

## **Integrated Accessibility Standards**

**Date: 2012 11 27 / 2018 01 23 / 2024 05 28**

### **Administrative Procedures**

#### **Information and Communication**

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

##### **1. Responsibilities**

- 1.1 Supervisory Officers, Principals, and Departmental Managers will ensure that all staff, volunteers, and others providing services and programs on behalf of the board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.
- 1.2 Initial training was completed by January 1, 2014.

##### **2. Feedback**

- 2.1 The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- 2.2 Upon request the Board will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.
- 2.3 The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.
- 2.4 The above provisions were in place by January 1, 2014.

##### **3. Procurement**

- 3.1 The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and



services, designing new systems, or planning a new initiative that are related to provision of information and communication services.

3.2 The above approach was in place by January 1, 2013.

#### **4. Provision of Information and Communications in Accessible Formats**

4.1 Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.

4.2 Accessible formats and communications supports will be provided in a timely manner that takes into account the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.

4.3 The Board will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.

4.4 The Board will notify the public, through websites, general publications, and other relevant means, about the availability of accessible formats and communications supports.

4.5 The effective date of the provisions in 4.0 was by January 1, 2014.

#### **5. Accessible Websites**

5.1 The Board ensured that, as of January 1, 2014, all new websites and web content on these sites will conform to the WCAG 2.0 at Level A.

5.2 The Board ensured that, as of January 1, 2021, all its internet websites and web content will conform to WCAG 2.0 at Level AA.

5.3 These requirements do not include Live Captions or Pre-recorded Audio Descriptions.

5.4 These requirements apply to:

- (a) websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product; and
- (b) web content published on a website after January 1, 2012.

5.5 Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:

- (a) the availability of commercial software or tools or both; and
- (b) significant impact on an implementation timeline that was planned or initiated before January 1, 2012.



## **6. Educational and Training Resources and Materials**

- 6.1 The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format the Board will arrange for the provision of comparable resources.
- 6.4 The Board will, upon notification of need, provide information on the requirements, availability, and descriptions of programs in an accessible format to persons with disabilities.
- 6.5 The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- 6.6 The effective date for these services to be in place was January 1, 2013.

## **7. Training for Program/Classroom Staff**

- 7.1 The Board will ensure that all staff involved in program or course design, delivery, and instruction will be provided with accessibility awareness training related to these responsibilities.
- 7.2 The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- 7.3 The effective date for provision of this training was as of January 1, 2013.

## **8. School Libraries**

- 8.1 The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of print resources upon request by a person with a disability, if such material is available in a conversion ready format.
- 8.2 The effective date of the provision in 8.1 was January 1, 2015.
- 8.3 The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of digital or multimedia resources materials upon request by a person with a disability, if such material is available in a conversion ready format.
- 8.4 The effective date of the provision in 8.1 is January 1, 2020.

## Definitions

**Information** includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

**Communications** means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

**Accessible formats** include but are not limited to options such as large print, screen readers, braille, audio format, captioning.

**Conversion-ready** is an electronic or digital format that facilitates conversion into an accessible format.

**WCAG** refers to the World Wide Web Consortium Web Content Accessibility Guidelines

## Employment

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

The procedure with regard to Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

### 9. Responsibilities

9.1 Supervisory Officers, Principals, Departmental Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board will ensure that the provisions in this procedure are implemented.

9.2 Staff of the Board's Human Resource Services Department will ensure that the provisions of this procedure are incorporated in their practices.

### 10. Recruitment

- 10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.
- 10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.
- 10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be

consulted about the necessary accommodations that take into account their accessibility needs due to disability.

- 10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

## **11. Supports for Employees**

- 11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

## **12. Accessible Formats and Communication Supports**

- 12.1 Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform the employee's job.
- 12.2 The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

## **13. Workplace Emergency Response Information**

- 13.1 The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.
- 13.2 If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- 13.3 The Board will review individualized workplace emergency response information:
- (a) When the employee moves to a different location in the board;
  - (b) When the employee's overall accommodations needs or plans are reviewed, and
  - (c) When the Board reviews its general emergency response procedures.

