

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION 4: PERSONNEL**

INTEGRATED ACCESSIBILITY STANDARDS	POLICY 4.____
EFFECTIVE: 2012 11 27	

POLICY STATEMENT:

The St. Clair Catholic District School Board recognizes the inherent dignity of all persons and is committed to meeting the needs of persons with disabilities, to enable full accessibility throughout the Board's operations, including with respect to information, communication and employment.

POLICY GOALS:

1. The St. Clair Catholic District School Board will be compliant with the Accessibility for Ontarians with Disabilities Act (2005) and Ontario Regulation 191/11, Integrated Accessibility Standards.
2. The Board will provide information in an accessible format or with appropriate communication supports as soon as practicable:
 - a. In a timely manner considering the person's accessibility needs.
 - b. At no greater cost than the cost charged to any other person.
 - c. In consultation with the person making the request to determine suitability.
3. The Board will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities.
4. The Board will develop, implement and maintain standards in employment to accommodate the needs of persons with disabilities.
5. The Board will develop, implement and maintain standards in communication.
6. The Board will develop, implement and maintain standards with respect to the provision of information.

DEFINITIONS:

"Accessible formats" may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

"Communication supports" may include, but are not limited to, captioning, alternative communication supports, plain language, sign language and other supports that facilitate effective communication.

LINKS:

"Ontario Regulation 191/11, Integrated Accessibility Standards":

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_110191_e.htm

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INTEGRATED ACCESSIBILITY STANDARDS IN EMPLOYMENT	PROCEDURE 4.__.1
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ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Principal and/or Supervisor is responsible for the identification to Human Resource Services of an employee who is in need of an accommodated emergency response plan.
- 1.2 Human Resource Services will consult with the Principal/Supervisor and the employee to create and provide an accommodated emergency response plan.
- 1.3 Human Resource Services will be responsible for notifying employees and the public about the availability of accommodation and for providing accommodation through the recruitment process.
- 1.4 The Principal/Supervisor is responsible for accommodating employees with disabilities in their ongoing employment with the Board.
- 1.5 Human Resource Services will develop and maintain a written process with respect to the development of individual accommodation plans.
- 1.6 Human Resource Services will be responsible for developing, documenting, maintaining and administering an accommodated return to work process for an employee with a disability.

2.0 Expectations

- 2.1 Where the Board is aware of a need for accommodation due to an employee's disability, when necessary, the Board will provide an individualized emergency response plan. Information regarding an individualized emergency response plan will be provided to another person or persons designated to provide assistance to an employee who requires such a plan as well as the employee's Principal and/or Supervisor.
- 2.2 The Board shall notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process as follows:
 - a) For applicants during recruitment.
 - b) Applicants selected for interview shall be provided accommodation if requested.
 - c) Successful applicants shall be advised of the policy when employment is offered.
- 2.3 The Board shall take into account the disability needs and individual accommodation plans of an employee:
 - a) When managing the employee's performance.
 - b) In providing career development.
 - c) When redeploying the employee to another job or department.

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- 2.4 The Board shall have a written process that documents the development of individual accommodation plans that include the following:
- a) How the employee will participate in developing the plan.
 - b) How the employee is assessed on an individual basis.
 - c) How the employer seeks medical or expert help in developing the plan.
 - d) How the employee can request union or other representation.
 - e) Steps to take to protect the individual's privacy.
 - f) Frequency and manner for reviewing the plan.
 - g) Full disclosure of the reason for which a request for a plan has been denied.
 - h) Provision of the plan in a format suitable for the employee's disability.
- 2.5 Individual accommodation plans shall:
- a) Include information regarding accessible formats and communication, if requested.
 - b) Include individual emergency response information as per item #2.1 above, if required.
 - c) Identify any other accommodation that is to be provided.
- 2.6 The Board shall develop, document and maintain a process where a disability related accommodation is required for an employee to return to work. The process will include an individual accommodation plan as above, and shall outline the steps the Board will take to facilitate the employee's return to work.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS:

"Accessible formats" may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities

"Communication supports" may include, but are not limited to, captioning, alternative communication supports, plain language, sign language and other supports that facilitate effective communication

LINKS:

"Ontario Regulation 191/11, Integrated Accessibility Standards":

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**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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INTEGRATED ACCESSIBILITY STANDARDS IN COMMUNICATION	PROCEDURE 4.__.2
EFFECTIVE: 2012 11 27	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Principal and/or Supervisor and Safety and Disability Administrator will be responsible for consulting with an employee with a disability when determining accessible formats and communication supports.
- 1.2 The Director of Education or designate will be responsible for communication with the public regarding the Integrated Accessibility Policy, public safety information and the availability of accessible format and communication support.
- 1.3 The Manager – Human Resource Services, in consultation with persons with disabilities, will create and initiate a multi-year plan as required by Regulation 191/11.
- 1.4 The Chair of the Ontario Disability Act Compliance Committee will include a report, with the Committee’s annual report to the Board, regarding the progress made towards achieving the multi-year plan.
- 1.5 The Manager responsible for Information Services, will be responsible for compliance with respect to website and web-content communication.

