

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

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.

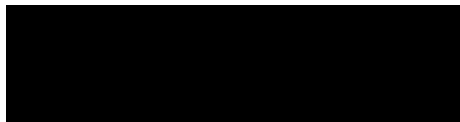
2.0 PURCHASE OF EQUIPMENT

- 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



4.4 No unauthorized software or applications are to be installed on a SEA-funded computer.

4.5

- 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: **TriciaStefanic Weltz**

Date: April 2021