



PROCEDURE

Title: **ANCILLARY AND NON-
INSTRUCTIONAL MATERIALS**

Procedure No.: **1010a**
Effective Date: **2018 January 23**

Department: Organizational Support Services – Human Resources

Reference(s):

- Acceptance of Donations, Gifts and Equipment
- Approval of Building and Site Alternations by Non-Facilities Staff
- Hazardous Waste Disposal Procedures
- Live Animals in the Classroom Independent Procedure
- Purchasing
- Selection of Supplementary Learning Resources
- Waste Management/Recycling Guidelines

1.0 Definitions

Basic Instructional Materials are the primary adopted materials to be used in classroom instruction (e.g., textbooks, computers, electronic aids). They are associated with curriculum implementation for Board wide use as a primary means to attain standards and benchmarks.

Ancillary Materials are resources which are selected to complement, enrich or extend the curriculum. Materials may include specialized resources to meet diverse needs, for inquiry-based learning, or resources that support opportunities that may not otherwise be experienced. Items that are not accessible on the e-purchasing webstore must meet the criteria of this procedure. Examples include natural items. Items that meet the criteria can be found in the [Ancillary Item Selection List](#).

Non-instructional materials are items that are not used for curriculum delivery. This includes items that are introduced into classrooms, staff rooms, meeting rooms, work rooms, or storage rooms that have not been appropriately vetted through the Board's procurement process and the criteria in this procedure. These products include appliances for staff rooms, furniture, carpet, etc.

2.0 Responsibilities

2.1 School Administrator / Manager / Supervisor will:

- Ensure all requirements within this policy/procedure have been adhered to;
- Ensure that ancillary and non-instructional material(s) used in the classroom and onsite have been appropriately evaluated, meet the criteria of this procedure and are of educational value;
- Ensure the activity/demonstration using the ancillary material is appropriate for the emotional development, ability level, learning style, social development and chronological age of the students;

Administered By: **Organizational Support Services – Human Resources**

Amendment Date(s): 2023 September 25

- Ensure an inventory of ancillary materials on a continual, but minimally on an annual basis to ensure the criteria of this procedure is met;
- Ensure that ancillary and non-instructional material used as decorations to support the culture of the school are appropriate in nature, located in a manner that does not impede safe egress, and are in place temporarily and not for extended periods of time.
- Ensure there are no hazardous substances contained within (e.g., some electronics may have lead, mercury, or other substances lining their interior that on their own are not hazardous until they start to be dismantled). Items that may contain hazardous substances cannot be introduced into the classroom in a manner that could expose students or staff to them. Any questions should be directed to Facility Services and the Safety Specialist;
- Consider recommendations made by students, parents, or teachers when selecting or accepting gift donations;
- Instruct staff annually on the expectations of this policy and procedure to remove ancillary and non-instructional material(s) that are not compliant with this procedure.

2.2 TVDSB Employees and User Groups responsible for introduction of material(s) will:

- Seek approval from the Site Administrator before bringing ancillary and/or non-instructional materials that are not tendered through the Board into the school;
- Ensure proper planning and supervision prior to the introduction of ancillary and/or non-instructional materials;
- Establish learning expectations for the demonstration/practice/activity involving the ancillary material(s);
- Introduce ancillary material(s) in a manner that meets fire regulations and all applicable legislation and regulations;
- Properly dispose of ancillary and non-instructional materials in their classroom, staff rooms, or other areas that do not meet the criteria of this procedure, and/or are no longer being used in the current school year (refer to the [Ancillary Item Selection List](#) for additional instructions).

3.0 Acquisition of Ancillary and Non-Instructional Material(s)

The procurement (or bringing in from community resources e.g. homes) of ancillary and non-instructional materials must be in accordance with the Board's policies:

- Purchasing Policy and Procedure,
- Acceptance of Donations Gifts, Equipment Policy and Procedure,
- Selection of Supplementary Learning Resources Policy and Procedure, and
- Safety considerations.
- The Administrator of the building may need to approve some items to help ensure safety and other considerations (e.g. curriculum) are met.

