



The Laboratory Charter School

of Communication and Languages

Policy Assistive Technology Resolution #0320202410

Legal Compliance:

Laboratory Charter School operates in accordance with regulatory standards outlined by the Individuals with Disabilities Education Act (IDEA) and associated amendments, including but not limited to:

- 34 CFR 300.5: Definitions - Assistive Technology Device
- 34 CFR 300.6: Definitions - Assistive Technology Service
- 34 CFR 300.105: Assistive Technology
- 34 CFR 300.324: Development, Review, and Revision of IEP

Policy Statement: At Laboratory Charter School, we are dedicated to ensuring equal access to education for all students, including those with disabilities. Our Assistive Technology Policy reflects this commitment by providing guidelines for the acquisition, implementation, and maintenance of assistive technology devices and services in accordance with regulatory standards.

Implementation:

Assessment and Evaluation:

- The Individualized Education Program (IEP) team conducts assessments and evaluations to determine the need for assistive technology devices or services for eligible students.

Acquisition and Provision:

- Upon identification of the need for assistive technology, Laboratory Charter School promptly procures and provides the necessary devices or services to facilitate student access and participation in the educational environment.

Training and Support:

- Comprehensive training and support are provided to students, teachers, and relevant staff members in the use and maintenance of assistive technology devices to maximize their effectiveness and integration into the learning environment.

Monitoring and Maintenance:

- Laboratory Charter School establishes detailed procedures for the ongoing monitoring and maintenance of assistive technology devices to ensure their continued functionality and effectiveness throughout the school year.

Storage of Batteries for Assistive Technology Devices - Nurse Oversight:

- Oversight of battery storage is assigned to the school nurse to ensure the proper storage of batteries for assistive technology devices. The nurse maintains an inventory, conducts regular checks, and documents all battery transactions to track consumption and anticipate future needs.

Prompt Repair and Interim Device Provision:

Policy Statement: Laboratory Charter School is committed to ensuring that assistive technology (AT) devices remain functional and accessible to students at all times. In the event of a malfunction or need for maintenance, prompt repair and provision of interim devices or backup plans are implemented to minimize disruptions to students' educational access and participation.

Procedure for Prompt Repair and Interim Device Provision:

- **Identification of Issue:**
 - Teachers, students, or support staff promptly report any issues or malfunctions with assistive technology devices to the school's nurse.
- **Assessment of Repair Needs:**
 - The nurse assesses the nature and severity of the issue to determine whether repair or maintenance is required.
- **Repair Authorization:**
 - If repair or maintenance is necessary, the nurse obtains authorization from appropriate school administrators or stakeholders to proceed with the repair process.
- **Timely Repair:**
 - Repair or maintenance of the AT device is promptly initiated either by in-house technicians or external service providers, depending on the complexity of the issue.
- **Interim Device Provision:**
 - While the primary AT device is undergoing repair or maintenance, an interim device or alternative solution is provided to the student to ensure continuity of access to necessary accommodations and support.
- **Backup Plan Implementation:**
 - In cases where an interim device cannot be immediately provided, a backup plan is implemented to support the student's educational needs. This may involve alternative accommodations, modified instructional strategies, or

temporary support from instructional aides or assistive technology specialists.

- **Communication with Stakeholders:**
 - Clear communication is maintained with the student, parents/guardians, teachers, and relevant stakeholders regarding the status of the repair process, interim device provision, and any adjustments to the student's educational plan.
- **Monitoring and Follow-Up:**
 - Progress of the repair process is monitored closely, and efforts are made to expedite the resolution to minimize disruptions to the student's educational experience. Once the primary AT device is repaired and returned, it undergoes thorough testing to ensure functionality before being reintegrated into the student's learning environment.
- **Documentation and Reporting:**
 - Comprehensive records are maintained documenting the details of the repair process, interim device provision, communication with stakeholders, and any modifications to the student's educational plan. This documentation ensures accountability and informs future decision-making regarding AT device management.

Policy Statement: At Laboratory Charter School, we uphold the principle of equal access to education for all students, including those with disabilities. Our Assistive Technology Policy reflects this commitment by ensuring that assistive technology devices and services are readily accessible to students with disabilities in accordance with the regulatory framework outlined by 34 CFR 300.5, 300.6, 300.105, and 300.324.

Regulatory Compliance:

- **Availability of Assistive Technology:**
 - Laboratory Charter School is mandated by 34 CFR 300.5 and 300.6 to provide assistive technology devices or services, or both, to students with disabilities if deemed necessary as part of their special education, related services, or supplementary aids and services.
- **Proper Functioning of Hearing Aids:**
 - In compliance with 34 CFR 300.113, Laboratory Charter School shall ensure that the hearing aids worn by students with hearing impairments, including deafness, are properly maintained, monitored, and troubleshooted to ensure optimal functionality.
- **External Components of Surgically Implanted Medical Devices:**
 - As per 34 CFR 300.113, Laboratory Charter School is responsible for ensuring that the external components of surgically implanted medical devices function correctly to support the student's access to education.

Procedures for Prompt Implementation of AT Services and Devices into IEP:

- **Identification of Need:**
 - The process begins with the identification of students who may require assistive technology devices or services to support their educational needs. This identification can occur through various means, including assessments, evaluations, and input from teachers, parents, or healthcare professionals.
- **IEP Team Collaboration:**
 - Once a student is identified as potentially benefiting from assistive technology, the IEP team, which includes parents, teachers, special education professionals, and other relevant stakeholders, collaborates to determine the specific needs of the student.
- **Assessment and Recommendation:**
 - The IEP team conducts a thorough assessment of the student's abilities, challenges, and educational goals to determine the most appropriate assistive technology devices or services needed to support their learning.
- **Documentation in IEP:**
 - Based on the assessment findings and recommendations, the IEP team documents the specific assistive technology devices or services to be provided to the student in the Individualized Education Program (IEP).
- **Timely Implementation:**
 - The IEP team ensures that the recommendations for assistive technology are promptly incorporated into the student's IEP, without delay. This includes specifying the type of device or service, the frequency of use, and any training or support needed for implementation.
- **Communication with Stakeholders:**
 - Clear communication is maintained with all relevant stakeholders, including parents/guardians, teachers, and support staff, regarding the implementation of assistive technology services and devices outlined in the student's IEP.
- **Monitoring and Review:**
 - The IEP team continuously monitors the effectiveness of the assistive technology devices or services in meeting the student's educational goals. Any necessary adjustments or modifications are made through the IEP review process.
- **Documentation and Reporting:**
 - All decisions related to the implementation of assistive technology into the IEP, including assessments, recommendations, and modifications, are documented accurately and comprehensively in the student's educational records.

- **Training and Support:**
 - Ongoing training and support are provided to the student, teachers, and relevant staff members to ensure effective use of the assistive technology devices or services outlined in the IEP.
- **Evaluation and Continuous Improvement:**
 - Regular evaluations of the student's progress and the effectiveness of the assistive technology are conducted to identify areas for improvement. Feedback from stakeholders is solicited to inform future decisions and ensure continuous improvement in the provision of AT services and devices.

By following these integrated procedures, Laboratory Charter School ensures a seamless process from identification of need to the prompt incorporation of AT services and devices into students' IEPs, thereby promoting equal access to education for all students.

Revised: August 2025