

SCHOOL PROPERTY DISPOSAL PROCEDURES

Background

There is a need to dispose of school owned property that has become obsolete, worn out, surplus, or has otherwise lost its value in support of the instructional or other programs.

Procedures

Textbooks

1. When, in the opinion of the Principal, textbooks no longer serve a valid purpose in the school and no other Division school offers to purchase them, the administration shall dispose of the books by:
 - 1.1 Offering them for sale to commercial organizations, other school jurisdictions, or individuals in the community through an open sale;
 - 1.2 Donating them to an organization or individual who undertakes to ship them to underdeveloped countries; or ultimately by
 - 1.3 Destroying them in the most economic and environmentally friendly manner. Costs associated with disposal shall be borne by the school.

School Equipment

2. When, in the opinion of the Principal, instructional or non-instructional equipment no longer serves a valid purpose in the school, the administration shall dispose of the equipment by:
 - 2.1 Offering it for sale to commercial organizations, other school jurisdictions, or individuals in the local community through an open sale;
 - 2.2 Donating the equipment to an organization (NOT to an individual); or ultimately by
 - 2.3 Destroying it in the most economic and environmentally friendly manner. Costs associated with disposal shall be borne by the school.
 - 2.4 Electronic equipment - refer to the Technology Plan - Section 11.
3. All instructional and non-instructional school equipment that has been deemed obsolete by the Principal shall be listed on a form and submitted to the Associate Superintendent (Business and Financial Affairs) for insurance purposes.
4. All school instructional and non-instructional equipment that no longer serves a valid purpose but is not determined to be obsolete may be forwarded to the Maintenance Department. Should the Maintenance Department determine the equipment to have value, they will take it from the donating school free of charge. The Maintenance Department will keep any proceeds they receive from the subsequent resale of the equipment to another school or to the public.