## **14. Individual Accommodation Plans**

- 14.1 The Board will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.
- 14.2 The Board's written process will address:



- (a) How the employee requesting accommodation can participate in the development of the individual accommodation plan.
- (b) The means by which the employee is assessed on an individual basis.
- (c) How the Board can request an evaluation by an outside medical or other expert, at the Board's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved.
- (d) How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan.
- (e) The steps taken to protect the privacy of the employee's personal information.
- (f) The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done.
- (g) How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied.
- (h) How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

14.3 The Board will provide individual accommodation plans that:

- (a) Include, if requested any information regarding accessible formats and accommodation supports provided;
- (b) Include, if required, individualized workplace emergency response information; and
- (c) Identify any other accommodation to be provided.

## 15. Return to Work Process

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

15.2 The return to work process will:

- (a) Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and
- (b) Use documented individual accommodation plans as part of the process. Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

## 16. Performance Management

In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

## 17. Career Development

Where the board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

## 18. Redeployment

Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

## Definitions

**Performance management** means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**Career development and advancement** includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

**Redeployment** means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

## Student Transportation

The St. Clair Catholic District School Board is committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability and requires specialized transportation to and from school. The plan will be developed by the Board's Special Education staff in collaboration with Chatham Kent Lambton Administrative School Services "CLASS" student transportation staff and in consultation with the student's parents or guardians.

## 19. Responsibility

- 19.1 The Superintendent responsible for Special Education and the managerial staff responsible for student transportation will ensure that the provisions of this administrative procedure are implemented.

- 19.2 The effective date for the provisions of this Administrative Procedure to be in place was by January 1, 2014.

## **20. Individual School Transportation Plans**

- 20.1 The Superintendent responsible for Special Education or their designate, school Principal or their designate will, in consultation with parents or guardians, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 20.2 Annually, the complete lists of students who require individual student transportation plans will be reviewed by the Board's Special Education staff in collaboration with Chatham Kent Lambton Administrative School Services "CLASS" student transportation staff. The eligibility of each student will be reviewed. Confirmation of eligible students will be communicated with the Manager of Student Transportation Services and the student's route information will be communicated as per the CLASS procedure. If a student's needs have changed, and their eligibility status is impacted, parents/guardians, the school and CLASS will be notified.
- 20.3 In consultation with parents or guardians, the Superintendent responsible for Special Education, or their designate, will work with the Manager of Student Transportation Services, or their designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

## **21. Content of Individual School Transportation Plans**

- 21.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:
- (a) Details of the student's assistance needs with respect to transportation to and from school and
  - (b) Provisions for the boarding, securement, and disembarking of the student, as applicable.

## **22. Communication of responsibilities re Individual School Transportation Plans**

- 22.1 The Superintendent responsible for Special Education, or their designate, and, where appropriate, the Student Transportation Manager or their designate, or the school Principal, or their designate, will identify and communicate roles and responsibilities about the implementation of the Individual School Transportation Plan to the following:
- (a) The independently contracted transportation provider;
  - (b) The parents or guardians of the student with the disability;
  - (c) The operator (driver) of the student transportation vehicle;
  - (d) The appropriate members of the school staff (e.g., Principal, teacher, educational assistant);
  - (e) The student with the disability.



## Definitions

**Individual school transportation plan** is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

**Operator** means the driver of the school transportation vehicle.

**Transportation Provider** is an entity or person who has entered into an agreement with the board for the transportation of students in accordance with the *Education Act*.

**Transportation Services** means transportation that a board provides for students in accordance with the *Education Act*.

## Additional Information

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.

## References

*Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*  
*Accessibility Standard for Customer Service, Ontario Regulation 429/07*  
*Integrated Accessibility Standards, Ontario Regulation 191/11*  
*Ontario Human Rights Code*  
*Ontarians with Disabilities Act, 2001*  
*Workplace Safety and Insurance Act*