

Discarding of School Property

- I. Materials and equipment which are no longer of use in School District classrooms and libraries/media centers will be systematically reviewed and may be withdrawn in accordance with the following guidelines. Items donated or not claimed from a lost and found are the property of Dallas School District.
 - A. In the decision to review materials for the purpose of withdrawal and/or discard, the following practices and considerations will be observed:
 1. physical condition;
 2. obsolescence of material;
 3. historical significance; and,
 4. popularity and past use.
 - B. In the event materials are to be reviewed for subsequent withdrawal and discard, the respective administrators will, where practical, seek the advice and input from building teachers and other administrators.
 - C. Materials and equipment identified as surplus to School District needs will be disposed of in the following manner:
 1. Single items with a current value greater than \$500 if sold, will be sold through a public bidding process.
 2. Items found to be useable may be sold by the School District.
 3. Items may be offered to non-profit organizations.
 4. Items which are irreparably damaged or are found to be of no use to the School District may be recycled or destroyed.
 5. If material is part of the School District inventory list the business office will be notified.
 - D. All materials and equipment labeled as property of Dallas School District which are surplus will be permanently marked and/or stamped in a uniform manner so as to state that they are items to be discarded.
 - E. If equipment has an asset inventory tag, the tag must be sent to the District office prior to discarding the equipment.
- II. The following policy statements shall provide the basis for the handling of out-of-adoption textbooks, sample textbooks, or worn out textbooks:
 - A. Teachers shall be permitted to use these textbooks for supplemental instruction, but only when it is appropriate to do so.

- B. When not used in the District’s instructional program, each textbook shall be stamped with the statement: “OBSOLETE MATERIAL NO LONGER IN SCHOOL District USE.”
- C. Out-of-adoption textbooks, which have been properly stamped, may be made available to parents and/or students to keep for their own use at little or no charge.
- D. The District may provide citizens with opportunities to acquire properly stamped out-of-adoption textbooks at little or no charge.
- E. Final disposal of properly stamped out-of-adoption textbooks, sample textbooks, and worn-out textbooks may be made by:
 - 1. providing them as gifts to other children-serving agencies in the U.S.A. or in other countries if it is at minimal cost to the School District.
 - 2. selling or giving to paper recycling agencies if it is at minimal cost to the School District.
 - 3. other means, such as shredding, burning or hauling to a disposal site but only as a final resort.