# Northeastern Catholic District School Board

## SPECIAL EDUCATION EQUIPMENT

**Administrative Procedure Number: APE005-1**

## POLICY STATEMENT

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

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

NCDSB Administrative Procedure
- APE029 Borrowing Board-Owned Equipment and Technology

## DEFINITIONS

**Individual Education Plan (IEP)**
A written, working document that outlines the special education programs, accommodations, modifications, and services a student needs to be successful.

**Ontario Student Record (OSR)**
An ongoing, confidential record of a student's educational progress through elementary and secondary school system in Ontario.

**Special Equipment Amount (SEA)**
Funding provided to boards to assist with the costs of equipment essential to support students with special education needs. This funding can be complemented by other sources of funding, such as the Special Education Fund (SEF) and other Core Ed Funding allocations. SEA is to provide students with special education needs with equipment and technology that are directly required and essential for attending school, accessing the Ontario curriculum, supporting or augmenting a board-determined alternative program and/or course, and supporting seamless transitions. SEA equipment is available

to student only with documented special education needs and must be properly documented on the student's Individual Education Plan (IEP).

**Special Equipment Amount (SEA) Funding**

The Ministry of Education provides funding through a Formula Component and a Claims-Based Component. The Formula Component includes a base allocation for each board and an additional amount based on student enrolment. Any unspent funds from this component are transferred to the Special Education Funding (SEF) deferred revenue and may be used in future years to support Special Equipment Amount (SEA) purchases or other programs and services for students with special education needs.

The SEA Claims-Based Component provides funding for individual equipment purchases that support a student's documented needs, as outlined in their Individual Education Plan (IEP), subject to ministry eligibility and documentation requirements.

**Qualified Professionals**

Qualified professionals are members of a relevant governing college and as such are recognized to conduct assessments within their scope of practice to determine a student's needs, and to recommend appropriate equipment supports. This can include the following:

Audiologist
Augmentative Communication Therapist
Behaviour Analyst
Occupational Therapist
Optometrist / Ophthalmologist
Orthopédagogue (Quebec Registered)
Other regulated health professional as appropriate
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 Request for SEA Equipment and Technology Form will be sent to the respective NCDSB school highlighting the equipment ordered for the student.

- i) This form is completed at the school board level and forwarded to those responsible for procuring the equipment.
- ii) A copy is also sent to the Resource Teacher in the school who files the form in the student's Documentation Folder in the OSR.
- iii) This form is used to ensure that the school staff are aware of the SEA purchased and is used in case of a requested SEA transfer.

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 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.

3.6 At the end of each school year, all SEA equipment must be stored safely in a secured area within the school and identified accordingly. This is the responsibility of the Resource Teacher.

**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, in accordance with NCDSB Policy E-29 *Borrowing Board-Owned Equipment and Technology*.

4.3 Staff training, when necessary, will be arranged and provided as new equipment is purchased or new staff are hired.

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

**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 or designate will notify the central board office staff to initiate the necessary transfer procedures.

ii) The Board Office Secretary 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 with the school's Resource Teacher 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 coordinate the collection of 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 Board Office Secretary, under the direction of the Superintendent of Education or designate.

6.9 It is expected that NCDSB Resource Teachers, on behalf of 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: Request for SEA Equipment and Technology

**Chief Executive Officer:** *Tricia Stefanic Weltz*
**Date:** November 2025