

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The School Business Manager shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or on a Board-approved public online auction site. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Cross-ref: 6645, Capital Assets Accounting

Ref: General Municipal Law §§51; 800 et seq.
Ross v. Wilson, 308 N.Y. 2d 605 (1955)
Matter of Baker, 14 EDR 5 (1974)
Op. St. Compt. 58-120

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STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that there are personal electronic devices that have educational applications such as iPads, tablets, Kindles, Nooks, and laptops. These devices shall be allowed to be used in classrooms only when they are included as part of the classroom curriculum and authorized by our teachers and staff.

Although “smart” and/or cell phones may have educational applications, these electronic devices shall be prohibited in our schools and classrooms from the time students arrive at school until the end of the regular school day.

In emergency situations, exceptions to the prohibition of the use of cellular phones may be granted by teachers or administrators.

Misuse of any of these electronic devices will result in its confiscation until the end of the school day, as outlined in the code of conduct. For example, students cannot use recording applications without the permission of their classroom teacher. Some uses of personal electronic devices constitute violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

Students who choose to bring approved personal electronic devices such as iPads, tablets, Kindles, Nooks, and laptops are personally responsible for their security. Any damage and/or loss of these electronic devices is the responsibility of the students. The school district will not reimburse students for lost, stolen, or damaged electronic devices.

Cellular Telephones and Testing

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device during testing may do so as specified in the IEP, 504 plan, or medical documentation.

Cross-ref: 5300, Code of Conduct

Ref: *Price v. New York City Board of Education*, 2007 WL 1518302 (2007).

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