

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION D: STAFF AND VOLUNTEERS**

<b>INTEGRATED ACCESSIBILITY STANDARDS IN COMMUNICATION</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2012 11 27 / 2018 01 23	

**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 senior administrator responsible for 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.
- 3.2 The Ontario Regulation 191/11, Integrated Accessibility Standards can be viewed at the following link: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_110191\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_110191_e.htm)

## 4.0 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

**“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.