



POLICY:	ST: 24
EFFECTIVE:	Dec 16/08
AMENDED:	
RELATED POLICIES:	A: 10 Disposal of Assets
REPEALS:	
REVIEW DATE:	2017-2018

## 1.0 Objectives

- 1.1 To ensure that students with special education needs receive equipment necessary to attend school and to facilitate learning.
- 1.2 To protect, maintain and manage equipment purchased with Special Equipment Amount (SEA) funding.

## 2.0 Definitions

2.1 **The Special Equipment Amount (SEA)** provides funding 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, and this equipment is to provide students with the accommodations to access the Ontario curriculum and/or a board-determined alternative program and/or course and/or to attend school. (Special Education Funding Guidelines, Ministry of Education 2008-2009). Examples of eligible expenses under SEA may include:

- speech analysers
- FM systems
- soundfield systems
- amplification systems
- print enlargers for students with low vision
- computer hardware
- Ministry sanctioned software that provides access to curriculum
- adjustable desks or computer tables
- brailers
- symbol or letter voice translators
- communication aids, such as speech synthesizers
- positioning devices for sitting, standing and lying
- walkers, wheelchairs, strollers
- lifts or harnesses for moving students
- warranties
- service contracts for technology
- training for students and for staff who work with the student on how to use SEA funded computers, software or other equipment (limited).

### **3.0 Guiding Principles**

- 3.1 The Board is dedicated to making cost effective choices about acquiring appropriate equipment for students with special education needs and to making the best use of the equipment.

### **4.0 Specific Directives**

- 4.1 Administration shall develop procedures for the purchase, maintenance, repair, use and disposal of special education equipment to ensure that:
- equipment is functioning properly and that the equipment is meeting students' needs;
  - students (where appropriate) and board staff who work with students utilizing equipment receive training as deemed necessary by the Superintendent responsible for special education in order to make the best use of the equipment;
  - equipment is replaced as required, at the Board's discretion, when students outgrow equipment or when equipment wears out through use;
  - upgrades and refurbishment are considered as an option before replacement;
  - equipment is reused by/transferred to other students when no longer required by the student for whom it was purchased;
  - efforts are made to share equipment among several students when appropriate and possible;
  - Reasonable efforts are made to acquire a fair market value when disposing of used equipment.
- 4.2 The Board will allocate within Board and school budgets, adequate amounts of funding for costs not covered by SEA, to assist in providing students with special education needs access to appropriate equipment. These costs include:
- i. the deductible required under SEA funding;
  - ii. the purchase of equipment that costs less than the deductible for students who require low cost items;
  - iii. consumables such as toner and paper for printers;
  - iv. the cost of parts for upgrading or refurbishing equipments;
  - v. staff costs for managing and purchasing equipment, set-up, repairs and training

### **5.0 Responsibility**

- 5.1 The Superintendent Responsible For Special Education shall be responsible for the implementation of this policy and any supporting procedures.

## **6.0 Review and Evaluation**

6.1 The policy shall be reviewed during the 2017-2018 policy review cycle.

## **7.0 References**

Special Education Funding Guidelines, Ministry of Education, 2008-2009  
Individual Education Plan (IEP) Resource Guide 2004, Ministry of Education

Board Policy A: 10 Disposal of Assets