

**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
 PROTOCOL FOR EQUIPMENT PURCHASED THROUGH
 SPECIAL EQUIPMENT AMOUNT**

Philosophy

In order to be a Catholic School Community who seeks to learn in the light of faith, it is recognized that specialized equipment is essential in order for some students to achieve their full potential.

Procedure

When a professional (professionals are assumed to be members of relevant colleges) such as:

- psychologists or psychological associates
- physician
- speech and language pathologist
- social worker
- occupational therapist
- physiotherapist
- augmentative communication therapist
- audiologist
- optometrist
- psychiatrist

states that specialized equipment for a child in your school would be **essential** in accessing the curriculum, complete the following steps:

1. Contact Special Education SPAT, who will oversee the successful completion of this process;
2. Obtain from the above professional an assessment that includes a diagnosis of the condition the equipment is meant to address and a recommendation regarding the specific types of equipment the student requires to address their needs. In some cases, more than one type of professional will need to be consulted in order to provide a complete picture of the student's needs and recommended equipment;
3. For specialized equipment other than computer hardware, have the professional specify supplier, catalogue page number, and quote if possible. Examples:

Personal FM System - Phonic Ear Limited, Style No. PE572F Solaris Quote - \$3,231.91

The Interactive Guide To Emotions - by Simon Baron Cohen - 2 CD-Rom Set, UBC Press Georgetown Terminal Warehouse, Georgetown, Ont. 1-877-864-4272 Quote - \$178.95

4. Only items over \$800.00 are considered SEA eligible. Items under \$800.00 are dealt with on a case-by-case basis.
5. You must provide a current copy of the student's IEP that shows evidence of the intended use of the equipment in the student's program. The equipment must be also listed on page 2 of the IEP;

Upon presentation of above requirements, your SPAT will complete an “Application For SEA Personalized Equipment” form (can be found in Special Education Manual) and present your case to the Finance Clerk for processing (ongoing in-service training and equipment service contract requirements will also be determined at the time of ordering by the SPAT, Finance Clerk and where applicable Computer System Co-coordinator).

It is important to note that all SEA Claims must go through your Special Education SPAT

Movement of Equipment

If the student leaves the province, transfers to a private school, participates in home schooling, graduates, or retires from the school system, the principal or Special Education Resource Teacher (SERT) must contact the Special Education SPAT assigned to their school.

If the student transfers to another School Board or School Authority within Ontario, the Principal or SERT should contact the receiving board to make shipping arrangements. All shipping costs are to be assumed by the receiving board. The Principal or SERT should notify the Special Education SPAT assigned to their school.

Students who transfer into Renfrew County Catholic District School Board with SEA - the principal or SERT should notify the Special Education SPAT assigned to their school.

Students who move from one school to another within our board - the principal or SERT should ensure that equipment is safely packaged and transferred via courier clearly labelled with the student’s name and that it is SEA equipment. The Principal or SERT should notify the Special Education SPAT assigned to their school.

School Responsibilities

Due to the financial output, schools are responsible to ensure that equipment is:

- maintained in good working order - if technological equipment breaks down, the computer contact person logs in a Help Desk Ticket stating the problem and indicating that the equipment is SEA
- consumables such as toner, cartridges and paper are the responsibility of the home school
- readily accessible to the student for whom it was purchased
- used regularly by the student
- handled respectfully by the student and staff
- stored appropriately in a secure location
- tracked through form “SEA Personalized Equipment Purchase” form (this form will be sent to the school by the Finance Clerk upon purchase completion) which is kept in the student's OSR

Use of Personalized Computer Hardware and Software at Home

SEA equipment is the property of Renfrew County Catholic District School Board. Recognizing that equipment deemed essential at school for optimal learning may be necessary for home use, equipment may be available for home use at the discretion of the Principal. In such a case, the “Assumption of Responsibility for Home Use of SEA” form (can be located in the Special Education Manual) must be completed. At the Principal's discretion, the equipment may be loaned out over extended holiday periods such as Christmas or March Break. Permission for home use of equipment during the summer months - July to August, can be granted at the discretion of the Principal in conjunction with the approval of the Director of Education.