

Alberta Education
Services for Students who are Blind or Visually Impaired

Discussion Guide
For Education Stakeholder Input
November 28, 2007



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1. Introduction

The Minister of Education has requested a review of the services for students who are blind or visually impaired, to determine the long-term outcomes, measures and strategies for an enhanced service delivery model. The review is to be completed by December 31, 2007 for ministerial consideration.

The Learning Resources Centre (LRC), the Special Programs Branch and Learner Assessment of Alberta Education are involved in the review. The following staff will be at the workshop:

- Dianne McConnell, Senior Manager Special Programs, dianne.mccconnell@gov.ab.ca
- Jo-Anne Hug, Director Learner Assessment, joanne.hug@gov.ab.ca
- Pam Rannelli, Provincial Coordinator for Children with Low Incidence Disabilities, PERannelli@cbe.ab.ca
- Toni Hafso, Manager Program Management, LRC, toni.hafso@gov.ab.ca

Education stakeholders are invited to participate in a full day workshop in Edmonton on November 28, 2007 for a review of the services for students who are blind or visually impaired. Organizations unable to attend the workshop can provide their input to the questions in this guide, by e-mail to toni.hafso@gov.ab.ca before November 28, 2007.

If you have any questions, please contact Toni Hafso, Program Management Manager, LRC Alberta Education by e-mail at the above noted address or phone (780) 427-5235. For toll-free assistance in Alberta call 310-0000.

2. Education Stakeholders Consultation

The following organizations have been invited to participate.

- Alberta Home and School Councils' Association
- Alberta Teachers' Association (including teaching assistants)
- Alberta School Boards Association
- Alberta Society for the Visually Impaired
- Association of Independent Schools and Colleges in Alberta
- Association of School Business Officials of Alberta
- Canadian National Institute for the Blind (CNIB)
- College of Alberta School Superintendents (including special education directors)
- Federation of Francophone School Boards of Alberta
- Regional Educational Consulting Services
- Vision Resource Centre chairs (Calgary, Edmonton, Lethbridge)

3. Background on the Services for Students who are Blind or Visually Impaired

Alberta Education's *Standards for Special Education, Amended June 2004*^{*} outlines the requirements for school boards regarding the delivery of educational programming and services to students with special education needs. The *Essential Components of Educational Programming for Students who are Blind or Visually Impaired*[†] is linked to the appropriateness section of the *Standards for Special Education, Amended June 2004*. Appropriateness means that "educational programming and services are designed around the assessed needs of the student and are provided by qualified staff who are knowledgeable and skilled". The *Standards* serve as guidelines.

The *Services for Students with Visual Impairments Policy*[‡] identifies the support services provided to school jurisdictions and accredited private schools by the Learning Resources Centre (LRC) of Alberta Education. This includes the production and loaning of learning resources in alternate format (braille, electronic text, audio, and large print) and the loaning of assistive technology (e.g., computers with braille input/output, braille, talking calculators, closed circuit TV systems, and audio players).

How many Alberta students who are blind or visually impaired are registered for alternate format materials and assistive technology support services?

Currently there are 634 students (141 blind & 493 low vision) enrolled in 407 schools across the province. Over the years, the number of students has changed little.

Looking at grades distribution, the percentage of the 634 students by grade follows:

- Preschool and kindergarten - 9%
- Grades 1 to 6 - 33%
- Grades 7 to 12 - 42%
- Modified programs 16%

Where are these students?

Following is the percentage distribution of students across Alberta (See Attachment A) for Alberta Education zone boundaries:

- Zone 1 - 2%
- Zones 2/3 - 46%
- Zone 4 - 13%

^{*} *Standards for Special Education, Amended June 2004* available at www.education.gov.ab.ca/k_12/specialneeds/specialed_std2004.pdf

[†] *Essential Components of Educational Programming for Students who are Blind or Visually Impaired* available at www.education.gov.ab.ca/k_12/specialneeds/ECEP_Blind_or_Visually_Impaired.pdf

[‡] *Services for Students with Visual Impairments Policy* available at www.lrc.education.gov.ab.ca/pdf/vi_policy.pdf

- Zone 5 - 27%
- Zone 6 - 12%

The larger percentages reflect urban areas. The majority of school jurisdictions, that is, 58% have fewer than five blind or visually impaired students. See Attachment B for a listing of total student numbers by jurisdictions.

4. Discussion Topics

The discussion topics are not presented in order of importance. The workshop participants may focus on addressing key questions. It is not necessary to respond to all of the questions. Reminder, Alberta Education is seeking input which is representative of your education stakeholders organization. If your organization is unable to attend the workshop you can email to toni.hafso@gov.ab.ca by November 28, 2007, your input electronically in MS Word.

4.1 Topic 1: Alberta's Service Delivery Models

Context

Children and students who are blind or visually impaired are an extremely heterogeneous group. They vary in age, degree of vision loss, cognitive ability and many have additional disabilities.

The Essential Components for Educational Programming for Students who are Blind or Visually Impaired (Alberta Education, 2006), guides the program development and planning for these students. This document specifies that a specialized teacher of students who are blind or visually impaired as well as orientation and mobility instructors should be a key member of the child's learning team. Teachers of the visually impaired are professionals that are trained in the theoretical and practical aspects of assessment, programming and instruction for students with sensory disabilities. This training is a post graduate degree of study. Teachers of the visually impaired are trained in such specialized areas as:

- The impact that vision loss has on learning and development
- Literacy instruction for children/students with low vision
- Literacy instruction for children/students who use braille as their primary media
- Specialized assessments such as functional vision; learning media assessment and assistive technology
- Adaptation of the curriculum and learning resources to ensure full access for students with vision loss
- Training and support of assistive technology for students who are blind or visually impaired
- Teaching disability-specific skills as outlined in the Expanded Core Curriculum (see Referenced in Appendix A of the *Essential Components*).

Orientation and Mobility is an area that focuses on the student's ability to know where they are in relation to their environment and to travel safely, efficiently, purposefully and independently throughout their environment. Good orientation and mobility skills are highly correlated with the degree of independence that a student achieves later in life (Expanded Core Curriculum, 2003). Orientation and mobility is taught by professionals who have completed certified programs in this area of instruction.

Several models exist for accessing trained teachers of the visually impaired to provide support to students and children with vision loss. Vision consultants/strategists determine eligibility for alternate format materials and assistive technology support services from the Learning Resources Centre of Alberta Education.

Direct Service/Consultation Model – Several school authorities (Calgary Board of Education, Calgary Catholic Separate School Division, Elk Island Public Schools) have chosen to hire their own teacher or teachers of the visually impaired (TVI) as well as orientation and mobility instructors to work within their school district. These consultants/strategists (who are TVI) usually provide a combination of direct and consultative service.

Direct Service

In direct service, a teacher of the visually impaired works directly with a student on particular Individual Program Plan (IPP) objectives as identified in the *Essential Components of Educational Programming for Students who are Blind or Visually Impaired*. They could do this in a group or individually. For example, they might work with the student at least twice a week to teach braille literacy skills. They also provide specialized assessments to determine educational implications of vision loss, learning media, programming and instructional strategies.

