

501.12AP – Protocol for Flying Flags at Schools

Purpose

Learning materials that are no longer relevant to the needs of the school or the school library will be withdrawn from circulation. Environmentally sound procedures will be given priority for the disposal of learning materials withdrawn from schools and school library resource centres.

Procedure

1. Criteria For Withdrawal

- 1.1 The Curriculum Advisory Body will develop and circulate to schools, criteria covering the withdrawal of out-dated or no longer relevant learning resources.

2. Disposal Of Weeded Materials

- 2.1 Materials for disposal will have been selected in accordance to weeding procedures established by the Learning Resources Advisory Committee.

2.2 Category A

To consist of those materials which are still in good condition but no longer useful in a school.

These materials may be:

- traded with other schools
- given to other schools
- given to teachers in the school for professional use
- used for the school library resource centre vertical file or picture file

2.3 Category B

To consist of those materials which do not meet the criteria for Category A.

These materials may be:

- given to local service clubs to support literacy programs
- sent to developing nations at no cost to the Board
- sold to the students or members of the community for a nominal cost.

501.12AP – Withdrawal and Disposal of Learning Resources

2.4 In those cases where materials remain despite being withdrawn from a school and going through the aforementioned processes, the Board will undertake a search to discover the most environmentally sound method of disposal.

Legal References:

Monitoring Method: *Board of Education / Superintendent*

Monitoring Frequency: *Annual*

Previous Policy Number: *AP515*

Adopted: *1992.01.15*

Amended: *1995.10.11; 2025.01.15*