response should be **YES**.
3. Is this item provided to Pennsylvania public school students? Your response should be **YES**.
4. Is this item to be used for anything other than classroom use by the students? Your response should be **NO**.
5. Is this item religiously oriented or does it provide a religious perspective? Your response should be **NO**.

Purchasing Instructional “Kits”

Many vendors on the market offer instructional kits. However, such kits are often difficult to evaluate for approval. Many of these kits contain a mix of eligible and ineligible items. Therefore, we have established the following general rule of thumb for considering the eligibility of such kits for purchase: Kits containing more than 75 percent of items which are clearly eligible if ordered separately will be approved for purchase. Kits containing more than 25 percent of items which are clearly ineligible if ordered separately will not be approved for purchase.

Replenishing materials contained in original kits is not appropriate unless such materials are eligible for purchase separately.

Items Provided by Vendors Free of Charge

Many vendors will include with an order, at no charge, teacher support materials which would normally be ineligible for purchase, or other materials that would normally be ineligible for purchase. Such items **MAY** be requested but must be marked as “no charge” when requesting a new item through NPIS.

Items Not Eligible For Purchase

The items listed below and on the following pages will **NOT BE APPROVED FOR PURCHASE**. This list is only a guide and is not exhaustive. It is intended to portray all ineligible items. Please use the key questions for consideration under **Rationale for Ordering** on page 8 of this guidebook to determine what is and is not eligible for purchase. PDE retains the authority to render final decisions regarding items to be purchased. Because an item was approved last year does not necessarily mean it will be approved the next year.

Some common ineligible items are listed under the various core subject categories on pages 10 and 11 in order to convey a better understanding. However, if an item is ineligible under one subject area, it is automatically considered ineligible for use in all subjects.

NOT APPROVED

Alternating Current (AC) adaptors

Bulletin boards

College Level Examination Program (CLEP)

College Board achievement tests

Computer operating software

Easels/stands/racks

Electric appliances/tools (floor model)

Electric appliance parts

Equipment (such as televisions, scanners, laminators, copiers, fax).

Note: Please see equipment definition for eligible equipment purchases, page 7.

First aid cabinets/kits/floor mats

Furniture

Headphones, GPS devices, internet routers/connectors/speakers

Lasers/laser pointers, pencil sharpeners

Portfolios/folders

Psychological testing materials

Religiously oriented items

Rental/royalty fees

Scoring keys

Storage apparatus

Student certificates/awards/name plates

Wall Decorations (such as borders, wall/window clings, posters that are not instructional (please provide justification if ordering posters))

Teacher/counselor materials (including, but not limited to, teachers' editions, lesson plans, manuals, guidebooks)

Volume vouchers for iPad

Common Ineligible Items by Subject Area

Art

Cleaning fluids
Drawing boards

Home Economics

Linens

Industrial Arts

Drafting tables/boards
Lumber
Mechanical parts
Metals
Power tools (floor model)
Toolboxes
Workbenches

Kindergarten

Playground equipment
Playhouses
Play furniture/appliances
Riding toys

Music

Musical instruments
Resonator bells/music stands
Tuners

Physical Education

Air pumps
Athletic tape
Bags/carriers
Exercise equipment (includes weight sets)
Dumbbells (over 10 pounds)
Guns
Marker items (such as cones, tape, etc.)
Megaphones
Punch bags/Team sports equipment
Trampolines
Whistle

Science

Aquariums/animal cages/incubators/terrariums
Batteries
Chemicals
Electroscopes
Eyewash stations
Lab coats
Laser kits/accessories/beams
Liquids
Ovens
Plants
Power supplies
Propane gas tanks/burners/stands
Rocket kits
Spark generators
Transformers
Transistors
Wall mounted thermometers
Wave generators

Special Education

Visual and hearing machines