Consultation

In consultation, the consultant/strategist (TVI) can work with other professionals to help them meet a student's specific IPP goals and objectives. For example, a teacher of students with visual impairment may consult with a classroom teacher about materials that are appropriate for a particular student's visual abilities.

Consultative Model - RECS (Regional Educational Consulting Services) are multidisciplinary teams of professionals whose mandate it is to provide educational support services to students with severe learning needs. These services are available for children/students from age 2.5 to high school completion.

There are four RECS teams that serve each region of the province. An educational consultant for the visually impaired is a member of this team. These consultants are contracted at a subsidized rate by school districts or private schools to support their classroom teachers in providing appropriate programming for children/students who are blind or visually impaired. The role of the Educational Consultants for the Visually Impaired is to:

- Provide specialized assessments to determine educational implications of vision loss, learning media, programming and instructional strategies

- Provide consultation regarding educational resources, (e.g. braille materials, braille literacy instruction, kits and assistive technology) accommodations and adaptations. They also consult with the student's learning teams regarding programming requirements as identified in the *Essential Components of Educational Programming for Students who are Blind or Visually Impaired*
- Model teaching strategies/programs, for example they may demonstrate how to teach a student to use assistive technology to access the curriculum
- Several of the Educational Consultants for the Visually Impaired are also certified Orientation and Mobility specialists and provide consultation and instruction in this specialized area.

Private Service Provider Model – School districts and private schools can seek support services from private service providers. These services vary from assessment to consultation. School districts and private schools negotiate fees with the private service provider.

The access that a child or student has to a teacher of the visually impaired varies considerably across the province. This variation is due to a number of factors:

- Number of teachers of the blind or visually impaired working in the province – In B.C., with a comparable population of students identified with vision loss (700 students –B.C.; 634 students – AB) and students who are blind/braille users (130- BC; 141 – AB), there are 57 teachers (direct service itinerants) employed as teachers of the visually impaired. In Alberta, there are 14.3 (employed through public school system-consultants and strategists). * Statistics provided by Provincial Resource Centre for the Visually Impaired for B.C. and LRC for AB.
- Geographical location – Alberta has a large geographical area and many children/students live outside of the metro areas.
- A few larger school districts, that have more students enrolled in their schools, are making it a priority to hire vision teachers to support the classroom teacher and the student.

Topic 4.1: Alberta's Service Delivery Models - Questions for Discussion

- 4.1.1 Do we have the capacity of qualified professionals (teachers of the visually impaired; orientation and mobility specialists) to support children and students who are blind or visually impaired achieving the learning outcomes identified in the required Programs of Study? If not how can these resource gaps be addressed?
- 4.1.2 Are school authorities (school boards and funded private schools) able to access qualified professionals effectively and efficiently to meet their needs? What are the strengths and weaknesses of our present service delivery models?

4.1.3 What do you think should be the role of the teacher of the blind or visually impaired as part of the learning team?

4.2 Topic 2: Building Awareness for the Classroom Teacher

Context

The Students and Their Unique Educational Needs

Students described as blind or visually impaired have diverse needs even though they share a common trait of some degree of vision loss. Any student who has limited access to visual information will experience difficulties in any number of daily activities. From an educational perspective, the degree of vision loss is only one of several aspects for consideration in assessment and program planning. These students display varying cognitive abilities, levels of independence and physical agility, and may or may not have additional disabilities.

Because visual impairment and blindness are low-incidence disabilities, a student with vision loss may be the only student with this disability in his or her school or community. Intervention for students who are blind or visually impaired is based on the degree to which they can access, incorporate and respond to sensory information. Without vision, students cannot access information beyond those things that they can touch or hear. Without this information, students are unable to organize their environment or develop concepts that are important in understanding connections in their world. Students who are blind or visually impaired need to access information through direct experiences and hands-on, tactile exploration facilitated by qualified professionals who can address these unique needs.

Accessing the program of studies is often challenging for students with visual impairment or blindness. In order to participate fully within the educational environment, these students require instruction from a trained professional in such disability-specific skills as braille literacy and numeracy, assistive technology skills, use of low-vision devices, career and life management skills, social interaction skills, independent living and personal management skills, and orientation and mobility skills. Incorporating the teaching of these skills into a student's program expands the concept of core curriculum. These disability-specific skills incorporated into program planning are referred to as the expanded core curriculum, which is described in *Essential Components of Educational Programming for Students who are Blind or Visually Impaired*, available at www.education.gov.ab.ca/k_12/specialneeds/ECEP_Blind_or_Visually_Impaired.pdf
Note: Hard copies of the *Essential Components* will also be provided at the workshop.

Alberta Education is committed to accommodating the needs of all Alberta students in order for them to have fair and equitable access to educational opportunities, including the writing of provincial achievement tests and diploma examinations. The *Achievement Test Program General Information Bulletin* specifies that in addition to the regular format, Alberta Education produces achievement tests in large print, braille, and CD format. The *Bulletin* is available at http://www.education.gov.ab.ca/k_12/testing/achievement/ach_gib/.

The *Diploma Examinations Program General Information Bulletin* ensures equity of access to diploma examinations, and fair and consistent application of diploma examination standards, by approving and providing for appropriate accommodations for students with special diploma examination writing needs. The *Bulletin* is available at http://www.education.gov.ab.ca/k_12/testing/diploma/dip_gib/.

School jurisdictions can request provincial achievement tests and diploma examinations accommodations from Learner Assessment Services of Alberta Education.

Topic 4.2: Building Awareness for the Classroom Teacher – Questions for Discussion

Classroom teachers are currently expected to develop and deliver appropriate programs for students who are blind or visually impaired. Do they have the supports they need to effectively do this? If not, what are the gaps?

Do students who are blind or visually impaired have access to instruction on disability specific skills as identified in the Expanded Core Curriculum – (e.g. orientation and mobility, visual efficiency skills) referenced in Appendix A of the *Essential Components*, and included for your reference following these questions.

Are students with vision loss fully engaged in the provincial student assessment programs? If not, what are the issues (e.g., testing design, access/accommodations to the provincial achievement test/diploma examination)?

Related to Question 4.2.2 of Topic 4.2: Expanded Core Curriculum - Referenced in Appendix A of the *Essential Components*

In order to participate fully within the educational environment, students who are blind or visually impaired require instruction in disability-specific skills. These disability-specific skills are known as the expanded core curriculum when they are incorporated into program planning.

Expanded Core Curriculum

Reprinted with permission from *Canadian National Standards for Children and Youth Who Are Blind or Visually Impaired, Including Those with Additional Disabilities* (National Coalition for Vision Health, 2003).

