

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

INTEGRATED ACCESSIBILITY STANDARDS IN INFORMATION	PROCEDURE
EFFECTIVE: 2012 11 27 / 2018 01 23	

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.

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

POLICIES AND PROCEDURES

SECTION D: STAFF AND VOLUNTEERS

- 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.
- 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

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

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