

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

ADMINISTRATIVE PROCEDURE

TITLE:

Use of Assistive Devices by the General Public

SECTION/CODE:

School Operations D – 16 A

APPROVAL DATE:

November 12, 2012

SUPERSEDES:

March 29, 2010

NUMBER OF PAGES:

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1. RESPONSIBILITY

- 1.1 The Supervisory Officer and Principal will ensure that staff are trained to support parents and the general public who may use assistive devices while accessing Board services.
- 1.2 Training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices.
- 1.3 Students and staff have separate and specific procedures related to their personal use of assistive devices and are not covered by this administrative procedure.

2. COMMUNICATION RE: USE OF ASSISTIVE DEVICES

- 2.1 Assistive Devices Carried by Persons with Disabilities – senior administration will develop a board wide message that will be posted on the board website which will indicate that all board facilities provide services that respect the independence and dignity of people with disabilities.
- 2.2 The school and the Board office will post information in the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from staff and volunteers as they require it. A tip sheet on assistive devices is attached as APPENDIX A.
- 2.3 Assistive Devices/Services – Information regarding moving people with assistive devices and making a call using the relay system are included as APPENDIX B.

Acknowledgment

The Protestant Separate School Board of the Town of Penetanguishene acknowledges and appreciates the contribution of the Simcoe County District School Board in the development of this policy.

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APPENDIX A

TIPS FOR ASSISTIVE DEVICES

TIPS FOR PRINCIPAL/MANAGERS

The following pages contain useful information on:

- ▶ Interacting with people using Assistive Devices
- ▶ Use of TTY
- ▶ Each site has been provided with a reference booklet (Tips on Serving Customers with Disabilities).

TIPS FOR HELPING SOMEONE WITH AN ASSISTIVE DEVICE

Many users of Board services and facilities who have disabilities will have their own personal assistive devices.

Examples of personal assistive devices include:

- ▶ wheelchairs
- ▶ scooters
- ▶ walker
- ▶ amplification devices that boost sound for listeners who are hard-of-hearing without reducing background noise
- ▶ hearing aids
- ▶ oxygen tanks
- ▶ electronic notebooks or laptop computers
- ▶ personal data managers
- ▶ communication boards used to communicate using symbols, words or pictures
- ▶ speech-generating devices that “speak” when a symbol, word or picture is pressed

Key Point To Remember: One should not touch or handle an assistive device without permission.

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APPENDIX B

ASSISTIVE DEVICES/SERVICES

MOVING PERSONAL ASSISTIVE DEVICES

If you have permission to move a person in a wheelchair remember to:

- ▶ wait for and follow the person's instructions;
- ▶ confirm that the person is ready to move;
- ▶ describe what you are going to do before you do it;
- ▶ avoid uneven ground and objects that create bumpy and unsafe ride; and
- ▶ practice consideration and safety – do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.

Do not move items or equipment, such as canes and walkers, out of the user's reach.
Respect personal space. Do not lean over a person with a disability or lean on their assistive device.

Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.).

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HOW TO USE TTY AND CANADA RELAY SERVICES

How to make a call with a TTY System

1. Push the ON switch.
2. Push the DISPLAY switch if you wish to use the screen alone or the PRINT switch if you want what is typed both on screen and in print.
3. Place the telephone receiver on the TTY's rubber receptacles. Make sure that the receiver is firmly in place and that the telephone's receiver cord is on the LEFT side of the TTY.
4. Check the telephone indicator light; if it is lit, you have the line.

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HOW TO USE TTY AND CANADA RELAY SERVICES (Continued)

5. Dial the number, and watch the telephone light; if it is flashing slowly, this indicates that the device on the other end is ringing.
6. When the person you are calling answers, you will see a phrase appear on the screen such as: "Hello, Richard Smith here, GA." The "GA" stands for "Go Ahead". Don't forget to use it whenever you have finished speaking, so the other person will know it's his or her turn to speak. The person who receives the call is always the one who starts typing first.
7. When the call is over and you want to advise the other person that you are ready to get off the phone, type "SK". It means Stop Keying. The other person will respond by typing "SK" if he or she agrees that the call is completed. To be courteous, each person waits until the other one has indicated "SK" before hanging up the phone. Always switch the TTY "OFF" as soon as you have finished the call.

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APPENDIX B-2

HOW TO MAKE A CALL USING THE RELAY SYSTEM

1. Phone the number (1-800-855-0511), and tell the operator your name, the name of the person your are calling, and the number you wish to reach.
2. The operator will make the call for you, and you speak to the operator as if you were talking directly to the person you are calling. For example, say “Hi, ‘How are you doing?” Do not say: ”Tell him I said hello.” Remember to say “Go Ahead” when you finish speaking, so the person on the other end will know it is his or her turn to speak.
3. If you normally speak very quickly, the operator may ask you to speak slower so your message can be typed. There will be brief silences as the operator types to the TTY user and the user replies.
4. Operators will not betray confidences. They will not relay profanity, threats or criminal propositions, but will relay marriage proposals, banking and personal financial information and other personal (and even intimate) conversations.