



Regina Roman Catholic Separate School Division # 81

<p>Curriculum & Instruction 8400</p> <p>Resource and Instructional Materials: Selection and Access</p>	Policy Information	
	Effective:	February 4, 2002
	Motion:	
	References:	The Education Regulations , 1986, E-0.1 REG, Part 4, 36, 37, 87(f)
	Related:	Policy 1000 – Philosophy of Education; Policy 1100 – Commitment to Catholic Education; Policy 5100 – Technology: Network Administrative Standards A8400.1 – Inter-Library Loans A8400.2 – Resource Based Learning A8400.3 – Software Acquisition
Status:	Approved	Policy Index >

Preamble

The main purpose of this policy and accompanying regulations is to guide criteria for the selection of resource and instructional material in Regina Catholic Schools.

Definitions

1. Instructional Material

This term refers to all teacher references and materials for use in the classroom that require the direct guidance of the classroom teacher.

2. Resource Material

This term refers to an item or collection of items in any format or combination of formats. Resource material may be used by a pupil independently or under teacher guidance, and would normally be included in a Resource Centre collection, a classroom collection, an electronic collection or be available for classroom use. Classroom resources may include textbooks, workbooks, anthologies, and other print and non-print resources that are provided by the Board for classroom use, as well as materials selected by individual teachers.

3. Network

This term refers to all school division hardware, software, files, and peripheral equipment connected to or residing on any storage device maintained by the school division.

4. Network Resource

This refers to all resources unique to the school division network, not accessible from outside the network.

5. Web Based Resource

This refers to resources widely available from time to time through the Internet.

Policy

The Board believes that all pupils should have access to a range of resource materials at varying levels of difficulty, in several different formats.

Selected resource and instructional material should accommodate effective curriculum delivery, including locally determined options of the school division.

Resource material selection shall meet the interests and needs of the Catholic community, taking into consideration the Board's distinct educational philosophy and commitments to Catholic education.



Regulations

1. Selection of Resource and Instructional Material

The selection of resource and instructional material is a shared responsibility among staff. These shared responsibilities are:

a. School Based

While the selection of resource and instructional material at the school level involves many people, the main responsibility for coordinating selection and recommending purchase of materials rests with the teachers, teacher-librarian, and the principal.

b. Instructional Media Services Based

While the selection of resource and instructional material at the Instructional Media Services level involves many people, the main responsibility for coordinating selection and recommending purchase of materials rests with the Coordinator of Instructional Media Services. This is a shared responsibility with coordinators and consultants.

c. System Based

While the selection of resource and instructional material at the system level involves many people, the main responsibility for coordinating selection and recommending purchase of materials rests with the designated superintendent. This is a shared responsibility with consultants, coordinators, school-based administrators, and teachers.

d. Network Based

While the selection of resource and instructional material for the school division network involves many people, the main responsibility for coordinating selection and recommending purchase of materials rests with the designated superintendent. Selection of network resources involve school division staff on two levels:

i. **Curricular Level**

At this level, the responsibility for selection of network based resource and instructional material is shared with designated superintendents, consultants, coordinators, school-based administrators, and teachers.

ii. **Technical Level**

At this level, the responsibility for selection of network based resource and instructional material is shared with the designated superintendent and network administrators.

Network based learning and instructional resources are determined on a system-wide or locally approved special program basis in order to ensure equitable access of network resources for all pupils and staff.

e. Web Based

While the selection of web based resource and instructional material involves many people, the main responsibility for this selection rests with instructional staff and network administrators. From an instructional viewpoint, it is the responsibility of instructional staff to guide and supervise pupils in their selection of web-based resources. From a technical viewpoint, it is the responsibility of network administrators to provide instructional staff with guidelines governing acceptable web based resources.



2. Criteria for Selection of Learning Resource and Instructional Material

The following criteria shall guide the selection of learning resource and instructional material in Regina Catholic Schools.

- a. Resources shall support and enrich the curriculum, taking into consideration the varied interests, abilities, and maturity levels of pupils.
 - b. Resources shall be selected that nurture a commitment to faith as members of the Catholic community.
 - c. Resources shall be selected for their strengths, rather than rejected for their weaknesses.
 - d. Cost, readability, organization of content and physical quality of resource material shall be taken into consideration.
 - e. Resources shall present several sides of controversial issues in order to maintain a balanced collection of material that represents varying viewpoints.
 - f. Resources shall be selected that reflect diversity in society.
 - g. Resources shall be selected that reflect fundamental Canadian rights and freedoms.
 - h. Resources shall be selected that are unbiased and which do not portray people in a discriminatory fashion unless required for the purpose of meeting curricular objectives; for example, materials of stereotypical advertising or to recognize propaganda and its purpose in a given context.
 - i. Internal network resources shall meet technical compatibility requirements of the network and all of the criteria listed in (a) to (h) above.
 - j. Web-based resources shall meet the technical compatibility requirements of the school division network and technology standards established by the school division. These resources should strive to meet the criteria listed in (a) to (h) above and meet the requirements of school-based Acceptable Use Agreements in effect.
- 3. Resource Materials Received as Gifts**
- Resource or instructional materials received in the form of gifts shall be judged by the criteria outlined above and shall be accepted or rejected solely on that basis.