



# Northeastern Catholic District School Board

## **SPECIAL EDUCATION EQUIPMENT**

**Administrative Procedure Number: APE005-1**

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board is committed to the belief that every student can learn and develop their full potential as children of God. The NCDSB believes that it is the shared responsibility of home, community, and school partners to design and implement an instructional program appropriate to meet the needs of each student. All students should feel safe at school and deserve a positive school climate founded on the principles of equity, inclusivity, and acceptance.

### **REFERENCES**

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Ministry of Education

Special Education Funding Guidelines

The Individual Education Plan (IEP) Resource Guide

NCDSB Special Education Plan

NCDSB Policy

B-2 Disposition of Surplus of Obsolete Assets

B-8 Purchasing

E-5 Special Education

E-29 Borrowing Board-Owned Equipment and Technology

### **DEFINITIONS**

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#### **Special Equipment Amount (SEA)**

Funding provided to school boards to assist with the costs of equipment essential to support students with special education needs, where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential for one or more of the following: attending school, accessing the Ontario Curriculum, accessing a board determined alternative program and/or course.

#### **SEA Claims-Based Funding**

School boards are responsible for the first \$800 in costs for any student claim per year for non-computer based equipment to be utilized by students with special education needs. This includes sensory equipment, hearing support equipment, vision support equipment, personal care support equipment and physical assists support equipment.

#### **SEA Per-Pupil Amount (PPA) Funding**

Funding allocated for the purchase by school boards of all computers, software, robotics, computing-related devices, including routers and required supporting furniture identified for use by students with special education needs. In addition, this funding can support school boards for the training of

students and staff, equipment set-up, maintenance and repair as determined by the board for all SEA equipment, including SEA equipment funded through the claims-based process. This funding can also support the hiring of technicians and/or trainer by school boards, provided the new full-time equivalent positions are not created.

### **Qualified Professionals**

The following list of qualified professionals, who are members of their relevant governing colleges, are recognized to conduct assessments to determine a student's needs and to recommend appropriate equipment supports:

- Audiologist
- Augmentative Communication Therapist
- Occupational Therapist
- Optometrist / Ophthalmologist
- Physician
- Physiotherapist
- Psychologist / Psychological Associate
- Provincial School Consultant
- Speech and Language Pathologist

## **PROCEDURES**

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### **1.0 RECOMMENDATIONS FOR EQUIPMENT**

- 1.1 The Special Assignment Teacher (SAT) for Special Education or designate receives a recommendation for special education equipment by a qualified professional.
- 1.2 Recommendations will be considered where the qualified professional indicates that the equipment is essential to support the students to access the Ontario Curriculum and/or alternative program and/or to attend school.

### **2.0 PURCHASE OF EQUIPMENT**

- 2.1 All SEA purchases must be made in accordance with the current guidelines from the Ministry of Education.
- 2.2 The SAT for Special Education or designate will coordinate the purchase of equipment once a recommendation is received and appropriate NCDSB personnel have been consulted in the recommended purchase.
- 2.3 All purchasing procedures will adhere to any related NCDSB policies and procedures.
- 2.4 Purchasing will be managed under the authority of a Superintendent of Education.
- 2.5 Efforts to share equipment among several students will be considered when appropriate and possible.
- 2.6 A copy of the purchase order will be sent to the respective NCDSB school highlighting the equipment ordered for the student.

- 2.7 Equipment will be shipped directly to the appropriate school, unless alternate arrangements are made in advance.
- 2.8 All relevant invoices, receipts, and packing slips will be assigned to the proper student and filed at the central board office by the appropriate Superintendent of Education or designate.
- 2.9 Ordering of computer-related equipment and software will be completed by the ICT Department of the NCDSB.

### **3.0 TRACKING AND STORAGE**

- 3.1 Special education equipment, although made available for the use of the student, is the property of the NCDSB and the NCDSB will protect the equipment through proper tracking and storage systems.
- 3.2 All equipment will be labeled with the student's name or another identifying measure to ensure that all equipment can be linked to the respective student.
- 3.3 An equipment log will be maintained by the Superintendent of Education or designate containing information on all special education equipment and purchasing details for accurate completion of Ministry reporting.
- 3.4 Once the equipment is no longer needed, it will be returned to the central office for storage until it is reassigned to another student. Inventory records will be maintained by the central office in conjunction with school personnel and documented accordingly.
- 3.5 An inventory record for SEA-based equipment will be created by NCDSB personnel and filed in the student's Ontario Student Record (OSR) at the school.
- 3.6 At the end of each school day, equipment must be safely stored in the school, unless it is required for home use and the necessary paperwork has been completed and signed.
- 3.7 At the end of each school year, all SEA equipment must be stored safely in a secured area within the school and identified accordingly.

