



ACCESSIBILITY

Policy: ACE
Approval Date: November 8, 2016
Resolution #: 52
Revision Date:

Accessibility Statement of Commitment

Pine Creek School Division will endeavour to plan to meet the recognized needs that are known and needs that arise throughout the process of creating the Accessibility Plan. The division will confidentially address needs of our students and families, as well as our employees and the general public.

The Board of Trustees believes that removing barriers to accessibility within the Division 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.

Regulation: ACE-R
Approval Date: November 8, 2016
Resolution #: 53
Revision Date:

Accessibility Regulation

Pine Creek School Division will endeavour to plan to meet the recognized needs that are known and needs that arise throughout the process of creating the Accessibility Plan.

The Division will enact its first Accessibility Plan in 2016, which complies with the first of five standards to be addressed by the Accessibility Act of Manitoba. As the remaining standards are developed and communicated to the Public Sector, the Pine Creek School Division will adhere to the standard requirements at minimum, while addressing the immediate accessibility issues that the Division faces and has been made aware.

The five standards that will be addressed by the Accessibility Act of Manitoba are:

- Customer Service Standard
- Information and Communication
- Transportation
- Employment
- Built Environment

The Pine Creek School Division will endeavour to address changes that are necessary within each of the five standards, even before the standards are enacted by the Provincial Government. The Division believes in addressing the rights on behalf of its students, employees, and community members as we are made aware of any pending issues.

The division will confidentially address needs of our students and families, as well as our employees and the general public.

The Pine Creek School 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 making available the Accessibility Survey and other documentation on the division's website at minimum, for the duration of the development of each of the standards of the Accessibility Act of Manitoba.

Regulation: ACE-R2
Approval Date: May 23, 2017
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Accessibility Training

The Pine Creek School Division will endeavor to 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 the individual certification records will be maintained in employee personnel files, as well as on the Division server and Human Resources and Payroll Program.

The Accessible Standard for Customer Service Policy

The following practices will occur at Pine Creek School Division.

Event Planning:

Accessibility Taglines will be used by all staff at Pine Creek SD that plan an event or meeting.

Training:

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

The different areas addressed within the certification are:

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

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

The Pine Creek School Division provides this training to employees, agents and volunteers in the Division as early as reasonably possible within the individual orientation processes. This training is administered by the Accessibility of Canada organization, which reports employee certification updates to the Division.

The Division's Human Resources Department maintains records regarding Accessibility Training. Copies of the individual certification records are maintained in employee personnel files, as well as on the Division server and Human Resources Program.

Communication:

Pine Creek School Division's employees will communicate with people disabled by barriers in ways that take into account the nature of the barrier. Employees will work with the person to determine the barrier and what method of communication works for them.

Assistive Devices:

People with disabilities may use their personal assistive devices when accessing our services or facilities. Pine Creek SD continues to ensure that staff is trained and familiar with the various assistive devices that our students and community members are using within our Division, if applicable, to ensure access to our services or facilities.

Support Persons:

Any person with a disability is welcomed to be accompanied by a support person in our Division's facilities.

Service Animals:

The Pine Creek School Division welcomes people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public. When it is not easy to identify that an animal is a service animal and if appropriate, staff may ask:

1. Is the animal assisting you?
2. What assistance has the animal been trained to provide related to your disability?

Barrier Free Access:

The Pine Creek School Division will maintain barrier free access by:

- keeping hallways and meeting rooms clear of clutter
- keeping entrance ways cleared of snow and ice
- ensuring existing space for mobility device in all public areas of our facilities

Temporary Barriers:

In the event of a planned or unexpected disruption of services or facilities for people disabled by barriers, Pine Creek SD will promptly post notices and, when possible, announce the disruption.

Feedback Process:

Pine Creek SD welcomes feedback on how we provide accessible customer service. All feedback received will continue to help us identify barriers and respond to concerns.

Anyone wishing to provide general feedback is asked to complete the Accessibility Survey posted on the division's website.

Anyone wishing to provide feedback specific to a divisional event or meeting is asked to contact the person in charge of organizing the event and is mentioned in the tagline regarding that situation.

This feedback will be submitted to the division's Accessibility Committee for review.

Exhibit: ACE-R Exhibit
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Accessibility Taglines for Events

Pine Creek School Division is asking all Employees to use an accessibility tagline on all public information documentation 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).