Compensatory or Functional Academic Skills

These are skills needed to access the regular curriculum presented in the regular classroom (i.e., compensatory skills), skills needed by students with multiple disabilities to enhance their ability to participate in home (i.e., functional skills), school and community, and an array of communication skills. “Communication needs of students with visual impairments will vary depending on the degree of functional vision, the effects of additional disabilities and the task to be done. Students may communicate through braille, large print, print with the use of optical aids, regular print, tactile books, a calendar system, sign language, recorded materials or combinations of these means.” (Hatlen, 1996) Examples of other compensatory or functional academic skill areas might include concept development, spatial awareness, keyboarding skills, listening skills, organizational skills, use of the abacus, or tactile discrimination skills. The acquisition of everyday concepts and practical knowledge usually acquired through incidental learning by students who are sighted requires specific instruction for students who are blind or visually impaired to ensure they are building their knowledge base on accurate information.

Orientation and Mobility

This is an area of instruction focusing on students’ ability to know where they are in relation to their environment and to travel safely, efficiently, purposefully and independently throughout this environment. Good orientation and mobility skills are highly correlated with the degree of independence achieved by students later in life. Developing body awareness, directionality, spatial awareness and practical knowledge associated with the characteristics of a given environment increases the probability that students will be actively involved in age-appropriate activities with peers. Problem-solving strategies essential to travel in both familiar and unfamiliar environments, urban and rural areas and in various kinds of weather are essential to the development of independence and self-esteem. Students who have low vision need to learn to interpret both visual and auditory information, and may require optical devices to access information. The use of a white cane is essential for some students who cannot rely upon the accuracy of the visual information they receive or for those who are blind. Students who are blind or visually impaired with additional disabilities need to have orientation and mobility instruction that addresses the specific needs of their daily routines. Orientation and mobility is taught by professionals who have completed certified programs in this very specialized area.

Social Interaction Skills

These skills are essential if students are to develop friendships with their classmates and participate in activities typically associated with school-age students, whether educational or extracurricular. Having effective interpersonal communication skills is also highly correlated with employability in adults. For students who are sighted, social skills are primarily learned incidentally through interaction with family members and peers. Most of this learning occurs through observation, imitation and incidental experiences that are part of everyday routines. For students who are blind or visually impaired, this information must be provided through timely, insightful, and sequential instruction. Information associated with non-verbal communication (e.g., gestures, body language, facial expressions) or cultural practices (e.g., how close to stand to the person with whom you are speaking) must be made available to students who are blind or visually impaired. Furthermore, peers of students who are blind or visually impaired require specific instruction to increase their awareness of the implications of

vision loss on social interaction if they are to become both comfortable in their interactions with their classmate who is blind or visually impaired and knowledgeable about how to include this student.

Independent Living Skills and Personal Management Skills

These skills are highly correlated with the achievement of lifelong goals for students who are blind or visually impaired. “This area encompasses all the tasks and functions people perform, according to their abilities, in order to live as independently as possible.” (Hatlen, 1996)

Curriculum designed to address the development of independent living skills includes instruction in such areas as personal hygiene, food preparation, money and time management, home management, and organization of personal belongings and space to accommodate the lack of visual input. While similar skills may be taught within the public school curriculum, they do not provide sufficient opportunity for the meaningful and frequent practice required for students who are blind or visually impaired. The content of the regular curriculum is often based on the assumption of the presence of a basic level of knowledge acquired incidentally through vision. As with the skills of social interaction, students who are blind or visually impaired cannot learn these skills without direct, sequential instruction by knowledgeable people.

Recreation and Leisure Skills

These skills and experiences provide the same benefits for students who are blind or visually impaired as they do for their peers who are sighted (e.g., healthy lifestyle, fitness, shared peer interests). However, without modifications and/or specific instruction to master prerequisite skills, students who are blind or visually impaired are frequently excluded from such activities. Many of the motor skills learned during the rough and tumble play of childhood activities do not develop naturally in students who are blind or visually impaired. As well, if initial exposure to specific activities is cumbersome or their level of participation or success below that of their peers, students who are blind or visually impaired may become easily discouraged. The provision of specific, timely instruction and opportunities to practice newly acquired skills will ensure students derive pleasure from participation in an array of recreational and leisure activities.

Career and Life Management Skills

These skills provide students with information about the world of work, career options, and an overview of the skills necessary to be successfully employed. For students who are blind or visually impaired, there are many additional program components which need to be addressed (e.g., accommodations required to complete specific jobs, access to appropriate assistive technology, self-advocacy skills, and those to deal effectively with negative attitudes toward individuals with disabilities). Frequently, students who are blind or visually impaired are unaware of the array of career options because they do not see the variety of workers in their environment or because adults around them are uninformed. Employment statistics from both Canada and the United States show that individuals who are blind or visually impaired are both underemployed and have unacceptably high rates of unemployment. Without specific and timely intervention to address career development issues, students who are blind or visually impaired encounter significant barriers to successful employment *Essential Components of Educational Programming for Students Who Are Blind or Visually Impaired*.

4.3. Topic 3 - Effective Use of Teaching Assistants

Context

The *Standards for Special Education* states that school boards must “ensure teacher assistants work under the direction of a certificated teacher to realize students’ goals, as outlined in their IPPs.”

The teacher is responsible* for the child’s program. At times, the responsibility for delivery of programming has fallen to a teacher assistant.

Teachers and parents may believe the answer to a child’s special education needs is a teacher assistant and, if that does not seem to be working, then the child needs “more” teacher assistant time.

Current research** suggests there may be unintended consequences when teacher assistant time is not used strategically.

Some of the unintended consequences of continuous 1:1 support:

- interference with teacher–child relationship
- increased behaviour problems
- creating or reinforcing unrealistic parental expectations
- separation from peers and interference with spontaneous interaction
- unnecessary dependence
- insular relationship between adult and child

Alternatives to continuous 1:1 support

- variety of instructional groupings, differentiated instruction
- environmental supports
- peer supports (e.g., transitions and modeling of expected behaviours)
- a rich, engaging environment
- teaching “independence skills” considered to be as important as teaching “academic skills”
- assistive technology

* Refer to “Teachers and Teachers’ Assistants: Roles and Responsibilities” from *The Special Educator: Meeting the Needs of All Children*.

** Refer to the References Related to Teacher Assistants, following the Questions for Discussion.

Topic 4.3: Effective Use of Teaching Assistants – Questions for Discussion

- 4.3.1 What is the role of the teaching assistant in supporting programming for students who are blind or visually impaired?

- 4.3.2 Are students appropriately benefiting from our current practice and use of teaching assistants?

- 4.3.3 How can we support teaching assistants in the acquisition of specialized skills?

Topic 4.3: References Related to Teacher Assistants

Appl, Dolores (2006). “First-Year Early Childhood Special Education Teachers and Their Teacher Assistants: ‘Teaching Along With Her’.” *Teaching Exceptional Children*, 38(6), 34-40.

Causton-Theoharis, Julie & Kimber Malmgre (2005). “Building Bridges: Strategies to Help Paraprofessionals Promote Peer Interaction.” *Teaching Exceptional Children*, 37(6), 18-24.