Ancillary material(s) must be appropriate in content and presentation to the curriculum and to the emotional development, ability level, learning style, social development and chronological age of the students.

Material(s) will stimulate growth in knowledge, literary appreciation, aesthetic value, and societal standards.

Material(s) will foster respect for and an understanding of the contributions made by our diverse community.

Staff will purchase curriculum supplies through the Board's e-purchasing webstore, or consult with their Administrator before bringing in and using supplies from external sources.

Gifted material will be judged by the criteria outlined in this procedure and will be accepted or rejected in accordance with those [criteria](#). Any uncertain items should be referred to the Safety Specialist.

Ancillary materials will not replace any provincially prescribed course content.

4.0 Criteria

4.1 Employees and User Groups will evaluate the materials to ensure:

- The ancillary materials are easily used and understood by both the staff and student;
- Staff can control pace and difficulty levels, if desired;
- Equipment setup is adequately explained and/or demonstrated;
- Material(s) are easily used in the space available;
- Supporting documentation accompanies the materials entering the school. This includes thorough and easy-to-use manual(s) are provided, as appropriate;
- The resource contains no hazardous materials (e.g. allergens from materials made from latex, smoke detectors with radon, items with lead paint, items with mercury, or stuffed animals containing arsenic, lice or bed bugs, etc.).

4.2 Health and Safety

- Health and safety shall be given the highest priority for students and staff when planning and selecting ancillary material(s);
- Attention to special health concerns (e.g. allergens or hypersensitivity) of students and staff is a required element of the acquisition process;
- Correct personal protective equipment is available, fits, and is used by everyone involved in the demonstration, when applicable;
- Material(s) is free of sharp edges/surfaces (e.g. splinters, wire, sharp edges on cans);

- Items that may unintentionally introduce biohazardous/infectious diseases into the learning environment are not permitted (e.g. mosquito breeding ground in pooled water in tires);
- Hand washing must be completed by everyone, as appropriate, following the demonstration or interaction with natural ancillary material(s) (e.g. bird's nest);
- Activities that require electricity must be used in a planned location that is central to electrical outlets. Daisy chaining of extension cords and/or overloading of power bars is not acceptable, example, string lights. When used, tape extension cords to the floor to reduce the likelihood of trips and falls;
- Electronic material(s) must have the appropriate [recognized certification](#) (e.g. CSA, ESA), as required by ESA;
- Equipment that will be taken apart requires the safe removal of the power cord or ensure it is properly locked out before being dismantled to ensure that it is not accidentally energized (consider alternate forms of energy such as hydraulics, etc.);
- Tools purchased to be used to interact with ancillary material(s) (e.g. electronics) must be CSA approved, when required, have all of the pieces and be in good working order. Tools brought to the school by donation may pose a safety hazard to staff due to improper maintenance, lack of inspection or the age of the product and need to be avoided. Students are not permitted to use tools or equipment that is inappropriate for their age or skill level, as assessed by the teacher. Supervision is required at all times;
- Material(s) must be easy to clean and does not hinder Custodial staff cleaning protocols;
- Material(s) must not block ductwork, air supplies and fire exits.

4.3 Disposal by Employees and User Groups responsible for introduction of materials will:

- Review and evaluate materials that are reusable (e.g. puzzles) for appropriateness (e.g. student's age or curriculum), damage, missing pieces, safety, etc. on a continual, but minimally on an annual basis. Space is at a premium and ancillary material(s) kept at the site must be used regularly;
- Maintain cleanliness of workstations when using ancillary material(s) throughout the project. Good housekeeping helps to create a safe environment;
- Remove or dispose of the material in the timelines and by the method indicated on [Ancillary Item Selection List](#);
 - Dispose of ancillary and non-instructional materials in accordance with the TVDSB Hazardous Waste Disposal Procedure, Waste Management/Recycling Guidelines and the local municipal waste regulations. Waste must be sorted and streamed appropriately (e.g. natural items).

Ancillary Item Selection List

Listed items may require special consideration for safety, or be excluded from entering the school. Some Items listed, when purchased from the TVDSB e-Purchasing catalogue help ensure that safety standards are met. Please speak to your Administrator for approval for these items when they are being brought in from the community.

