

River East Transcona School Division

Resource Teacher Guidelines for Vision & Hearing Screening Process

September 2017

Who

- Vision Screenings will occur for students in K, 1, 3, 5, 7, and 9
- Hearing Screenings will occur for students in K & 1
- Students currently wearing glasses or contact lenses will not be screened
- Students from other grades may participate in the screening if a signed parental consent form is provided

When

Carole Stone (Screening Coordinator) will contact you to arrange the screening dates for your school. A team of screeners will come to your school on these dates with all required equipment and forms.

Where

- *It is very important that a quiet area be reserved for the vision and hearing screenings in your school*
- The vision screenings require a larger room with electrical sockets to accommodate the screening equipment
- The hearing screenings require two smaller rooms with plug-ins
- We would appreciate you ensuring that the rooms have been properly prepared/cleared out before the screeners arrive at your school

How

- A parental consent form for vision and hearing screening will be sent by email to your school principal. Please copy this letter and send it home with your students as part of the first day package.
- Signed consent forms must be received prior to the screening date.
- Please attach the signed consent forms to the appropriate class list, marking either “yes” or “no” beside each student’s name to indicate whether parental permission has been obtained.
- *Please also indicate on the class list which of the students being screened has English as an additional language (EAL) or additional needs (EN).*
- On the designated dates, the screening team will conduct the screening tests. Results can be viewed in Tyler.
- Please arrange for a minimum of two adult volunteers to assist the screening team as “runners.” If this is not possible, two responsible, mature students may be substituted.

- Please have laptops available for each screener.
- For Kindergarten students, please arrange for a 15-minute screening orientation in the classroom following opening exercises and before screening begins.
- Please provide 1 laptop for the screener.

If a student fails the Vision screening or is absent the day of the screening:

- A letter will be sent home from the student services unit for any students who fail or miss the vision screening.

If a student fails the Hearing screening or is absent the day of the screening:

- Carole Stone (Screening Coordinator) will rescreen the student in two to four weeks after the initial screening.
- A letter will be sent home from the student services unit for any students who fail or miss the hearing screening.
- Carole will forward the *Individual Hearing Screening Referral Forms* for the students on the Master List to ACCESS River East.

Staff Awareness

Please make teaching staff aware, in advance, of the screening program:

- This program is supported by RETSD, Manitoba Education and the Winnipeg Regional Health Authority.
- Early intervention with vision and hearing difficulties can prevent serious learning and behavioural difficulties from developing.
- Screening happens once in the fall of each year and students are out of their classes for a brief period of time.

Thank you for your assistance with the Vision & Hearing Screening Program.

Please feel free to contact Tammy Mitchell (669-5643) or Carole Stone (669-6770) if you have any questions.