Causton-Theoharis, Julie & Kimber Malmgren (2005). “Increasing Peer Interactions for Students with Severe Disabilities via Paraprofessional Training.” *Exceptional Children*, 71(4), 431-444.

Chopra, Ritu V. & French, Nancy K. (2004). “Paraeducator Relationships with Parents of Students with Significant Disabilities.” *Remedial and Special Education*, 25(4), 240-251.
www.paracenter.org/PARACenter/library/documents/Paraeducator_Relationships_with_Parents_with_Significant_Disabilities.pdf

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Gerber, S.B., J.D. Finn, C.M. Achilles, & J. Boyd-Zaharias (2001). “Teacher Aides and Students’ Academic Achievement.” *Educational Evaluation and Policy Analysis*, 23(2), 123-143.

Gessler Werts, M., S. Harris, C. Young Tillery, & R. Roark (2004). “What Parents Tell Us About Paraeducators.” *Remedial and Special Education*, 25(4), 232-239.

Sautner, B. & K. Bain (2006). "Teacher and Teaching Assistant Roles and Responsibilities: Searching for Best Practice." *The Special Educator: Meeting the Needs of All Children*, 36 (2), 5-13.

Young, Brooke, & Richard L. Simpson (1997). "An Examination of Paraprofessional Involvement in Supporting Inclusion of Student with Autism." *Focus on Autism and other Developmental Disabilities*, 12(1), 31-40.

Additional references:

www.uvm.edu/~mgiangre/paraprofessional.html

Alberta Teachers' Association (2000). "Teachers and Teachers' Assistants: Roles and Responsibilities." Available at www.teachers.ab.ca and enter title in search box.

4.4 Topic 4: Assistive Technology Loaning Service

Context

What is the Assistive Technology Loaning Service?

The *Services for Students with Visual Impairments Policy* identifies the support services provided to school jurisdictions and funded private schools by the Learning Resources Centre (LRC) of Alberta Education. This includes the loaning of assistive technology (e.g., computers with braille input/output, brailers, talking calculators, closed circuit TV systems, and audio players).

The LRC administers the assistive technology (AT) loan service which supports improving students' access to learning materials and contributes to their independence. With the 2006-07 assistive technology purchase, the total value of today's specialized student equipment inventory is \$2 million for 1,333 pieces of equipment.

A review of the intent of the AT loaning service is needed as this is becoming a program with no budget line item and no full time staff for ongoing coordination in the delivery of equipment to schools.

School authorities borrowing the equipment must sign loan agreements (see Attachments C.1, C.2, C.3 and C.4 for samples) thereby assuming full responsibility for the loss or damage to the equipment on loan, extending their own 'all risks' property insurance to cover the equipment and assuming full financial responsibility for equipment on loan. Student's use of the equipment at home is at the discretion of school authorities.

This school year, 486 students are registered to access this service. And, 56 school authorities have loan agreements with the LRC. Equipment is also loaned to school boards who support the Calgary and Lethbridge Vision Resource Centres.

When is student equipment purchased?

To date, equipment purchases are done on an ad hoc basis, in response to student wait list numbers and parent groups' (Alberta Society for the Visually Impaired, CNIB) concerns. Although, there is no budget line item for purchases, over the last five years, an average of \$240,000 per year was spent on purchases.

Who determines student wait lists?

Student equipment wait lists are based on requests from vision consultants/schools. In the past with a limited amount of equipment available and as a practice, consultants/school staff would request student names to be placed on wait lists several years before the student requires the equipment. Improvements are needed to the wait list placement practice to support equitable distribution of equipment to students across the province.

What is the practice to allocate equipment?

With the \$446,000 purchase in 2006-07, wait lists now reflect requests for equipment upgrades. Today's practice is to offer the equipment to the highest grade student (e.g., grade 12 before a grade 9) on the wait list. This involves LRC staff confirming with the contact person (vision consultant or school staff) that the student still requires the equipment before sending it to the school. If the equipment is no longer required, it is offered to the next highest grade student on the wait list. Equipment is allocated throughout the school year. Coordinating the delivery of 1,333 pieces of equipment for 486 students across 407 schools requires significant time.

What equipment is in the inventory?

The inventory includes large print talking dictionaries and calculators, stationary and portable closed circuit TVs, cassette recorders, digital audio players, manual and electronic brailers, and special computers with adaptive braille hardware.

New equipment added to the inventory is based on available funding, vision consultants' requests and in consideration of the equipment's repair and maintenance costs. Operators' manuals accompany each piece of equipment. When possible, following new equipment purchases, vendors may be contracted to host workshops at the vision resource centres and at the LRC demonstrating use of the equipment.

An in-house database is used to track all of the equipment for warranty, repair, loan agreements, school delivery and student placement purposes.

Who is responsible for the equipment repair and maintenance?

Schools return student equipment to the LRC at the end of the school year for regular servicing by LRC staff over the summer. This is in addition to repairing equipment requested by schools during the school year. Maintenance agreements are established for braille notetakers (like pocket computers). All new equipment is under warranty.

Topic 4.4: Assistive Technology Service – Questions for Discussion

4.4.1 Is provincial coordination needed to lead the delivery of Assistive Technology (AT)? If so, what should it address and what would be the benefit? What would you like this to look like? Should any of the following be considered?

- to build AT capacity within the education system
- to review/recommend AT training needs
- to recommend purchases
- to review/recommend student wait list placement practice
- to collaborate with other department/agencies on AT (who else does this?)
- to ensure compatibility with other AT and information technology supports
- to review the need/assess/recommend AT software purchases
- to communicate the service's intent including roles and responsibilities

4.4.2 What should the outcome/impact be for the AT service? What changes do you see as possible or most important? If so, who should be responsible for implementing the changes?

4.4.3 Any other comments or suggestions about the present AT loaning service?

4.5 Topic 5: Alternate Formats Support Services

Context

The Learning Resources Centre (LRC) of Alberta Education loans schools alternate format learning resources (braille, electronic text, large print, and audio), learning kits, specialized student equipment and professional resources to ECS to Grade 12 blind or visually impaired students, to facilitate their access to educational programs. The *Services for Students with Visual Impairments Policy* communicates the services provided. To access the policy go to: www.lrc.education.gov.ab.ca.

The production, acquisition and provision of learning resources in alternate formats such as braille, electronic texts, large print, audio and learning kits, are important factors in the quality of education of students who are blind or visually impaired.

Access to alternate format materials is necessary for these students to develop the literacy and numeracy skills to succeed and for high school completion.

The number of students registered for each format follows:

- Audio – 464 students (73%)
- Braille & electronic text – 127 students (20%)
- Learning kits – 556 (87%)
- Large print – 402 (63%)

Production Priorities

The LRC may produce titles in alternate formats when the title is unavailable from other sources (e.g., borrowed from another Canadian Association of Educational Resource Centres for Alternate Format Materials (CAER) or purchased from agencies serving the blind/low vision community).