This list is not exhaustive, speak to your Principal / Vice- Principal for approval or questions.

Acceptable in some circumstances

Items	Criteria to meet for inclusion	Disposal Instructions
Bird's nest, Snakeskin, skeletons	- Intact - Ensure that it is tied to curriculum	- Remove in a Ziploc baggie immediately following demonstration, not left in the classroom / school after use - Practice hand hygiene after touching item(s) - Do not throw in the garbage when the demonstration is complete

Hazard / Rationale: Bird's nests found in nature may have insects/bugs in them, bird excrement. Nests purchased from the Board catalogue have been treated and are free of these hazards.

Consider observing bird's nests outside, store in a Ziploc bag.

Board purchased appliances	- Permitted for use in Family Studies/Hospitality classrooms and staff rooms only - Approved in Staff Rooms where designed for the electrical ratings.	- Contact Facility Services - If no longer required or damaged
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Hazard / Rationale: Appliances brought from home may not have CSA approvals, be in good repair or be plugged into electrical circuits that can support their operation safely. Create a material handling / musculoskeletal disorder (MSD), create hot surface, not in a food safety preparation area, may introduce biological hazards, breakers may trip. Prevent burns, food is cooked through properly, food is served at the proper temperatures and proper disinfection is in place as it falls under the "Safe Food Handling Act".

There should not be small appliances in classrooms even for special events. The breaker may trip and cause an electrical issue.

When using appliances (e.g. in staff rooms) - Safety controls may include: pre-cutting / making ingredients before the activity. OSBIE has concerns bringing appliances (including countertop appliance) into classrooms that are not designed / approved for food handling.

Not permitted in classrooms: e.g., Keurig's, kettles, toaster ovens, slow cookers, electrical

frying pans, microwaves, hot plates, etc.		
Cloths / Drapes hanging	- Only TVDSB purchased cloths / drapery is permitted. - Cannot be hung from ceiling - Burlap – must be store purchased, not hung in hallways; if hung on the bulletin board no other combustibles (papers) can be hung on the wall - Fabric as a table covering is permitted if it is cleaned and maintained	- General waste stream - Dispose if it is damaged/disrepair or no longer required
Hazard / Rationale: Cloths / Drapery may need to meet the Ontario Fire Code Regulations. Burlap catches fire and spreads fire quickly. Speak to your Administrator for guidance. *OSBIE and the fire code do not allow for the set-up of tents/canopies/ temporary shelters anywhere within the building and discourages their use outside. See “Tents” on the “Not Acceptable in any Circumstances” list. Fabric on shelving, it can cause a fire to climb and spread. Private cubes are available in the Board Purchasing catalogue to be used in lieu of tents / umbrellas. No plastic table cloths – any fabric purchased has to be fire rated. Cloth cannot be strung over lights – the fire rating is not designed for a classroom. May cause a fire to spread through the ventilation system. Dimmed lighting may strain eye sight, impair sight lines and cause slip, trip and fall hazards.		
Glass (e.g. jars as holders), mirrors (large/small) non-curriculum material	- Located away from high traffic areas - Plastic products are preferred if possible	- Empty container (clean & rinse) - Recycling
Hazard / Rationale: Glass materials may be knocked over and broken. Clean-up procedures must be identified as glass shards can become attached to the bristles on a broom. Ensure that it is secured to the surface. Mirrors may be purchased from the Board Purchasing catalogue. Safety mirrors are required to reduce stray pieces from shattering if the mirror is broken.		
Loose Parts Play “Natural”- Grain, bird seed, rice, corn kernel, Water, sand, dirt, sticks, branches, logs,	- Place items in bins - Secure bins with lids when not in use - Have minimal amounts in storage / in use.	Store safely / dispose at the end of the school year or sooner if no longer required

