



Multi-Year Accessibility Plan

Prepared by

Seine River School Division

Accessibility Steering Committee

In accordance with The Accessibility for Manitobans Act (AMA), 2013

2023-2025

Your questions, comments, and concerns are welcome. Please contact us on our website

[Contact Us - Seine River School Division \(srsd.ca\)](https://srsd.ca)

Table of Contents

Introduction:	3
Objectives:	3
Commitment Statement	3
Policy Statement:	4
About Us:	4
Values & Beliefs:	4
Review and Monitoring Process:	5
Communication of the Accessibility Plan:	5
Accessibility Planning Committee:	5
Barrier Identification Methodology:	5
Customer Service:	6
Employment Standard – Barrier Prevention and Removal:	7
Information and Communication Standard	8

Introduction:

Seine River School Division's School Board is committed to providing services to our students, parents/guardians, the public, and our staff that are fully accessible. The Accessibility Plan is developed in accordance with the Accessibility for Manitobans Act (AMA), 2013. The legislation requires accessibility standards to be developed over the next several years. The standards will address barriers and set out requirements in five key areas of daily living.

1. Customer service standard (November 2017)
2. Employment (May 2021)
3. Information and Communication (May 2024)
4. Transportation (TBD)
5. Design of Public Spaces (TBD)

Objectives:

This Plan: The Accessibility Plan will be established, reviewed, and updated in consultation with the Accessibility Planning Committee and consult with persons with disabilities.

- Describes the processes by which Seine River School Division will **identify** barriers to Accessibility.
- Describes the measures Seine River School Division will take to **remove** barriers to Accessibility.
- Makes a commitment to **prevent** barriers to Accessibility
- Makes a commitment to **report on, review, and update** this multi-year plan annually.

Commitment Statement

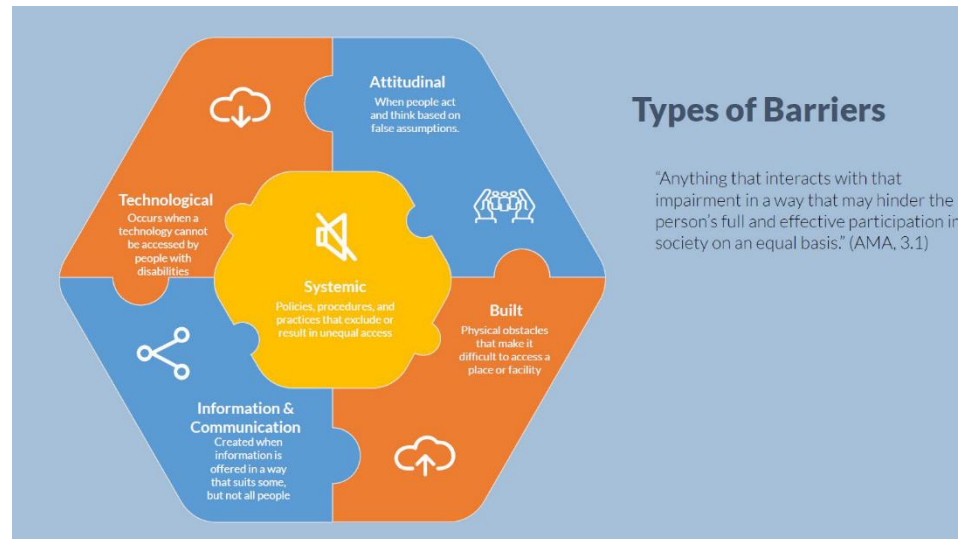
The Seine River School Division School Board is committed to providing services to our students, parents/guardians, the public, and our staff that are accessible. Seine River School Division strives to ensure that key principles of independence, dignity, integration, and quality of opportunity are reflected and valued in our learning and working environments. The commitment is to:

- Sustain an Accessibility Planning Committee
- Ensure, wherever practicable, that Board policies, regulations, and procedures are consistent with the principles of accessibility. The Accessibility Planning Committee will provide input re: accessibility issues, where appropriate, regarding new policies, procedures, and processes and to those under review.
- Improve practices and services for students, staff, parents/guardians, volunteers, and members of the community. Consideration of barriers to accessibility and how to provide services by removing barriers that may exist. Barriers may include attitudinal barriers, informational and communication barriers, technological barriers, systemic barriers, and physical and architectural barriers.

Policy Statement:

Seine River School Division will develop and implement policies, procedures, and processes to help ensure barrier-free accessibility for people with disabilities, seniors, and others with challenges to mobility, communication, understanding, or health concerns.

This multiyear plan will address the following barriers:



About Us:

Seine River School Division is located in Southeastern Manitoba, Canada. It stretches from La Salle in the Northwest to the Woodridge area deep in Southeastern Manitoba.

Seine River School Division offers:

K- Grade 12 English and French Immersion Programs

Grade 9-12 Technical-Vocational Programs

Adult Learning Centre

Values & Beliefs:

- **Our culture is respectful and collaborative.**
- **We lead and model cultures of inclusion and educational justice where systemic barriers to learning are removed.**
- **We believe that fiscal responsibility is essential for sustainable high-quality public education.**
- **We respond to a wide range of evidence to guide our decision making.**

We Value.....HONESTY EMPATHY RESPECT

Review and Monitoring Process:

The Accessibility Planning Committee will meet regularly during the year to first identify the barriers and gaps in policy, procedure, and process and develop a solution-focused strategy as a priority in our Accessibility Plan. Following its development, the Committee will review progress and evaluate the effectiveness of implementation of barrier removal and prevention strategies and to plan for increased accessibility throughout the Division. On an annual basis, the Committee will challenge themselves to continue to plan for improved accessibility in all five standards as they become available. The Committee will integrate feedback received from stakeholders through info@srsd.ca as part of the review and planning process.