Titles are produced within budgetary constraints and staffing capabilities, as per the five priorities outlined in the *Services for Students with Visual Impairments Policy* and detailed below.

Priority 1 - Alberta Education diploma examinations and provincial achievement tests in Braille;

Priority 2 - Alberta Education curriculum resources that have "Basic"[§] status in the Resources Catalogue;

Priority 3 - Alberta Education curriculum resources that have "Support"^{**} status in the Resources Catalogue;

[§] "Student basic resources" are high quality learning resources, intended for students in Kindergarten to Grade 12. These resources best meet the evaluation criteria and address the majority of general and specific outcomes of a course(s), substantial components of a course(s), or general outcomes across two or more grades, subject areas or programs, as outlined in provincial programs of study. *Learning and Teaching Resources Policy*
<http://www.education.gov.ab.ca/educationguide/pol-plan/polregs/322.asp>

^{**} "Student support resources" are high quality learning resources intended for students in Kindergarten to Grade 12. These resources best meet the evaluation criteria and address some of the general or specific outcomes of a course(s) or components of course(s), or address the general or specific outcomes across two or more grades, subject areas or programs, as outlined in the provincial programs of study. *Learning and Teaching Resources Policy*
<http://www.education.gov.ab.ca/educationguide/pol-plan/polregs/322.asp>

Priority 4 - Other resources authorized by schools or teacher prepared resources where the student will be severely disadvantaged if the resources are not available, or where no other support services are available at the required level;

Priority 5 - Other resources deemed appropriate for addition to the LRC collection at the discretion of the LRC manager.

Also, the LRC may deny or delay a production request, offer a substitution or another alternate format if the:

- i) production capacity is fully committed;
- ii) material received for production is deemed to be incomplete, in draft form, or compilation from other published resources;
- iii) submitted print text is in poor physical condition;
- iv) school does not provide the number of print texts required for production;
- v) staff determine that the title is not suitable for alternate format production (e.g., Mathematics textbook are not suitable for audio format).

Today, Priorities 1, 2 and 3 requires all of the LRC production capacity, especially for braille.

Alternate format production in 2006/2007

In total, 17 provincial achievement tests and diploma exams were produced in braille format for Learner Assessment of Alberta Education. The total LRC library circulation was 3,816 titles (includes alternate format titles, learning kits, and professional resources) consisting of a total of 12,380 volumes.

The following chart identifies the 2006/2007 number of titles produced, borrowed and purchased with the corresponding percentage change from 2005/2006.

Total number of 2006/2007 titles	Percentage change from 2005/2006
160 produced	55% increase
79 borrowed	37% decrease
73 purchased	55% decrease

The 55% production increase in 2006-2007 from 2005-2006 is largely due to schools using Alberta Education's authorized learning resources. The decreases in titles borrowed and purchased relates to this, as does the 27% decrease in interlibrary loans from other CAER members (Canadian Association of Educational Resource Centres) for Alternate Format Materials.

Total savings through CAER interlibrary loans were \$240,059. More specifically, savings totaled \$26,302 for large print, \$15,240 for audio, and \$198,517 for braille learning resources.

Meeting Student Requests

- 51% - production + 17 provincial exams
- 26% - borrowed
- 23% - purchased

Audio Resources Production

Subject area contracted narrators, staff sound engineers and editors produce digital audio recordings, which are duplicated to CDs. Production of audio textbooks in DAISY format (navigable full text with human narration) was initiated in 2006/2007. Contracting subject area narrators is in recognition of the growing complexity of textbooks (e.g., narrator develops the text not part of multimedia CD component of the textbook). Production of a high school science textbook can require up to six months.

Braille Resources Production

LRC staff transcribe titles into braille and produce tactile diagrams. Each volume is program-checked for spelling and contraction errors before being proofread. Transcribers require both Literary and Nemeth (a complex code for mathematics) code certification to transcribe mathematics and science textbooks. Today's increasing visual format of textbooks is adding complexity and requires more transcription time.

A high school science textbook may require up to 6 months full time to transcribe. Contracting capacity is limited and costly (e.g., \$43,000 for Nelson Chemistry, Alberta, 20/30 (includes CD-ROM – 864 pages, 43 volumes, 613 diagrams, 2,950 embossed pages, 900 hours to produce).

Braille digital files (instead of hard copy) have been provided to several students.

Braille production and capacity are concerns across the education system, this includes both at the LRC and in schools. The LRC has 5.5 full time equivalents to support the production of braille for the department (provincial exams) and schools. Although contracting capability is limited, to the extent possible, work is contracted to part-time transcribers (e.g., school teacher assistants) and the two national commercial production houses.

Large Print Resources Production

Large print production involves enlarging resources (from PDF files) to 20-point plus font size on 11" by 17" size paper and presented in "calendar/split image" format. Novels are produced from Microsoft Word word processing files in 24-point font size on letter size paper (done in-house). Textbooks production is contracted (e.g., \$6,000 for Neilson Chemistry, 9 volumes, 8 hours to produce).

Electronic Resources (E-Text) Production

Staff produce e-text using the Canadian Braille Authority E-Text Guidelines and following LRC practices. E-text is a word file (usually rich text format) that contains only the text portion of the work without any graphics. The text is formatted with tags (BEGIN and END Sections) and requires a description of certain graphics. A tactile supplement may accompany the text. Although, e-text does not reflect the total text (no graphics), it is a faster production alternate format providing students with access to the words and translation and/or search capability in the textbook.

Learning Kits

Various categories of kits are used as supplementary resources to the curriculum, and teach concepts that are otherwise difficult for a student with a visual impairment to understand, such as graphing skills or fractions. Learning kits are used to teach skills such as motor learning, sensory stimulation,

form perception, concept learning etc. Other categories include braille instructional programs (e.g., Braille FUNdamentals, is a very popular braille reading program costing \$500 for one level and cluster range, light boxes with accompanying materials (\$1,140) are very popular with non-academic students). The kits are cleaned on a regular basis.

Topic 4.5: Alternate Formats Support Services – Questions for Discussion

4.5.1 What should be the priorities for braille production within the province? How do we meet these needs?

4.5.2 How could school jurisdictions/funded private schools and the province share the responsibility for timely access to alternative format resources?

4.5.3 What supports do students need to access electronic formats? What are the benefits? What are the challenges to accessing digital files (e.g., technology supports like lap top computers, specialized software, braille printer)?

4.5.4 What challenges are common to the province and schools and/or the vision resource centres for alternate format production? How can we overcome them?

Topic 4.6: Accountability Framework

Context

School Act

Rights and responsibilities related to special education are included in the *School Act*. Public and separate school boards are required to provide each resident and enrolled student who has identified special education needs with access to special education programming.

Alberta Education Policies

Alberta Education's directive is to place students identified with special education needs in typical classrooms in neighbourhood or local schools as the first option. The [Educational Placement of Students with Special Needs \(1.6.1\)](#) and [Special Education \(1.6.2\)](#) policies clarify this directive. Early childhood education is guided by the [Early Childhood Services Policy \(1.1.3\)](#).

