

A. W. BEATTIE CAREER CENTER

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: April 22, 1999

REVISED &
APPROVED: February 28, 2013

109. RESOURCE MATERIALS	
<p>1. Purpose Title 22 Sec. 4.13 SC 801, 803</p>	<p>The Joint Operating Committee (JOC) shall provide instructional and evaluative materials to implement and support the educational goals and academic standards of A. W. Beattie Career Center.</p>
<p>2. Definition</p>	<p>Resource materials shall include reference books, other supplementary titles, all audio-visual materials, maps, library books, software, internet resources and all other instructional material.</p>
<p>3. Delegation of Responsibility SC 803</p>	<p>The Executive 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 majority vote of the Joint Operating Committee.</p> <p>The Executive 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 and inform the Executive Director of their choices, subject to the approval of the Executive Director. 2. Ensure that the JOC'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. 5. Direct staff to consult a variety of media sources before selections are made.

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6. Materials shall be suited to the varied interest, abilities, reading levels and maturation levels of the students to be served.
7. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.
8. Materials shall be factually accurate and of genuine literary or artistic value.
9. Materials shall be of a quality and durability appropriate to their intended use and longevity.
10. Materials shall relate to, support, and enrich the courses of study adopted by the JOC.

A listing of all resource materials shall be made available for the information of the professional staff, Joint Operating Committee members, students and parents.

School Code
801, 803

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