

PURCHASE AND/OR USE OF SCHOOL EQUIPMENT  
FOR STUDENTS/STAFF WITH SPECIAL NEEDS

- I. The School District of Neillsville shall not discriminate against qualified individuals with disabilities or special needs and will provide such individuals with special education and related services and such reasonable accommodations as may be required under laws such as Section 504 of the Rehabilitation Act (504), the Individuals with Disabilities Education Act (IDEA), and/or the Americans with Disabilities Act (ADA).
- II. Reasonable accommodations may from time-to-time require the purchase of special equipment. The decision to purchase such equipment, which should be based on Individualized Education Programs (IEPs), 504 staffings, recommendations of the school health official, the Cooperative Educational Service Agency (CESA) occupational therapy (OT) and physical therapy (PT) personnel, or recommendations of the administration, including the technology coordinator, shall be made to the supervisor of special education and/or building principal with the approval of the district administrator or his/her designee. The procedure for acquisition of assistive technology equipment or services is outlined on the last page of this policy (IGBA-A).
- III. The term "related services" means transportation and such developmental, corrective and other supportive services as required for the student with a disability to benefit from special education. An "assistive technology device" means any item, piece of equipment (such as laptop computers, special audio-visual equipment, special wheelchairs or desks, and/or other capital items for use by students and/or staff), or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The term includes:
1. Evaluation of needs of a student with a disability or special need, including a functional evaluation of the student's customary environment;
  2. Purchase, lease, or other provision for the acquisition of assistive technology devices or services by students with disabilities;
  3. Coordination and use of other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
  4. Training or technical assistance for a student with a disability or, if appropriate, that student's family; and
  5. Training or technical assistance for professionals, employers, or others who provide services to, employ, or are otherwise substantially involved in the major life functions of students with disabilities.

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- IV. Those students having special needs but not requiring a formal IEP according to law, which may include, but are not limited to, migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered under this policy for assistive technology devices and/or services.
  
- V. Any assistive technology devices, if purchased solely by the School District of Neillsville, are the property of the district and shall remain the property of the district after the student(s) or staff member(s) leaves or no longer requires the equipment.

Legal Reference: Section 504 of the Rehabilitation Act (504)  
The Individuals with Disabilities Education Act (IDEA)  
The Americans with Disabilities Act (ADA)

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PURCHASE AND/OR USE OF SCHOOL EQUIPMENT  
FOR STUDENTS/STAFF WITH SPECIAL NEEDS (PROCEDURE)

The district is responsible for evaluation in areas in which assistive technology may be a factor. A student's need for assistive technology shall be determined on a case-by-case basis, with such determination to be made by the IEP team or a team comprised of classroom or special education teacher(s), school psychologist/special education director, librarian, district technology coordinator, and/or building principal, through identification of the difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. Those students having special needs but not requiring a formal IEP according to law, which may include, but are not limited to migrant students, homeless students, students living in poverty, and English Language Learners, will also be considered for assistive technology devices and/or services on a case-by-case basis.

When it is determined that an item of assistive technology equipment is necessary in order to provide reasonable accommodation for a student or staff member, an agreement for the use of the equipment shall be drawn up by the special education director and technology coordinator and shall include items such as:

1. The reason for obtaining the equipment.
2. The party(s) responsible for the purchase and maintenance of the equipment. (i.e. school, parents, grant, shared cost, etc.)
3. The method used to acquire the equipment. (i.e. rental, Special Education Instructional Media Center (SEIMC), purchase, etc.)
4. The date the equipment will be acquired.
5. The location of the equipment. (i.e. building, classroom, bus, etc.)
6. The times and locations that the equipment will be available to the student or staff member (*May the student or staff member take the equipment home or is it solely for in-school use? Will it be needed the whole day or only for certain classes?*)
7. The estimated length of time the student or staff member will need the equipment (quarter, semester, school year, etc.)
8. The school staff member who will be responsible for the care and maintenance of the equipment.
9. The conditions under which the equipment will be used (e.g. with training, with supervision, etc.)

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