### **4.0 USE AND MAINTENANCE**

- 4.1 The use of equipment must be documented in the assigned student's Individual Education Plan (IEP).
- 4.2 Consideration will be given for the need of equipment of support the student at home, ensuring that the appropriate paperwork has been completed and signed.
- 4.3 Staff training, when necessary, will be arranged and provided as new equipment is purchased.

- 4.4 No unauthorized software or applications are to be installed on a SEA-funded computer.
- 4.5 Equipment is reused/transferred to other students when no longer required by the student for whom it was purchased.

## **5.0 REPAIR**

- 5.1 The Principal or designate is responsible for the proper functioning and the continuing appropriateness of student equipment.
- 5.2 Recommendation for replacement should be made to the SAT for Special Education when students outgrow the equipment or the equipment wears out through use.
- 5.3 Upgrade, repair and refurbishment should be considered prior to a recommendation for replacement.

## **6.0 TRANSFER OF EQUIPMENT**

- 6.1 The Superintendent of Education or designate will be responsible for the transfer of all student equipment.
- 6.2 When a student who uses SEA-purchased equipment moves from school to school or board to board, the equipment should follow the student unless, in the opinion of the receiving board, it is not practical or efficient to move the equipment.
- 6.3 The receiving board will be responsible for any shipping or handling costs associated with the timely and effective transfer of equipment.
- 6.4 It is expected that the board will transfer a student's equipment within six (6) weeks of receiving a request for a student's equipment from the receiving board.
- 6.5 When a student moves from school to school within the NCDSB, the principal of the receiving school will advise the SAT for Special Education of the request to transfer equipment. Information will be found in the student's Ontario Student Record (OSR):
  - i) The Superintendent of Education will notify the central board office staff to initiate the necessary transfer procedures.
  - ii) The office clerk responsible for SEA files will make the necessary changes to the student files for accurate tracking of the equipment.
- 6.6 When a student transfers from an NCDSB school to a school in another board in Ontario, the equipment will be held at the original school until a written request is made from the receiving school. The request shall be forwarded to the Superintendent of Education, who will then direct the transfer:
  - i) The Superintendent of Education or designate will verify the SEA inventory form for the student and ensure that all related equipment is ready for transfer with the respective school.

- ii) If needed, the Information & Communication Technology (ICT) Department will attend to any software-related issues on the student equipment (for example, remove board-licensed software or organize SEA-purchase software accordingly).
  - iii) Once the central board office staff have attended to the necessary steps relating to the transfer of equipment, they will advise the Superintendent of Education or designate.
  - iv) The Superintendent of Education or designate will authorize the transfer of equipment with the principal of the respective school.
  - v) The SAT for Special Education will send the SEA Inventory Form in a PDF file to the receiving school board/contact person.
  - vi) The SAT for Special Education will prepare the necessary transfer letters and the Office Clerk will attend to the student file as needed.
- 6.7 The receiving school is required to pick up the equipment once the proper transfer documentation is completed. The equipment will not be sent with the student.
- 6.8 When a student graduates from secondary school, the SEA equipment used by that student must be returned to the central board office, to the attention of the Superintendent of Education. All related documentation will be completed by the Office Clerk, under the direction of the Superintendent of Education or designate.
- 6.9 It is expected that NCDSB Principals will forward the names of departing students and equipment to the Superintendent of Education or designate to facilitate the transfer of equipment (Grade 8 students leaving the school, students transferring to another school).
- 6.10 All related document and filing of information relating to the transfer of equipment will be managed by central office personnel under the authority of the Superintendent of Education.

## **7.0 DISPOSAL OF EQUIPMENT**

- 7.1 Obsolete special education equipment shall be disposed in accordance with the appropriate policy and procedures of the NCDSB.

## **8.0 RELATED FORMS AND DOCUMENTS**

FORM: Agreement to Borrow SEA Equipment

FORM: Request for SEA Equipment and Technology

**Director of Education:**

*Tricia Stefanie Weltz*

**Date:**

April 2021