2.0 Expectations

- 2.1 When requested by an employee to provide accessible formats and communication supports and in determining the suitability of an accessible format or communication support, the Board shall consult with the employee with the disability to provide information to do the job and information generally available to other employees.
- 2.2 Where emergency procedures, plans or public safety information is made available to the public, upon request, the Board will provide the information in an accessible format or with appropriate communication supports as soon as practical to do so.
- 2.3 The Integrated Accessibility Policy will be made available publicly, will be provided in an accessible format upon request, and will meet the accessibility needs of persons with disabilities.
- 2.4 In consultation with persons with disabilities, the Board will create and implement a multi-year plan to prevent and remove barriers to accessibility with respect to information and communication, and employment. Progress of measures taken to achieve the multi-year plan will be reported to the Board annually, will be posted on the Board’s website, and will be made available in accessible format upon request.

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- 2.5 The Board shall notify the public regarding the availability of accessible format and communication support.
- 2.6 New school and Board websites and all web-content shall conform with Web Content Accessibility Guidelines (WCAG) 2.0, Level A, except where not practical to do so.
- 2.7 All school and Board websites and all web-content shall conform with Web Content Accessibility Guidelines (WCAG) 2.0, Level AA, except where not practical to do so.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS:

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“New internet website” means either a website with a new domain name or a website with an existing domain name undergoing significant refresh.

“Web Content Accessibility Guidelines (WCAG)” are published by the World Wide Web Consortium (W3C) to help authors create web-content that is accessible to people with disabilities.

“Web Content Levels (A, AA, AAA)” indicate a level of conformance as determined by the W3C Working Group based on ‘success criteria’ established by the group for the evaluation of Web content.

LINKS:

“Ontario Regulation 191/11, Integrated Accessibility Standards”:

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INTEGRATED ACCESSIBILITY STANDARDS IN INFORMATION	PROCEDURE 4.__.3
EFFECTIVE: 2012 11 27	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 Human Resource Services will provide information to employees with respect to policies that support persons with disabilities.
- 1.2 The Director of Education or designate will be responsible for communication with the public regarding the availability of accessible formats and communication and for receiving and responding to feedback for persons with disabilities in accessible format.
- 1.3 The Superintendent(s) responsible for Special Education will be responsible for providing training to educators with respect to accessible program, course delivery and instruction.
- 1.4 Human Resource Services will be responsible for providing training for employees, volunteers and other appropriate individuals with respect to Regulation 191/11 and the Ontario Human Rights Code.
- 1.5 The Superintendent(s) responsible for Special Education will be responsible for providing conversion ready educational and training materials upon request and where available.

2.0 Expectations

- 2.1 The Board will notify the public of the availability of accessible formats and communication supports and will establish processes for the receiving and responding to feedback for persons with disabilities by providing accessible formats and communications upon request.
- 2.2 The Board will provide accessibility awareness training to educators related to accessible program or course delivery and instruction and maintain documentation with respect to training taken.
- 2.3 Upon notification or request, the Board will provide accessible or conversion ready educational and training material where available, or provide a comparable resource in an accessible or conversion ready format. Student records and information regarding program requirements, availability and descriptions will be provided upon notification or request in an accessible format to persons with disabilities.

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- 2.4 The Board shall notify employees of policies which support persons with disabilities and policies regarding the provision of accommodation:
- To new employees as soon as practical.
 - Whenever there is a change in existing accommodation practice.
- 2.5 The Board will provide training as soon as practical to do so, on the requirements of the accessibility standards referred to in Regulation 191/11 and the Ontario Human Rights Code, as it pertains to persons with disabilities. The training will be provided to employees, volunteers and other individuals who provide goods, services or facilities on behalf of the Board and shall be appropriate to the duties performed.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS:

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“Educator” means employees who are involved in program or course design, delivery and instruction, including staff of school boards

LINKS:

“Ontario Regulation 191/11, Integrated Accessibility Standards”:

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