



## **Disposal of School Property Policy**

Upon the completion of the annual inventory (August and May of each year), the MCS Director shall deem any items fit for disposal according to the recommendations of staff. To designate an item for disposal it shall be out-dated, worn out beyond regular repair, or fail to meet curriculum or program needs. The MCS Director shall evaluate the condition of the item(s), and assign the condition as obsolete, poor, or scrap. The MCS Director will determine the method of disposal (sale, donation, trash, or recycling).

The MCS Director shall notify the State Office of Education of any set of books (25 or more) that are in usable condition to be made available to other school districts no later than April 1. The MCS Director will ensure that the proceeds from any sale of items are deposited into the appropriate account/program. All information of disposal shall be noted in the MCS inventory.

Other school districts have until September 1 to request the surplus textbooks and are responsible for shipping and delivery costs. If no district requests the books, or the set is fewer than 25 in number, the books may be made available to MCS teachers and families after being stamped "discarded." After October 1 the textbooks ready for discard can be recycled at the nearest recycling facility accepting books.