

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

DN

DISPOSAL OF OBSOLETE EQUIPMENT AND MATERIALS

When, in the opinion of the administration, the condition and age of school materials make them no longer of use for school purposes, they may be sold, destroyed or given away. Textbooks which are to be discarded should be plainly marked "Discard."

This shall also apply to items which are no longer needed by the school as a result of changes in curriculum or in methods and procedures.

All items of major nature or those that were originally gifts to the school district are subject to school board approval prior to discarding.

If the administration determines that it may be advantageous to the district, the designated property shall be advertised for sale. Receipts for all sales shall be deposited in the school district general fund.

Any other appropriate items to be discarded shall be offered to students and staff prior to discarding.

Approved: C - 5/10/74

Revised: C - 1/5/00