

What are Important Policies and Roles Required to Facilitate the Special Equipment Claim Amount

Home School Policy

The ministry requires that all equipment purchased through the Special Equipment Amount claim process remain the property of the school board.

- Special Equipment Amount equipment must remain at school and be available for the student throughout the day.
- If Special Equipment Amount equipment is not being used by the student at school to support academics, the equipment/training may be reassigned to another student who will benefit from it.
- In order to accommodate the student's need to do homework assignments, the cost of licensing software for the student's home computer may be included in the claim.

What is the role of school staff?

Principal

- To facilitate the Special Equipment Amount claim process within the school and parent community;
- To receive the equipment and ensure its safety within the school environment by providing a secure storage area, and pick up/drop off procedures;
- To facilitate the training associated with the equipment for staff members and the student.

Staff Members

- To facilitate the consents, and IEP required for the claim;
- To participate in the training when appropriate;
- To actively support the use of the equipment by the student on a daily basis;
- To notify the appropriate supervisor of the Special Equipment Amount when issues arise with the equipment.

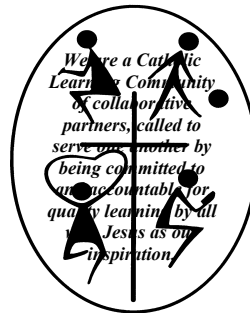
Please Note: Lost hardware or software - not covered by insurance, must be replaced at the school's expense.

What is the role of resource staff?

- To initiate and assemble the claim;
- To facilitate the installation of equipment at the school level;
- To support the school staff with the training to support the student and staff;
- To address any ongoing issues with the equipment.

For further information, please reference the York Catholic District School Board Special Equipment Handbook

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York Catholic District School Board

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Rev. June 2011

SPECIAL EQUIPMENT AMOUNT



York Catholic District School Board

What is a Special Equipment Amount Grant?

Purpose

The purpose of Special Equipment Amount funding is to provide funding to school boards to assist with the costs of equipment essential to support students with special needs to access the Ontario curriculum or a board determined program, to attend school including being transported to and from school, and where the need for specific equipment is recommended or determined by a qualified professional.

Eligible Students

Students eligible for a claim are students with a special need, where equipment is required to support student access to the Ontario curriculum and or an alternate program. This equipment does not exist within the school at the time the claim is submitted

Some examples are:

- Students who are visually impaired/blind
- Students who are deaf/hard of hearing
- Students who are physically challenged
- Students who are severely language delayed

Types of Equipment

- Computers with a variety of software and training
- FM Systems
- Lifts
- Communication devices

When is a Special Equipment Amount claim made?

Internal Referrals

The Special Equipment Amount claim referral is initiated by resource staff in the areas of hearing, vision, physical management, and speech and language. The claim process takes approximately one year before the student receives the equipment.

Out of Board Referrals

The York Catholic District School Board is under no obligation to process referrals made by professionals outside the board. Upon receiving an out of board assessment, school staff must obtain parental consent to share the information with the appropriate resource staff.

Points to consider prior to submitting a claim are:

- Does the assessment meet the Special Equipment Amount criteria for an appropriate assessment conducted by a qualified professional?
- Can the recommendations made in the report be met through alternate accommodations within the school/board's current resources?
- Are the recommendations appropriate for an educational setting?
- Do the recommendations address the needs of the students?
- Can the personalized equipment recommended be supported and sustained by the York Catholic District School Board?

What is required for a Special Equipment Amount claim?

Required Documentation

Mandatory items to be included in a claim are the following:

1. A current copy of a student's IEP which demonstrates the need for equipment to access learning that can not be provided by the school.
2. Assessment from a qualified professional that is in accordance with York Catholic District School Board's policies and practises.
3. Proof of purchase, such as a copy of any purchase orders and invoices.

Ministry Audit

The ministry will audit selected claims beginning in the month of May. The intent of the audit is to ensure the equipment is operational and in use by the student at school.