

DISCARDING OF TEXTBOOKS/INSTRUCTIONAL MATERIALS

Materials may be discarded when any of the following criteria is met:

- The material is out of date
- The material is inaccurate
- The material is in an unusable condition

Determination as to whether the criteria applies to materials currently possessed by the Bethel Public Schools shall be made by the Assistant Superintendent of Schools.

INSTRUCTIONAL MATERIALS DISCARD FORM

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE TO THE BUILDING PRINCIPAL TO SIGN-OFF AND FORWARD TO ASSISTANT SUPERINTENDENT OF SCHOOLS

SCHOOL: _____

SUBMITTED BY: _____

GRADE(S): _____

INSTRUCTIONAL MATERIAL(S) TO BE DISCARDED: _____

NUMBER OF COPIES: _____

AUTHOR(S) _____

COPYRIGHT DATE: _____

REASON FOR DISCARDING: _____

PRINCIPAL: _____ DATE: _____

ASSOCIATE SUPERINTENDENT: _____ DATE: _____

DR. KRISTEN BROOKS