



Donation, Sale, and Disposal of Instructional Materials

The Blue Ridge Academy (“School”) recognizes its fiscal responsibility to maximize good stewardship over the use and care of School-owned instructional materials, such as books, equipment and supplies (collectively, “Instructional Materials”), while also providing up-to-date resources that facilitate student learning and effective educational programs.

As part of its program, the School provides students, and students have the opportunity to purchase Instructional Materials utilizing School funds. These items are considered School-owned and are expected to be returned to the School at the completion of their usage. When any School-owned Instructional Materials becomes unusable, obsolete, or no longer needed, the following policy and procedures shall apply.

The purpose of the Blue Ridge Academy Governing Board approving this Donation, Sale, and Disposal of Instructional Materials Policy is to accomplish the following:

1. Define when Instructional Materials may be Considered Obsolete or Unusable
2. Explain the Process Upon Determination of Obsolete, Unusable or No Longer Needed Instructional Materials
3. Identify the Procedures for the Donation, Sale or Disposal of Instructional Materials

1. When Instructional Materials May Be Considered Obsolete, Unusable or No Longer Needed: The Superintendent or designee may deem that individual or groups of Instructional Materials are obsolete, unusable, or no longer needed by the School, upon the determination that the Instructional Materials:

- Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas;
- Are not aligned with the School’s academic standards or course of study;
- Contain information rendered inaccurate or incomplete by new research or technologies;
- Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board/School policy; or
- Are damaged beyond use or repair.

2. Upon Determination of Obsolete, Unusable or No Longer Needed Instructional Materials: Upon the determination above, the Superintendent or designee shall prepare an itemized list of such Instructional Materials that are deemed obsolete, unusable, or no longer needed. The Superintendent or designee shall prepare such list of presentation to the Board of Directors (“Board”) include with the list an estimated value of such Instructional Materials and a recommendation as which items may be donated, sold or disposed of pursuant to this policy.

In preparing such recommendation for the Board, the Superintendent or designee shall determine if any such items were donated to the School or purchased, procured or otherwise obtained by the School with specific instructions regarding the return, donation, sale or disposition of such property. For example, if a donor requested the return of the donated item once it is no longer

needed by the School, or whether a particular grant specified that items purchased with such grant funds must be first offered to another school prior to being donated, sold or disposed of. The Superintendent or designee shall recommend to the Board the return, donation, sale, or disposal of any particular item in accordance with any restrictions imposed by the donor or grant funds on such item.

The Board, upon review of the list and recommendations from the Superintendent or designee, shall have the authority to declare any School-owned Instructional Materials unusable, obsolete, or no longer needed, and subject to any applicable restrictions on such items. The Board shall determine the estimated value of the Instructional Materials and shall direct the Superintendent or designee whether such items are authorized for donation, sale and/or disposal pursuant to this policy.

The Board shall approve and provide the Superintendent the price and terms of any approved sale, lease or auction of any particular Instructional Material item or other School-owned property that the Board determines is valued over \$1,000.

Upon approval by the Board, the Superintendent or designee shall arrange for the donation, sale or disposal of these items in accordance with the Board's direction and as set forth below.

3. Procedures for the Donation, Sale or Disposal of Instructional Materials: The Superintendent or designee shall donate, sell, or dispose of Instructional Materials, including assets originally acquired under a federal or state grant or subgrant but subject to any applicable restrictions, in accordance with the direction of the Board, in a manner designed to ensure the highest possible return, and in accordance with the following procedures:

- The price and terms for any sale, lease or auction of a particular Instructional Material or other School-owned item with a fair market value in excess of \$1,000 must be approved, in advance, by the Board.
- Useable Instructional Materials that are no longer needed by the School may be donated to a school district, another charter school, county free library, another public agency, a nonprofit charitable or educational organization, or to children or adults in California.
- Obsolete and unusable Instructional Materials, or useable/no longer needed items that were rejected for donation, may be discarded or otherwise disposed of in accordance with applicable environmental laws and procedures for electronic waste and recycling.

In accordance with the School's Articles of Incorporation, Bylaws and tax exemption, the School's assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the School, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director, officer or fiduciary of the School. This includes School-owned Instructional Materials, and other personal property purchased by the School.