

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: June 19, 2003

REVISED:

109. RESOURCE MATERIALS	
<p>1. Purpose Title 22 Sec. 4.13 SC 803, 1850.1</p>	<p>The Joint Operating Committee shall provide instructional and evaluative materials to implement and support the school's educational goals and objectives.</p>
<p>2. Definition</p>	<p>Resource materials shall include reference books, manuals, other supplementary titles, all audio-visual materials, maps, library books, software and all other instructional material.</p>
<p>3. Delegation of Responsibility SC 803</p>	<p>The Administrative Director, after consultation with the teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without his or her recommendation, except by a two-thirds vote of the Joint Operating Committee.</p> <p>The Administrative Director or designee shall develop and implement selection procedures for resource materials.</p>
<p>4. Guidelines</p>	<p>Selection procedures shall be developed that:</p> <ol style="list-style-type: none"> 1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Administrative Director. 2. Ensure that the Joint Operating Committee's budgetary allotment for resource materials is spent efficiently and distributed prudently throughout the instructional program. 3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content. 4. Evaluate the effectiveness of resource materials presently in use.

<p>Pol. 107</p> <p>Pol. 105.1</p> <p>School Code Sec. 803, 1850.1</p> <p>PA Code Title 22 Sec. 4.13</p> <p>Joint Operating Committee Policy 105.1, 107</p>	<p>5. Direct staff to consult a variety of media sources before selections are made.</p> <p>Materials shall be suited to the varied interests, abilities, reading levels and maturation levels of the students to be served.</p> <p>Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.</p> <p>Materials shall be factually accurate and of genuine literary or artistic value.</p> <p>Materials shall be of a quality and durability appropriate to their intended use and longevity.</p> <p>Materials shall relate to, support, and enrich the courses of study adopted by the Joint Operating Committee.</p> <p>A listing of all resource materials shall be made available for the information of the professional staff, Board members, and students and parents.</p> <p>6. The Joint Operating Committee encourages the use of the Lehigh Carbon Community College Library by students and staff according to the guidelines agreed upon by the Administrative Director and the college.</p>
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