

# Gladstone School District 115

Code: DN-AR  
Revised/Reviewed: 4/08/09; 12/11/19  
Orig. Code: DN-AR

## Disposal of District Property

### Rationale for disposal:

1. Material damaged beyond repair;
2. Material content has become dated;
3. Curriculum change:
  - a. Material found unsuitable for prospective grade level, i.e., inappropriate language or illustrations which sensationalize subject;
  - b. Number of copies no longer needed.
4. Library materials found outdated and unsuitable for further use can be disposed of according to district policy with approval of the building principal.

### Method of disposal:

1. Material may be transferred to another school within the district, if needed;
2. Material may be transferred to the classroom or appropriate department within the buildings;
3. Material may be recycled following the sequence noted below:
  - a. Given to a charitable organization if requested, i.e., church or educational institution;
  - b. Obtain financial reimbursement for material from a recycling center or independent recycling business;
  - c. Transport to an environmental recycling center.