

# CAMBRIAN SCHOOL DISTRICT

## Board Policy

**Procedure 3512.1**

Adopted: January 22, 2002

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### **BUSINESS AND NONINSTRUCTIONAL OPERATIONS Disposal of Obsolete, Unusable and Surplus Instructional Materials**

#### I. Textbooks

- A. All obsolete texts in the school shall be offered to teachers within the school after a discussion with teachers, principal and district level administrators.
- B. After teachers in the school have had an opportunity to select, the remaining textbooks shall be offered to other teachers in the District.

This shall be done by the principal of the school, sending a notice to other schools/teachers in the District, telling them of the obsolete texts and the time, date, and location where they may review and take materials they choose. A copy of this notice should be sent to the District Office.

- C. After all teachers have had an opportunity to select, the textbooks shall be offered to parents/children in that school.

The principals will be in charge of informing parents/children of the availability of obsolete textbooks.

- D. All remaining texts shall be boxed and sent to the District Office.

#### II. Discard-Books

- A. Schools having books which meet the discard standards of the district may discard books at any time (Refer to Procedure No. 3512.1).

The principal will direct any actions within his school regarding books to be discarded.

#### III. Materials Other Than Textbooks

- B. All other materials shall be sent to the District Office. They shall not be offered to the public at this time.