

RESOURCE MATERIALS PROGRAM POLICY

Definition of Terms

- **Resource materials** - any material used by students to master the necessary skills, knowledge and attitudes in a subject, whether text based or otherwise.

References

This policy references the Education Act sections 16 regarding Diversity and Respect, 17 regarding Language of instruction, 18 regarding Courses, programs of study, etc.

Background

This policy refers to programs such as BlendEd, Online, textbook or computer rentals offered to parents by the Phoenix Education Foundation. These programs may change from time-to-time and are approved by administration.

Requirements

1. It shall be the policy of the Phoenix Education Foundation to operate a Resource Materials Program to make resources available to students on a rental or purchase basis.
 - a. All resources must be approved by either the Principal or Head of School for use in the resources program and support the current Alberta Programs of Study.
 - b. Computer software may replace textual materials as basic to instruction and may therefore be part of the instructional materials fee.
 - c. Resources may be provided through a rental agreement or sale.
 - d. Parents or guardians shall be made aware of what they are receiving for their deposit, rental fee or purchase and shall be required to sign an agreement for participation in the program upon registration of their student.
 - e. Fees are due and payable at the time of the signing of the agreement for use or sale of resources. Resources will be released upon receipt of payment or when other satisfactory arrangements for payment have been made.
 - f. Subject to availability, resources may also be made available to non-registered persons.
 - g. The parent shall be responsible to repair or replace any damaged items.
 - h. Any resource deposit fees paid shall be refunded to parents upon return of the resource in good condition.

Date Reviewed: Feb 19, 2015, April 7, 2022