



Instilling Accountability, Responsibility, & Respect.
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Reuse & Disposal of Textbooks Policy

PURPOSE

The purpose of this policy is to help ensure C.S. Lewis Academy (the “School”) disposes of its textbooks properly and in accordance with Utah Code § 53G-7-606 and Utah Administrative Code Rule R277-433.

DEFINITIONS

For purposes of this policy, “textbook” has the same meaning as described in Utah Code § 53G7-601 and R277-433.

POLICY

The School shall select and purchase textbooks in accordance with School policy and applicable law.

The Executive Director or his/her designee is responsible for determining how long the School will use or reuse its textbooks and when and how the School will dispose of its textbooks.

The School shall not dispose of textbooks without first notifying all other LEAs in the state of the School’s intent to dispose of the textbooks. However, this requirement does not apply to textbooks that have been damaged, mutilated, or worn out.

The Executive Director shall establish administrative procedures regarding the various ways in which the School may dispose of textbooks and how the School may provide the required notification to all other LEAs in the state before disposing of textbooks.