

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	<b>CODE:</b>	AP 251
<b>PROCEDURE:</b>	<b>SELECTION OF LEARNING RESOURCES</b>		

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### **BACKGROUND**

Christ the Teacher Catholic Schools selects instructional materials to implement, enrich and support the educational program of its schools. The Division authorizes the purchase of instructional resources to meet and satisfy the vision, mission, foundational values and goals of the Division.

The intent of the Division is to provide a wide range of learning resources at varying levels of difficulty and in several different formats. These materials, through their diversity of appeal and their presentation of different points of view to meet the needs of students, teachers and the experiences encompassed in the curriculum, will promote the intellectual, spiritual, cultural, social and ethical development of students.

### **PROCEDURES**

1. The responsibility for the judicious selection of instructional materials and equipment for use in schools is delegated to professional personnel. These persons are to be guided by the lists of instructional materials recommended by Saskatchewan Learning and the Division.
2. With respect to the provision of instructional materials the school shall attend to the following objectives:
  - 2.1 Materials that will enrich and support the gospel values and curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
  - 2.2 Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
  - 2.3 Materials that promote reading for enjoyment and increase appreciation for aesthetic values and commonly accepted societal standards and those of the Catholic Faith;
  - 2.4 Materials which present both sides of controversial issues so that students may make critical analyses and thereby make wise and well informed decisions;
  - 2.5 Materials that assist students to develop the practice of critical analysis of all print and non-print material;
  - 2.6 Materials representative of the many groups which contribute to the Canadian heritage;
  - 2.7 The placement of principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of our school libraries;

- 2.8 Materials that do not portray groups of people in a discriminatory fashion.
3. The criteria for the selection of instructional materials shall include:
  - 3.1 The needs of the individual school, based on knowledge of the curriculum and the existing collection, shall be given first consideration;
  - 3.2 The materials for purchase shall be considered on the basis of overall purpose, importance of the subject matter, quality of the writing and production, readability and popular appeal, authoritativeness, reputation of the author, reputation of the publisher, copyright date, format and price.
4. Specific criteria for the evaluation and selection of gifts, free materials and duplicates include the following:
  - 4.1 Gifts must meet the same standards as all other learning resource center materials;
  - 4.2 Gifts must be disposed of when warranted;
  - 4.3 Free materials must be free of excessive amounts of advertising and distortion; and
  - 4.4 Duplicates are to be purchased only when the need is definitely demonstrated.
5. As per Administrative Procedure 209 – Controversial Issues and Materials specific criteria regarding controversial issues include issues and materials that:
  - 5.1 Represent alternative points of view consistent with the teachings of the Catholic Faith;
  - 5.2 Provide a background to motivate students and staff to examine their own attitudes and behaviour; to comprehend their duties, responsibilities, rights and privileges as Catholics; and to make informed judgments in their daily lives. Especially at the secondary level, the selection of library materials on controversial issues will be directed towards maintaining a diverse collection representing various views;
  - 5.3 Attempt to provide factual unbiased materials representative of all major religions;
  - 5.4 Reflect the maturity, capabilities and educational needs of the students;
  - 5.5 Maintain a balanced collection of materials representing various views on political theories or ideologies or on public issues;
  - 5.6 Reflect the requirements of the provincial Program of Studies;
  - 5.7 Include obscenity and sexual incidents in materials of literary value. The use of profanity or sexual incidents does not in itself disqualify materials from selection. The decision to include such materials is based on literary merit: whether the material represents life in its true proportions, in an artistic way, and in a manner which would allow the individual to form sound, ethical judgments. The materials are to be age appropriate, and library and teaching staff are to be able to discuss the issues with students; and reflect the neighborhood and community in which the school is located.
6. Students are to supply their own dictionaries and atlases.
7. K-8 Schools will supply pencils, pens, notebooks, and related supplies.

8. In general, materials used for instructional purposes in Practical and Applied Arts and sciences are to be supplied to the student. However, in some areas where students are using consumable materials or supplies a fee may apply (Administrative Procedure 505 – School Fees).

Reference: Sections 85, 87, 108, 109, 175 Education Act  
Regulation 37

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