

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 109
SECTION: PROGRAMS
TITLE: **RESOURCE MATERIALS**
DATE ADOPTED: NOVEMBER 1998
DATE LAST REVISED: SEPTEMBER 2008

RESOURCE MATERIALS

PURPOSE

The Board shall provide instructional and evaluative materials to implement and support the districts and the schools' educational goals and academic standards.

DEFINITION

Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.

DELEGATION OF RESPONSIBILITY

The CEO, after consultation with the administration 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 CEO's recommendation, except by a two-thirds vote of the Board.

The CEO or designee shall develop and implement selection procedures for resource materials.

GUIDELINES

Selection procedures for resource materials shall be developed that:

1. Appoint appropriate administrative and instructional staff to select resource materials, and inform the CEO of their choices.
2. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed throughout the instructional program.
3. Evaluate the effectiveness of resource materials presently in use.
4. Direct staff to consult a variety of media sources before selections is made.
5. Ensure that inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

Resource materials shall be selected in accordance with the following guidelines:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, aesthetic values, and ethical standards.
2. Provide a background of information which will enable students to make intelligent judgments in their daily life.

3. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
4. Provide materials representative of the many religious, ethnic, gender and cultural groups and their contributions to our American heritage.
5. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
6. Materials shall be of a quality and durability appropriate to their intended use and longevity.

The district believes that only those materials which will lead toward the development and enrichment of the life of the individual should be included in school libraries. The content should be important for a student's life and growth and should contribute to the student's understanding of themselves and his/her relation to the community.

These materials should be representative of human development and assist the student in gaining insight into human values. Materials which provoke thought about any of the constantly changing concepts, or even arouse opposition to them, are selected, providing they do not seek to destroy the principles on which our civilization is based.

Procedure for selection:

In selecting materials for purchase, the school library media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids and specialist from all departments and or grade levels.

Duplicated copies of materials are purchased only on the basis of demonstrated need.

Gifts are accepted and added to the collection at the discretion of the school library media specialists.

Each collection is inventoried regularly. Obsolete and worn out materials are discarded. This procedure helps to ensure a well maintained and balanced collection of materials.

Lost, damaged, or worn out materials are not automatically replaced. The decision to replace material is based upon the availability of duplicates, the amount of material available on the same subject, the availability of more recent or better material, and the continued demand for the materials.

Challenged Materials:

Individuals, organizations, or groups who challenge or criticize instructional materials shall be asked to complete a designated form.

After completing the form, a school committee composed of the teacher in the subject area, the building principal, and the supervisor (or the librarian where appropriate) shall review the written criticisms and attempt to reach a decision on the complaint.

The complainant shall receive written notification of the committee's decision. A copy shall be kept by the school office.

If a decision is not reached which is satisfactory to the complainant, the building principal shall request the CEO or designee to review and make a final decision concerning the disposition of the complaint. This decision will be reported back by the CEO or designee.

This Central Committee shall be composed of an administrator, a supervisor in the subject area under question (or the librarian where appropriate), a classroom teacher in the subject area, and a parent/guardian. No member of the Central Committee shall have been a member of the local school committee with the exception of the supervisor.

The materials involved shall have been withdrawn from general circulation and use pending a decision, in writing, by the Central Committee.

A listing of all resource materials shall be made available for the information of the professional staff, Board members, students, and parents/guardians.

Reference: SC 801, 803. Policy 105.1, PA Code Title 22 Sec. 4.4