driftwood, grasses, moss, leaves, flowers, pinecones, pine needles, seeds, shells, bark, feathers, boulders, rocks, pebbles, stones	• Place items and bins out of the way for custodial staff and ensure fire exits are clear • Inspect regularly for damage or hazards (e.g. sharp edges, protrusions, splinters) • Appropriate supervision	
Hazard / Rationale: Materials may be contaminated with and/or attract bugs/insects parasites, mice. Grain/bird seed dust can be hazardous in a fire. Corn may have fungi that put off toxins. Grain, bird seed, rice and corn kernels cannot be cleaned effectively. There may be fungi, mold and other biological hazards, may contain allergens. Sand from sand tables may clog drains in the classroom. OSBIE – While not opposed to the concept of loose or creative play, there are some risks that need to be considered and mitigated. *Due to food insecurities - Food items should not be used as loose play items (e.g. rice, corn).		
Loose Parts “Playground” - e.g. buckets, containers, ribbons, fabric, pots, pans (no glass lids, cast iron), spoons, plastic crates (storage use only)	• Consider the type, nature and condition of loose components. • Inspect items regularly to ensure they are in good condition. • Ensure appropriate supervision • Ensure items are kept clean, where applicable. • Ribbons may not be used for hanging decorations (e.g. weaving through a fence is okay) • Buckets should not be used as climbing material. • Spools to hold wire are not permitted as the core may become unstable.	• Store safely / dispose of at the end of the school year, or sooner if no longer required.
Hazard / Rationale: OSBIE suggests that these materials may have broken parts, or have nails, staples, wires, chemical residues, or other hazards inherent to the materials, items will not meet any safety standard (I.e. CSA, consumer safety legislation) to ensure they are safe and minimum safety standards are being met. There may not be much control in the end result of creations the children make. They could		

create makeshift equipment (slide, swing, teeter totter) that has unsecured components, items placed on a surface not designed to absorb fall energy, or introduce pinch or shear points or entrapment hazards.

Crates can wear and break

Logs
(Outdoor use only)

- Free of bark and loose wood pieces, sharp edges and pinch points
- Sanded, free of potential sharp edges, no shards coming off
- Free of insects
- Acceptable if purchased from reputable vendor, and when vetted through Facility Services for proper installation.
- Not permitted in classrooms

- Report damaged or deteriorating conditions.

Hazard /Rationale: Logs may introduce bugs/insects into the classroom, there may be sharp exposed edges that can cause splinters, cuts or scrapes, the bark leaves debris on the floor that can cause a slip, trip and fall hazard, Mold may develop. May introduce invasive species.

OSBIE does not support slices of logs (e.g. for students to hop on / between).

Items	Criteria to meet for inclusion	Disposal Instructions
Table Lamps	- Securely placed (e.g. on a shelf by a wall rather than on a shelf in the middle of a room) - Minimum watt - Must meet CSA standard - Original wiring and plug - Close to an outlet - No daisy-chaining - No floor lamps permitted	- Dispose of in regular waste stream, if it is in disrepair - Dispose when it is at the end of life, or sooner if no longer required.
Hazard / Rationale: May fall if not placed securely, could become a weapon, the cord may pose a trip hazard, the table lamp may not be CSA approved, the lamp if tipped could cause the bulb to break and clean-up precautions are needed, overhead lights may be turned off which creates a slip, trip and fall hazard (decreased visibility), insufficient lighting for task, eye fatigue		

Decorations (e.g. Christmas Tree, special events) Review the “not acceptable” list for items that cannot be used for decorations.	• Must be set up only for the specified holiday season / events (e.g. dances), cannot be used for permanent lighting • Artificial trees only (no fake snow permitted) • Decorations powered by electricity must be CSA / ESA approved / applicable regulatory requirements (see recognized certification markings) • Inspected and in good working order (no broken/cracked wires or plugs) • Lights on trees should be positioned to prevent them from contact with needles and ornaments should not pose strangulation hazard • Connected string of lights should not exceed 200 mini lights or 50 larger lights; where possible use low heat generating lights such as LED (CSA / ESA approved, plugged directly into an outlet) cannot be used as an alternative to regular lighting. • No more than 3 sets of lights should be plugged into the same outlet (no daisy chaining) • Cords should not run under carpets (fire hazard risk) and kept away from water and high traffic areas • Décor should not block routes of egress • If lights are used around windows, they must be kept away from curtains or other flammable materials • Unplug all lights before leaving the building or room at the end of the day • String lights pose a fire hazard and must not be strung along the ceiling or light fixtures	• Must be removed the same day (depending on the purpose of the decoration), after the holiday season, before school dismisses for the holidays or immediately following event whichever comes first • Removed by the person / group who set them up • Disposed of in regular waste stream or by taking personal items home
Hazard / Rationale: May impose difficulty with egress during a fire, materials may not be CSA / ESA approved, storage hazards may exist, string lights are a fire hazard, may cause adverse implications with the electrical circuit, could create a slip, trip and fall hazard if		