Standards for Special Education, Amended June 2004

The *Standards* is a ministerial order. It requires public and separate school boards to identify and deliver appropriate programming for students identified with special education needs in grades 1 to 12. [Designated Special Education Private Schools](#) must also follow most of these requirements. *Standards* promotes consistent and enhanced quality of educational practice within our province, so that irrespective of location, students identified with special education needs can access appropriate programming and services. At the same time, through its [funding](#) mechanism, Alberta Education recognizes the importance of local autonomy, flexibility and choice in meeting the diverse learning needs of students.

The *Essential Components of Educational Programming for Students who are Blind or Visually Impaired* outlines how the *Standards* might be implemented by identifying some sample indicators of effective programming.

Requirements for Special Education in Accredited-Funded Private Schools

The *Requirements* describes requirements for providing educational programming to students identified with special education needs in accredited-funded private schools in Alberta.

Standards for the Provision of Early Childhood Special Education

The *Standards* for the Provision of Early Childhood Special Education parallels Standards for Special Education, Amended June 2004, but is directed at children, as defined under the School Act, rather than students. It was developed to help ECS operators (public, separate, private, francophone, charter) to provide high quality special education programming to children who are eligible for Alberta Education funding.

Provincial Student Assessment Programs

Alberta Education is committed to accommodating the needs of all Alberta students in order for them to have fair and equitable access to educational opportunities, including the writing of provincial achievement tests and diploma examinations. The *Achievement Test Program and the Diploma Examinations General Information Bulletins* specify the provision of appropriate accommodations school jurisdictions including private schools can request from Learner Assessment Services of Alberta Education.

Services for Students with Visual Impairments Policy

The *Policy* identifies the support services provided to school jurisdictions and funded private schools by the Learning Resources Centre (LRC) of Alberta Education. This includes the production and loaning of learning resources in alternate format (braille, electronic text, audio, and large print) and the loaning of assistive technology (e.g., computers with braille input/output, braille, talking calculators, closed circuit TV systems, and audio players).

Topic 4.6: Accountability Framework - Questions for Discussion

- 4.6.1 Are there barriers to implementing the *Essential Components*? If so, what are they?

- 4.6.2 Are students who are blind or visually impaired expected to meet the learning outcomes as outlined in the *Programs of Study*?

- 4.6.3 What are the benefits and shortcomings of the *Essential Components for Educational Programming for Students who are Blind or Visually Impaired*?

- 4.6.4 Any other comments or suggestions about the present accountability framework?

Attachment A

Alberta Learning Field Services Zones by Public Jurisdiction

Zones by Public Jurisdiction

- Zone 1 Services
- Zone 2/3 Services
- Zone 4 Services
- Zone 5 Services
- Zone 6 Services

TERRY WENDEL, Director
 Zone 1 Services
 Phone: 780-427-5393

DOUG MCDAVID, Director
 Zone 2/3 Services
 Phone: 780-427-6714

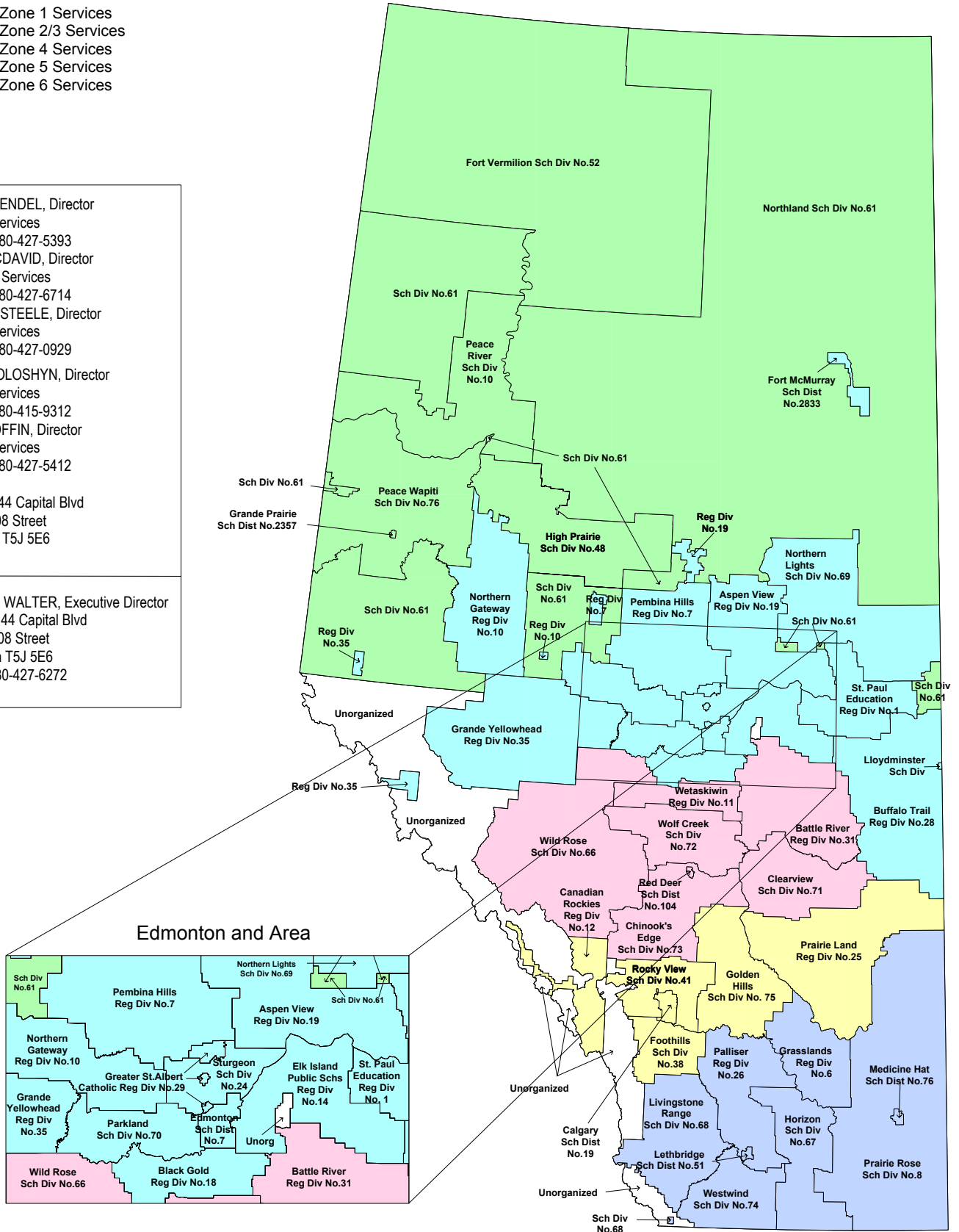
LORAIN STEELE, Director
 Zone 4 Services
 Phone: 780-427-0929

