

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: June 19, 2003

REVISED: April 20, 2006

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, academic standards/career and technical competencies and established competencies.</p>
<p>2. Definition</p>	<p>Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.</p>
<p>3. Delegation of Responsibility SC 803</p>	<p>The Administrative Director, after consultation with the administrative and 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 the Administrative Director's 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 for resource materials shall be developed which:</p> <ol style="list-style-type: none"> <li>1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Administrative Director.</li> <li>2. Ensure that the Joint Operating Committee's budgetary allotment for resource materials is spent efficiently and distributed prudently throughout the programs.</li> <li>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.</li> <li>4. Evaluate the effectiveness of resource materials presently in use.</li> <li>5. Direct staff to consult a variety of media sources before selections are made.</li> </ol>

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<p>Pol. 107</p>          <p>Pol. 105.1</p>          <p>School Code 803, 1850.1</p>          <p>PA Code Title 22 Sec. 4.13</p>          <p>Joint Operating Committee Policy 105.1, 107</p>	<p>Resource materials shall be selected in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. Materials shall be factually accurate and of genuine literary, academic or artistic value.</li><li>2. Materials shall be of a quality and durability appropriate to their intended use and longevity.</li><li>3. Materials shall relate to, support, and enrich the courses of planned instruction adopted by the Joint Operating Committee.</li><li>4. Materials shall be suited to the varied interests, abilities, reading levels and maturation levels of the students to be served.</li><li>5. Whenever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.</li></ol> <p>A listing of all resource materials shall be made available for the information of the professional staff, Joint Operating Committee members and students and parents/guardians.</p>
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