

EQUIPMENT, BOOKS AND MATERIALS

The governing board recognizes that students' educational opportunities are enhanced when they have sufficient access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials must also be up to date.

When new materials have been chosen in accordance with the district's selection and evaluation policy and approved by the Board, the Board shall make final decisions regarding their purchase and the use of district funds to supplement state allotments for this purpose.

Disposal Of Surplus Obsolete Materials

The disposition of old and obsolete textbooks, library books and instructional materials shall be accomplished under the direction of the superintendent in accordance with state and district guidelines. Disposal shall proceed in the most economical manner for the District.

Guidelines for determining obsolescence include:

1. Lack of compliance with the legal provisions of Division 8, Chapter 929, Article E, of the Education Code, regarding racism, sexism, etc.
2. Being superseded by more recent State adoptions and./or newer editions.
3. Physical deterioration.

Procedures For Disposal Of Surplus Obsolete Instructional Materials

1. Based on guidelines for obsolescence materials are welded.
2. Titles are removed from adopted materials lists, and deleted from computer catalogs.
3. Individual copies or sets of materials if determined to have some reference of supplementary value may be shelved and circulated in the District Instruction Media Center.
4. Materials with district stamps of ownership must be stamped prominently with DISCARD stamp.

EQUIPMENT, BOOKS AND MATERIALS (Continued)

5. A date is selected for disposal with announcements to all staff, institutions, and the public through area newspapers.
6. District personnel will be notified and allowed access to the materials at least one day before the public.
7. Materials will be placed in a location, which will not interfere with any normal school functions.
8. Materials, which are not selected by the public, shall be disposed of as allowed by the Educational Code.

Giving Excess School Owned Supplies To Students

Excess school owned supplies shall not be given to students to remove from the school premises for their personal use unless the Board specifically authorizes such activity.

Legal References:

EDUCATIONAL CODE

60010	Definitions
60040-60047	Requirements, materials
60117-60119	Pupil textbook and instructional materials incentive program
60200-60206	Elementary school materials
60240-60252	State instructional materials funds
60400-60411	High school textbooks