



**SUDBURY CATHOLIC
DISTRICT SCHOOL BOARD**

**Special Equipment Amount
(SEA)**

A Guide for Parents



SUDBURY CATHOLIC SCHOOLS
INCLUSIVE
LEARNING SUPPORT SERVICES

SPECIAL EQUIPMENT AMOUNT (SEA) GUIDE TO PARENTS

The Sudbury Catholic District School Board believes students have the right to accommodations essential to access the Ontario curriculum and/or to attend school. The special equipment amount (SEA) funding provided by the Ministry of Education assists school boards to support these accommodations for students with special education needs. Any student with an assessment and recommendation from a qualified professional is eligible to receive equipment through the SEA process. The purpose of this guide is to provide information about the SEA process. If, after reading this guide, you require more information, please contact your child's school.

When used in this guide, the word 'parent' includes legal guardian.

What is SEA?

Special Equipment Amount (SEA) funding is used to assist school boards with the cost of equipment essential to support students with special education needs to access the curriculum/program.

What qualifies for the Special Equipment Amount (SEA)?

Any student with an assessment and recommendation from a qualified professional is eligible to receive equipment through the SEA process. The recommendation determines the type of equipment the student requires to access the Ontario curriculum and/or to attend school. Successful trial periods for technology and FM systems are required prior to submission of a SEA claim. Students do not have to be identified as being exceptional by the Identification, Placement and Review Committee (IPRC) to be eligible for SEA funding. Evidence of the use of the equipment must be documented in the student's Individual Education Plan (IEP).

What is covered by SEA?

Eligible expenses include all costs associated with purchasing equipment to meet students' educational needs. Warranties, and related costs for peripherals required to make equipment operational are also covered by SEA funding. Where appropriate, parent(s) are encouraged to attend training sessions with their child to familiarize themselves with the hardware/software purchased and its use.

What are the Board's responsibilities regarding SEA equipment?

SEA equipment is Board property, and the Board has a responsibility to develop internal operating policies and procedures regarding the purchase, repair, use and disposal of SEA equipment. Efforts are made to share equipment among students when appropriate as this is a Ministry expectation. Boards are expected to make cost effective choices when acquiring appropriate equipment.

Who can recommend SEA equipment?

The following are recognized as qualified professionals able to determine a student's needs, and to recommend appropriate equipment supports based on their expertise:

- Psychologist or Psychological Associate
- Physician
- Social worker
- Audiologist
- Speech-Language Pathologist
- Augmentative Communication Therapist
- Optometrist/Ophthalmologist
- Occupational Therapist
- Physiotherapist

Provincial School recommendations are acceptable to support deaf, blind, and deaf/blind students.

When is SEA equipment ordered?

- Claims may be processed at any time during the SEA cycle which runs from May 1st to April 30th of the following year
- Claims are processed as quickly as possible
- Wait times may be associated with supply issues
- Computers and FM systems may be provided after a successful trial period

How often can a claim be submitted for a student?

- One claim can be submitted per SEA cycle per student
- Additional recommended items may be added during the claim cycle

Who pays for SEA Equipment?

For sensory, personal care and physical need items: (Claims Based Amount)

- Boards assume \$800 for each claim submitted during the annual SEA cycle
- Ministry of Education is responsible for costs above \$800

For computer hardware, software, peripherals, and training: (Per Pupil Amount)

- Boards receive a base amount and additional funds based on student enrolment

What is the process to request SEA Equipment?

- Resource Teacher or Principal will send a copy of the letter recommending specialized equipment and all back-up documentation to support the claim must be submitted to the Special Education Consultant. The original letter should be placed in the student's OSR.
- Special Education Consultant, along with Superintendent, conduct a review of the recommendation to ensure it meets funding and SCDSB guidelines

- When approved, Special Education Consultant places an order for the equipment. Once equipment is received by Information Management Services, equipment is then delivered to schools.
- IEP must be updated to provide evidence of the intended use of the equipment in the student's program. Specialized equipment will be listed under the Individualized Equipment section of IEP.

How is equipment maintained?

- Board IMS technicians ensure SEA equipment is functioning properly
- Only Board IMS technicians are permitted to work on or repair computer equipment
- Costs incurred due to misuse are not covered by the Board or by warranties
- Equipment may be upgraded or replaced as needed. Documentation to support replacements and upgrades is required.

Who trains students to use SEA iPad or Laptop equipment?

- iPads and laptops are delivered to schools by IMS technicians. Training occurs at the school and is ongoing between the SERT, Classroom Teacher, and all other professionals involved.

What happens if my child transfer schools within SCDSB?

- When a student is moving from one school to another within SCDSB, after reviewing the OSR, the SERT or administrator of the receiving school will contact the IMS department in order to make arrangements for the transfer of equipment.

Can SEA equipment be taken off school property?

- A laptop, MacBook or iPad may be taken home if the SEA Loan forms are signed by both parents and student in Grades 4-12
- USB memory sticks may be provided to students for the transport of files between home and school
- SEA equipment **must** remain at the school during the summer break unless student is enrolled in SCDSB sponsored course
- SEA equipment **must** be available for use at school each day

What are some examples of eligible SEA expenses?

Items covered by SEA claims include:

- FM systems
- Sound-field systems
- Amplification systems
- Print enlargers (for low vision)
- Computer hardware
- Computer software to provide access to the curriculum
- Adjustable desks or computer tables
- Braille
- Symbol or letter/voice translators

- Insulated booths and study carrels
- Positioning devices
- Personal care items
- Lifts or harnesses for moving students
- Warranties
- Service contacts for technology

How long does it take to get SEA equipment ready for the student?

- There are a variety of factors which can affect the time it takes for equipment to be ready for student use including availability of items from suppliers, delivery times, and coordination with other departments involved in the SEA process, etc.
- When the required documentation is received by the Special Education Consultant, all efforts are made to make equipment available as quickly as possible.

Who do I contact for more information regarding SEA?

Initial contact should be directed to the school's Resource Teacher who work directly with the student and/or Principal.

For more information, please contact:

Sudbury Catholic District School Board

165A D'Youville Street

Sudbury ON P3C 5E7

705.673.5620

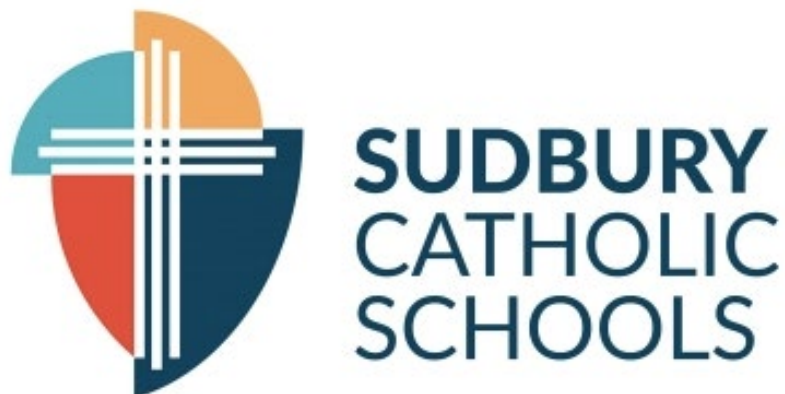
Superintendent of School Effectiveness

Special Education

705.673.5620 ext: 259

Special Education Consultant

705.673.5620 ext: 204



Leaders in Learning and Faith.