



**Section:** PROGRAMS  
**Title:** RESOURCE MATERIALS  
**Adopted:** September 17, 1996  
**Revised:** September 21, 2004  
 May 15, 2007

	<b>109. RESOURCE MATERIALS</b>	
1. Purpose	<p>The Joint Operating Committee shall provide instructional and evaluative materials to implement and support the CTC's planned instruction and academic standards.</p>	<p>Title 22 Sec. 4.13 SC 801, 803</p>
2. Definition	<p>Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.</p>	
3. Delegation of Responsibility	<p>The Administrative Director or designee, after consultation with the teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials.</p>	<p>SC 803</p>
4. Guidelines	<p>The Administrative Director or designee shall develop and implement approval procedures for resource materials.</p> <ul style="list-style-type: none"> <li>• Teacher recommendations with suggested Occupational Advisory Committee input when necessary.</li> <li>• Ensure that the Joint Operating Committee's budgetary allotment for resource materials is spent efficiently and distributed prudently throughout the instructional program.</li> <li>• 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>• Evaluate the effectiveness of resource materials presently in use.</li> <li>• Direct staff to consult a variety of media sources before selections are made.</li> <li>• Resource materials shall be selected in accordance with the following guidelines:                             <ul style="list-style-type: none"> <li>— Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.</li> <li>— Wherever possible, materials shall be selected to provide opposing views on controversial issues so that students may develop critical reading and thinking skills.</li> <li>— Whenever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.</li> <li>— Materials shall be factually accurate and of genuine literary or artistic value.</li> <li>— Materials shall be of a quality and durability appropriate to their intended use and longevity.</li> <li>— Materials shall relate to, support, and enrich the planned instruction adopted by the Joint Operating Committee.</li> </ul> </li> </ul>	<p>School Code Se. 801, 803</p> <p>PA Code Title 22 Sec. 4.4</p>