



## **Administrative Regulation 6161.5 DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS**

**Responsible Office(s):** Office of Academics, Department of Curriculum & Instruction

### **PURPOSE**

The Superintendent adopts this administrative regulation to establish procedures related to the disposal of obsolete instructional materials in the Washoe County School District ("District").

### **DEFINITIONS**

1. Adopted Instructional Materials – Any adopted District purchased materials in a given content area used as the primary tool for instructional purposes. This includes, but is not limited to, textbooks or digital access to a program.
2. Non-Consumable Materials – Any adopted District purchased materials that are not replaced on a yearly basis. Student workbooks would be an example of a consumable material.
- 3.

### **REGULATION**

1. Non-consumable instructional materials become obsolete for a variety of reasons, among them:
  - a. They are to be replaced by updated materials;
  - b. The adoption cycle has expired (NAC 390.050); and
  - c. They are torn, defaced, or damaged to the extent that the item is not economically repairable.
2. The Office of Academics, in cooperation with the Office of Business and Finance's Purchasing Department, is responsible for directing the disposal of instructional materials classified as obsolete by the District.
3. Schools will contact the Instructional Materials Facilitator to determine if the textbooks are still adopted for use in the District. Unused adopted textbooks will be returned to the District's Instructional Materials Depository for re-distribution to schools.
4. Obsolete textbooks will be sold to a materials reclamation company contracted and approved through the Purchasing Department.
5. Damaged and unusable textbooks will be recycled. Books should not be thrown away in trash cans.

6. The District, in accordance with the Attorney General Opinion Number 106, December 7, 1972, will make available obsolete instructional materials to students and parents or guardians, community members, and nonprofit organizations within Washoe County. Books disposed of in this manner will contain an appropriate inscription indicating that the book is no longer needed in the District. It is the responsibility of the building principal to see that materials disposed of in this manner has affixed the proper inscription.

### **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This administrative regulation reflects the goals of the District's Strategic Plan.
2. This administrative regulation aligns with the governing documents of the District, to include:
  - a. Board Policy 6160, Instructional Materials: Selection, Adoption and Disposal
  - b. Administrative Regulation 6161, Media Selection
  - c. Administrative Regulation 6181, Standards Enhancements and Course Revisions; and, Textbook/Materials Selection and Adoption
3. This administrative regulation aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Nevada Attorney General's Opinion 106, 12-07-72

### **REVIEW HISTORY**

Date	Revision	Modification
07/24/1973	1.0	Adopted
09/22/1992	2.0	Revised
11/05/2014	3.0	Revised: title changed to "obsolete" from "discontinued"
3/15/2016	4.0	Revised: added Regulation #'s 3, 4 and 5
8/13/2020	5.0	Revised