



1.08 Accessibility

1. General Administration - Administrative Procedure Manual

Pine Creek School Division will plan to meet recognized accessibility needs within its Accessibility Plan. The division will confidentially address needs of our students and families, as well as its employees and the general public.

The Division believes that removing barriers to accessibility will provide all citizens the opportunity to fully participate in school life, while accessing the full benefits that our school system provides to its communities.

The Division maintains an Accessibility Plan, which complies with the Accessibility Act of Manitoba, adhering to the requirements of the Act, while addressing the immediate accessibility issues that the Division faces and has been made aware.

The Pine Creek School Division will endeavour to address changes that are necessary within each of the five standards of the Accessibility Act of Manitoba. The Division believes in addressing accessibility rights on behalf of its students, employees, and community members as pending issues arise.

The Division will provide, upon request, information in an accessible format or with communication supports to people with disabilities, in a manner that takes into account a person's specific needs.

The Division will continue to address needs of the public, by continuing to make available the Accessibility Survey and other documentation on the division's website

Accessibility Training

The Pine Creek School Division will ensure that all staff, agents and volunteers that are providing goods and services within our Division become certified in the area of Accessibility.

The different areas addressed within the certification will be:

- Communications
- Assistive Devices
- Support Persons
- Service Animals
- Built Environment
- Human Rights Code

The training provided to the Pine Creek School Division will include, but not be limited to, instructions adhering to Sections 13(2) of the Accessibility Act of Manitoba.

The Pine Creek School Division will provide this training to employees, agents and volunteers in the Division as early as reasonably possible within the individual orientation processes. This training will be administered by the Accessibility Canada Organization, which will report to the Division updates on employee certification.

The Human Resources Department within the Division will maintain records regarding Accessibility Training. Copies of certification records will be maintained on the Division server and Human Resources program.

Accessibility Taglines for Events

Pine Creek School Division asks all employees to use an accessibility tagline on all public documents and meeting/event advertisements. These statements are intended to give people with disabilities relevant information on who to contact for accommodations.

Statement to include on program announcements and registration materials:

If you need an accommodation to attend this (meeting/event), please contact (name, event host/coordinator) at (phone number/email). All accommodation requests should be made no less than two weeks before the event. We will attempt to fulfill requests made after this date but cannot guarantee they will be met.

Statement to include on registration materials *if the event contains a meal:*

If you have special dietary needs, please contact (name, host department) at (phone number/email).

Statement to include for all publications or handouts related to the event (meeting):

This document is available in alternative formats upon request by contacting (name, host department) at (phone number/email).