overhead lights are turned off, may be a strangulation hazard, be aware of daisy chaining. String lights should be purchased through the TVDSB website to help ensure CSA / ESA ratings are met.		
Furniture	• Has to be approved by the Administrator. • TVDSB is not responsible for lost, stolen or damaged items • Must be appropriate for the age group • Rocking chairs are not permitted.	• Dispose of in regular waste stream when damaged/disrepair or no longer required
Hazard / Rationale: Furniture may be in disrepair, be porous and difficult to clean (I.e. not wipeable), heavy which may cause musculoskeletal disorders to custodial staff who have to move it when cleaning, it will not be returned if there is an adverse event at a school and the furniture has been condemned (e.g. mold, fire, flood). May carry bed bugs and other pests. Rocking chairs may introduce pinch points, tipping hazards, etc. They are not permitted.		
Pallets (not used for their intended purpose or in technology shop applications)	Approved by Administrator, if used in curriculum Should be used for material handling only. They should not be introduced for decorations or display.	Dispose of after use
Hazard / Rationale: Wood is not pressure treated, they may be treated with dangerous chemicals (creosote), there may be splinters, there may be chemical residue / spills from previous use, consider storage safety, may pose fire hazard, tip hazard when used as a decoration. When used for decoration or display they present a tipping hazard.		
Sensory Room	• Guidance for string lights in sensory rooms: • As approved for use in sensory rooms following these guidelines at the discretion of the Administrators (check with Facility Services) • Decorations powered by electricity must be CSA / ESA approved / applicable regulatory requirements (see recognized certification markings) • Inspected and in good working order (no broken/cracked wires or plugs)	• Dispose of in regular waste stream when damaged/disrepair or no longer required

	• Connected string of lights should not exceed 200 mini lights or 50 larger lights; where possible use low heat generating lights such as LED • No more than 3 sets of lights should be plugged into the same outlet (no daisy chaining) • Cords should not run under carpets (fire hazard risk) and kept away from water and high traffic areas • Décor should not block routes of egress • If lights are used around windows, they must be kept away from curtains or other flammable materials • Unplug all lights before leaving the building or room at the end of the day • String lights pose a fire hazard and must not be strung along the ceiling or light fixtures	
Hazard / Rationale: Lighting may introduce fire hazard, electrical panel overload, reduced lighting can strain eye sight, may reduce sight lines, may cause slip, trip, falls. OSBIE and the fire code do not allow for the set-up of tents/canopies/ temporary shelters anywhere within the building and discourages their use outside. Consider: lighting pods that are battery operated and CSA approved, available through a reputable vendor on the Board's webstore. Private cubes are available in the Board Purchasing catalogue to be used in lieu of tents.		
Not acceptable in any circumstance		
Aerosol products (per LSS Memo – May 14, 2004)	Non-curriculum aerosols Hazard / Rationale: Explosives, contain harmful chemicals for aerosolization of the product, aerosols, they may be a fire hazard, the chemical being dispensed may also be hazardous Spraying in eyes, scent reduced environment, hazardous waste removal, propellant is flammable	
Corn Stalks	Hazard / Rationale: May contain bugs / insects, combustible and can catch on and spread fire easily, may introduce biological hazards such	