DAVID WOLOSHYN, Director
 Zone 5 Services
 Phone: 780-415-9312

DOUG COFFIN, Director
 Zone 6 Services
 Phone: 780-427-5412

Address:
 9th Floor, 44 Capital Blvd
 10044 - 108 Street
 Edmonton T5J 5E6

MICHAEL WALTER, Executive Director
 8th Floor, 44 Capital Blvd
 10044 - 108 Street
 Edmonton T5J 5E6
 Phone: 780-427-6272



Attachment B Jurisdiction Summary Report

<u>Jurisdiction</u>	<u>Total Students</u>
0019 RED DEER CATHOLIC REGIONAL DIVISION #39	4
0020 ST THOMAS AQUINAS RCS REGIONAL DIVISION #38	2
0023 THIRD ACADEMY INTERNATIONAL LTD	1
0046 ELK ISLAND CATHOLIC SEPARATE REGIONAL DIV #41	12
0047 LIVING WATERS CATHOLIC REGIONAL DIVISION #42	1
0048 EVERGREEN CATHOLIC SEPARATE REGIONAL DIVISION #2	1
0052 CLEARVIEW SCHOOL DIVISION #71	8
0053 CHINOOK'S EDGE SCHOOL DIVISION #73	13
0054 WOLF CREEK SCHOOL DIVISION #72	8
0056 WESTWIND SCHOOL DIVISION #74	4
0106 CHILDREN'S SERVICES CENTRE – ALBERTA SOCIETY	1
0110 EDMONTON CATHOLIC SEPARATE SCHOOL DISTRICT #7	30
0195 PRAIRIE ROSE REGIONAL DIVISION #8	2
1045 HORIZON SCHOOL DIVISION #67	3
1070 PEACE RIVER SCHOOL DIVISION #10	2
1085 GRANDE YELLOWHEAD REGIONAL DIVISION #35	1
1110 STURGEON SCHOOL DIVISION #24	5
1115 PRAIRIE LAND REGIONAL DIVISION #25	2
1135 LIVINGSTONE RANGE SCHOOL DIVISION #68	2
1155 BUFFALO TRAIL REGIONAL DIVISION #28	2
1175 PEMBINA HILLS REGIONAL DIVISION #7	6
1180 FOOTHILLS SCHOOL DIVISION #38	3
1190 ROCKY VIEW SCHOOL DIVISION #41	7
1220 HIGH PRAIRIE SCHOOL DIVISION #48	3
1245 NORTHERN LIGHTS SCHOOL DIVISION #69	6
1250 FORT VERMILION SCHOOL DIVISION #52	2
1280 NORTHLAND SCHOOL DIVISION #61	1
1325 WILD ROSE SCHOOL DIVISION #66	7
2045 GRASSLANDS REGIONAL DIVISION #6	12
2115 WETASKIWIN REGIONAL DIVISION #11	18
2125 ASPEN VIEW REGIONAL DIVISION #19	1
2155 GOLDEN HILLS SCHOOL DIVISION #75	2
2185 ST PAUL EDUCATION REGIONAL DIVISION #1	9
2195 ELK ISLAND PUBLIC SCHOOL REGIONAL DIVISION #14	36
2245 BLACK GOLD REGIONAL DIVISION #18	14
2255 PALLISER REGIONAL DIVISION #26	9
2275 NORTHERN GATEWAY REGIONAL DIVISION #10	5
2285 BATTLE RIVER REGIONAL DIVISION #31	12
2305 PARKLAND SCHOOL DIVISION #70	7
3020 EDMONTON SCHOOL DISTRICT #7	71
3030 CALGARY SCHOOL DISTRICT #19	91
3040 LETHBRIDGE SCHOOL DISTRICT #51	23
3050 MEDICINE HAT SCHOOL DISTRICT #76	11
3065 CANADIAN ROCKIES REGIONAL DIVISION #12	1
3070 RED DEER SCHOOL DISTRICT #104	13
3170 LLOYDMINSTER PUBLIC SCHOOL DIVISION	3
3240 GRANDE PRAIRIE PUBLIC SCHOOL DISTRICT #2357	2
3260 FORT MCMURRAY SCHOOL DISTRICT #2833	5
3345 PEACE WAPITI REGIONAL DIVISION #33	1
4010 CALGARY RCSS DISTRICT #1	32
4077 GREATER ST ALBERT CATHOLIC REGIONAL DIVISION #29	10
4105 LAKELAND RCSSD #150	3
4130 GRANDE PRAIRIE RCSSD #28	2

Attachment B Jurisdiction Summary Report

<u>Jurisdiction</u>	<u>Total Students</u>
4160 FORT MCMURRAY RCSSD #32	8
4208 CHRIST REDEEMER CS REGIONAL DIVISION #3	4
4330 EAST CENTRAL ALBERTA CATHOLIC SEPERATE SCHOOLS REGIONAL DIVISION #16	5
4481 HOLY SPIRIT RCS REGIONAL DIVISION #4	3
4501 MEDICINE HAT CS REG DIV #20	2
4870 LLOYDMINSTER RCSSD #89	1
6015 NEW HORIZONS CHARTER SCHOOL SOCIETY	1
7020 ST ALBERT PROTESTANT SEPARATE SCHOOL DISTRICT #6	9
8050 NORTHWEST FRANCOPHONE EDUCATION NO.1	1
8060 EAST CENTRAL FRANCOPHONE EDUC REG NO 3	1
9027 PARKLAND COMMUNITY LIVING AND SUPPORTS SOCIETY	7
9041 THE SOCIETY FOR CHRISTIAN EDUCATION IN SOUTHERN ALBERT	1
9067 CALGARY SOCIETY FOR CHRISTIAN EDUCATION	1
9092 CANADIAN REFORMED SCHOOL SOCIETY OF EDMONTON	1
9112 CALVIN CHRISTIAN SCHOOL SOCIETY	2
9146 EVANGELICAL FREE CHURCH OF CHAMPION ALBERTA	2
9234 LITTLE RED RIVER BOARD OF EDUCATION	1
9263 ELVES SPECIAL NEEDS SOCIETY	9
9288 KAINAIWA BOARD OF EDUCATION	3
9293 PEIGAN BAND	1
9376 G.R.I.T. CALGARY SOCIETY	5
9414 PACEKIDS PROGRAMS FOR CHILDREN WITH MOTOR DISABILITIES	2
9672 RENFREW EDUCATIONAL SERVICES SOCIETY	6
9795 CALGARY QUEST CHILDREN'S SOCIETY	12
9827 PROVIDENCE CHILD DEVELOPMENT SOCIETY	1
9869 SOUTHVIEW KIDDIE KAMPUS	1
9876 CITY WEST CHILDCARE & COMMUNITY SUPPORT SOCIETY	1
9887 GETTING READY FOR INCLUSION TODAY-GRIT EDMONTON	4
9895 FROEBEL KINDERGARTEN SOCIETY OF ALBERTA	1

Total Juridictions Printed: 82

Total Students: 628

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9067 CALGARY SOCIETY FOR CHRISTIAN EDUCATION	1
9092 CANADIAN REFORMED SCHOOL SOCIETY OF EDMONTON	1
9112 CALVIN CHRISTIAN SCHOOL SOCIETY	2
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9293 PEIGAN BAND	1
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Total Juridictions Printed: 82

Total Students: 628

Attachment C - 1

DATE

SUPERINTENDENT NAME
ADDRESS

Dear XXX

Re: School Authority Student Equipment Loan Agreement

Alberta Education loans school authorities specialized student equipment free of charge under the enclosed loan agreement. Equipment is loaned to facilitate students with visual impairments access to an educational program.

