



Title: **Ancillary and Non-Instructional Materials** Policy No.: **1010**
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

To provide engagement for students and support the goals and outcomes of the curriculum, ancillary materials may be used with the curriculum based materials. Ancillary materials may be introduced into the school through the Board’s procurement process, but may be a result of Board approved donations, or acquisition of natural items (e.g. bird’s nest).

Non-instructional materials are items that are not used in curriculum delivery; these materials are not permitted unless they have met the criteria of this policy and procedure.

It is the policy of the Board to provide students with the opportunity to expand their learning while maintaining safety for staff and students. The inherent make-up of some ancillary materials and non-instructional materials pose unique safety hazards which must be controlled. The Board will provide support to the Administrator in making determination for acceptable materials.

Adherence to Thames Valley District School Board’s Purchasing Policy and Procedure will ensure that safe ancillary and non-instructional materials are introduced to the facilities or site.

The objectives of the Ancillary and Non-Instructional Materials Policy are:

- To promote best practice in procuring and using materials in a safe manner for demonstration or observation instruction;
- To ensure that materials are disposed of appropriately, safely and in accordance with local municipal waste regulations.

The Board, through the use of the Ancillary and Non-Instructional Material Procedure will:

- Provide students with opportunities to expand their learning;
- Ensure the materials introduced in the classroom are appropriate for the learning environment (e.g. suitable for age/skill level, meets safety requirements, and are relevant to the curriculum).

Administered By: Organizational Support Services – Human Resources

Amendment Date(s):