	as mold
Candles	Open flame hazards, incense OSBIE views candles (with flames) as an avoidable risk. Many manufacturers produce battery powered flameless candles which can be used in ornamental, festive or religious ceremonies with no risk of fire, those would be recommended rather than open flame candles.
Chemicals	Any designated substances (eleven) are banned (e.g., lead, mercury, isocyanates, asbestos) under the OHSA Regulations. Chemicals used as outlined in the curriculum (e.g. visual arts, science, technology) must have appropriate controls in place, such as personal protective equipment and safe handling and disposal procedures Hazard / Rationale: Safety data sheets not provided, mixed with incompatible chemicals (e.g. dish soap and bleach create mustard gas), Borax is hazardous when ingested (e.g. not washing hands or eating surfaces), it can thin the skin or cause dermatitis, irritate the eyes, throat or lungs. etc. Chemicals need to be disposed of through the hazardous waste stream and which may lead to environmental, transportation of dangerous goods implications. Chemicals not permitted: bleach, Lysol wipes, Mr. Clean Magic erasers, Windex
Donated Used Appliances	e.g. stoves, refrigerators, microwaves, coffee makers, Keurig Hazard / Rationale: The electrical panel may not be able to support the appliance, hot surfaces causing burns, electrical shock, fire hazard (e.g. appliances are not cleaned and food catches on fire), appliances may not be CSA approved, donated appliances may be damaged or in disrepair
Electronics not used for their intended purpose	e.g. smoke alarms/carbon monoxide detectors – due to radioactive materials, televisions, computers – lead off of the soldering, how is it being taken apart (screwdriver vs hammer) Hazard / Rationale: dangerous high voltage capacitors, glass-walled vacuum tubes that can implode violently, may contain lead, small pieces of metal that may enter the eyes

Furniture – Rocking Chairs	Rocking chairs may introduce pinch points, tipping hazards, etc. They are not permitted.
Scented products	The presence of fragrances presents an indoor air quality concern, as individuals may be sensitive to chemical-based scented products (including fragrances) and upon exposure they may experience dizziness, nausea, headaches, rashes, etc. e.g. plug-ins, countertop fragrance dispensers, essential oils, lamps, diffusers, wax melters Hazard / Rationale: may be an irritant (e.g. respiratory irritant, headache inducing), release chemicals – volatile organic compounds, burns from hot surfaces, fire hazard See: Eliminating and Reducing Chemical-Based Scented Products in the Workplace Guideline for more information.
Straw / hay bales	Hazard / Rationale: Fire hazard, crushing hazard, may contain bugs / insects, introduces dust / mold to the environment, musculoskeletal disorders
Taxidermy animals Mounted fish	Taxidermal lead / paste as it hits the hide portion. Flakes from the chemicals coming off of it. Can't transport because of dangerous goods
Tents (of any kind)	OSBIE and the fire code do not allow for the set-up of tents/canopies/ temporary shelters anywhere within the building and discourages their use outside.
Tires (inside / outside not used for curriculum)	Hazard / Rationale: Vandalism / Arson (fire hazard), slip, trip and fall, may pool water and become a breeding ground for mosquitos, heavy to move and require special disposal, risks of students entering the "No Encroachment Zone" if improperly stationed, piles may cause fall from height or a tipping / crushing hazard
Twigs / branches (inside the classroom) not used for curriculum	Remove after use if used for curriculum. Hazard / Rationale: these may become a weapon, may carry bugs / insects, may have sharp edges, may have bark that requires additional cleaning and introduces dust and a slip, trip and fall hazard

Fog / smoke machines (or dry ice machines), pyrotechnics	Hazard / Rationale: May set off fire detection systems, may create respiratory distress, slip, trip and fall hazard due to decreased visibility, cleaning the area after the equipment's use can be problematic due to the residue that settles from the use of the machine. Advise the school community (event invitation) that a fog machine will be used so anyone with sensitivities will be warned. If it must be used please review with the Fire and Life Safety Specialist prior to its use or the event. They need to have the correct approved certification marks for electrical products (ULC, etc.) and operated by staff, not students.
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Recognized Certification Markings



Recognized Component Certification Markings



Recognized Field Evaluation Markings



Recognized Panel-Only Field Evaluation Markings



To view the current marking list, visit the **Electrical Product Safety** section at esasafer.com

Recognized Approval Markings can be located on the Electrical Safety Authority's website.