School authority loan agreement responsibilities include:

- assuming full responsibility for the loss or damage to the equipment on loan,
- extending its own all risks property insurance to cover its legal liability for the property of others in its care, custody or control and shall note the interest of the Minister as applicable; and,
- assuming full financial responsibility for the equipment on loan.

This loan agreement lists your school(s) student equipment. As such, a copy of this agreement is also sent to the principals who verify the equipment received with the loan agreement list. Additional equipment requested during the school year will be covered under separate agreements.

As the school authority is the legal entity, your signature or your authorized representative's signature of this loan agreement is requested to continue the loan service for the 2006-07 school year. Please return one signed copy of this agreement by December 11, 2006 in the enclosed self-addressed envelope. The second copy is for your records.

The equipment is loaned at the request of a consultant, teacher or program assistant, for students registered with the Learning Resources Centre. The LRC administers the equipment loan service under the *Services for Students with Visual Impairments Policy*. Enclosed for your information is a bookmark about the LRC services.

Again, thank you for your cooperation.

Sincerely,
Rick Baker, Director
Learning Resources Centre
Email: rick.baker@gov.ab.ca
Phone: (780) 427-5277
Attachments

cc: Principals
LRC Staff

Attachment C - 2

School Authority Student Equipment Loan Agreement with the Learning Resources Centre Alberta Education

This student equipment loan agreement defines the responsibilities of the school authority when borrowing equipment from the Learning Resources Centre (LRC).

1. The superintendent or authorized representative of the school authority shall assume full responsibility for the loss or damage to the LRC equipment on loan, while in the school authority's possession, being used by the student and in transit back to the LRC. This includes assuming full financial responsibility. This loan agreement period covers the 2006-07 school year.
2. The principals verify the equipment at the school with their copy of this loan agreement and inform the LRC of any discrepancies. The replacement cost at the outset of the loan has been provided as part of this loan agreement. Refer to the attached school(s) loan agreement sheet(s) for the equipment replacement cost which amounts to a total of \$XXX for all of the equipment.
3. The school authority shall be responsible for loss or damage to property of the Minister while such property is in the care and custody of the school authority, school or that of its employees or agents. The school authority shall therefore extend its own "All Risks" property insurance to cover its legal liability for the property of others in its care, custody or control and shall note the interest of the Minister as applicable.
4. Provide to the Minister, upon request, evidence of all required insurance, in a form acceptable to the Minister.
5. The superintendent or authorized representative of the school authority shall be responsible for implementing the following procedures:
 - (1) Establish a mechanism for the proper use and storage of LRC equipment while in the school and being used by a student.
 - (2) Retain packing boxes and packing materials for use in returning the LRC equipment. Accept charges for boxes and packing materials not returned.
 - (3) Return the equipment with all parts listed at the school authority's expense and in the same condition as it was received, reasonable wear and tear expected, as follows:
 - a. Upon the termination of this loan agreement or the request of the LRC.
If the equipment
 - i. has been recalled for servicing by the LRC,
 - ii. is malfunctioning or requires servicing, and/or
 - iii. is no longer being used
 - b. If the student:
 - i. changes schools, or
 - ii. is no longer continuing with his/her education.

6. Notify the LRC within 12 calendar days from time the equipment is lost, stolen, or damaged beyond repair.
7. To ensure that the LRC service contracts are honoured, the school authority shall not attempt to repair malfunctioning equipment. The LRC determines when damaged equipment is beyond repair.
8. Not transfer equipment to another student.
9. Ownership of and title to the LRC equipment shall be, and remain, with the Minister, and this loan agreement shall not transfer, or be construed as transferring, legal or beneficial ownership of or title to the LRC equipment to the school authority.

The following signatures **are required** to confirm the school authority's compliance with this loan agreement.

Signature of superintendent or authorized representative	Print name
---	------------

Print name, address, and phone number (area code) of school board or private school

Signature of witness	Print name
----------------------	------------

Print name of *contact person and title, if not superintendent or authorized representative

Print contact person's email address and phone number (area code)

Date (month, day, year)

*LRC staff will communicate with the contact person about this loan agreement. Please forward updates to Barb Schram, Supervisor Library Services by emailing barb.schram@gov.ab.ca or phoning (780) 427-5218. Contact Barb for details about the LRC student equipment loan service.

Return 1 (ONE) copy of this signed loan agreement with the listing of school(s) loan agreement number(s), to the LRC in the accompanying self addressed envelope. The second copy is for your records.

Thank you

Attachment C - 3

LOAN AGREEMENT

Loan #	Loan Due	Due Date	Date Of Loan
--------	----------	----------	--------------

3665-R0	SCHOOL NAME	06/30/2007	11/16/2006
----------------	--------------------	------------	------------

Set Code	Equipment Name Class Name	Serial Number	Replacement Cost	Equipment Assigned To
----------	------------------------------	---------------	---------------------	-----------------------

BRH8395

Brailler

Manual	H8395	\$640.00 US	STUDENT NAME
Dust cover - Brailler	n/a	\$10.00 US	STUDENT NAME

Attachment C - 3

LOAN AGREEMENT

Loan #	Loan Due	Due Date	Date Of Loan
--------	----------	----------	--------------

3662-R0	<i>SCHOOL NAME</i>	06/30/2007	11/15/2006
---------	--------------------	------------	------------

Set Code	Equipment Name Class Name	Serial Number	Replacement Cost	Equipment Assigned To
----------	------------------------------	---------------	---------------------	-----------------------

BC436

Braille Computer

M20	M20B-006642	\$4,292.00	CDN	STUDENT NAME
Reader SDDR-73	0085527	\$39.99	CDN	STUDENT NAME
Carry Case - BL	n/a	\$99.00	CDN	STUDENT NAME
SDCFB	n/a	\$39.99	CDN	STUDENT NAME
Cable - Serial	n/a	\$66.00	CDN	STUDENT NAME

Attachment C-4

Listing of School(s) Loan Agreements for "Name" of School Division

November 2006

1. **School: 1st School Name**
Principal: Name

Loan Agreement Numbers

3665-R0

Total replacement costs: \$650.00

2. **School: 2nd School Name**
Principal: Name

Loan Agreement Numbers

3662-R0

Total replacement costs: \$4536.98

School Authority [enter name] Total replacement costs \$5186.98

Note: Please return 1 (one) copy this listing with the signed loan agreement, as it is part of the agreement. Thank you.