Communication of the Accessibility Plan:

The plan will be available on our website at www.srsd.ca. Upon request, the plan will be made available in alternative formats. Questions, comments, or feedback regarding Seine River School Division's multi-year Accessibility Plan are welcome. Please contact us with any questions or comments by calling 204-878-4713.

Accessibility Planning Committee:

Seine River School Division Senior Administrators and staff	Seine River School Division School Principals
Teresa Hampton (Assistant Superintendent) Amanda Senkowski (Secretary Treasurer) Megan Friesen (Human Resources) Ross Groll (Maintenance Supervisor) Dianne Bulloch (Occupational Therapist) Nichole Borkowski (Director of Students)	Laird Laluk Francois Remillard

Barrier Identification Methodology:

The accessibility working group will use the following barrier identification methodology:

- Ongoing reference to the Accessibility for Manitoban's Act, 2013.
- Brainstorm with the Planning Committee a list of known and suspected barriers to determine the extent of known and suspected barriers within the Division.
- Discussions with supervisors for information sharing and feedback around known and suspected barriers within the Division.
- Solicit suggestions from employees, volunteers, students and others outside the organization to improve accessibility. This will be done through the Division website, Twitter, and consultations.
- Provide an opportunity, through a survey, focus groups, phone calls and interviews, for employees, volunteers, students and others outside the organization to provide input on the accessibility of the organization.
- Provide a copy of the Accessibility plan that is developed with questions to invite feedback and a response mechanism.

Customer Service:

The Customer Service Standard under the Accessibility for Manitobans Act, 2013 identified specific requirements to achieve accessibility in Customer Service. Seine River School Division has worked to address any barriers that were identified throughout our division. We will continue to review this standard of customer service yearly. Seine River School Division is focusing on the identification, removal, and prevention of barriers for Accessibility specific to the Employment Standard. SRSD will ensure continuous improvement in accessibility.

Communication to Stakeholders:
<ul style="list-style-type: none">• Accessibility plan shared with Custodians and Bus drivers, Secretaries and School Library technicians, school administrators, clinicians, and consultants• Accessibility plan communicated on the divisional website with opportunity for and provide feedback comments via email• School newsletter to include information for parents on the Accessibility Plan posted on the website

Achievements:	Completed/Ongoing:
<ul style="list-style-type: none">• School staff post notifications on the front door of buildings informing the public if any accessibility feature (ie. elevators, accessible washrooms, automatic doors etc.) are not available in the building due to malfunction or absence	<ul style="list-style-type: none">• Process Established
<ul style="list-style-type: none">• Annual review of buildings and possible barriers conducted annually	<ul style="list-style-type: none">• Process Established
<ul style="list-style-type: none">• All schools have space identified for gender neutral/family washroom(s) and signs installed	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Assistive devices, service animals, and support persons accommodated as needed.	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Accessible entryways	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Emergency evacuation systems	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Survey of office areas completed to ensure persons can access the physical office spaces and work begun on changing those offices not accessible	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Accessible washrooms; gender neutral/family washrooms	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• All persons are welcome and included in our buildings	<ul style="list-style-type: none">• Ongoing
<ul style="list-style-type: none">• Evacutrac systems for all buildings with second stories	<ul style="list-style-type: none">• Completed
<ul style="list-style-type: none">• Accessibility Plan reviewed yearly in all schools with staff by the principal/school administrator.	<ul style="list-style-type: none">• Ongoing

Next steps	Anticipated date of completion	Expected outcomes
Development of an administrative procedure related to customer service standards	May 2024	All staff members have a clear understanding of the expectations as it relates to the customer service standard
Develop a process for new staff to be able to access workspace evaluations for barriers	May 2024	All staff will understand and access the process to address barriers in their workplace
All new employees will be made aware of our accessibility plan during orientation to SRSD.	May 2024	Awareness of our accessibility plan

Employment Standard – Barrier Prevention and Removal:

Communication to Stakeholders:
<ul style="list-style-type: none"> • Accessibility plan shared with Custodians and Bus drivers, Secretaries and School Library technicians, school administrators, clinicians, and consultants • Accessibility plan on the divisional website with opportunity for viewers to complete the survey and provide feedback comments • School newsletter to include information for parents on the Accessibility Plan posted on the website

Achievements:	Completed/Ongoing:
<ul style="list-style-type: none"> • Initial collection of individual emergency response information for employees and creating a process to share this information with individuals 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Updates to policy and procedures on our divisional website and shared with all stakeholders 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Information will be provided in alternate formats upon request, for example, in braille, distributed by email; this includes employment opportunities which will be posted on the school division's website and can be requested via email. 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Interpretation services as requested, including ASL interpretation 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Assistive devices, service animals, support persons accommodated as needed 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Create return-to-work plans for people who have been off work due to a disability and determine reasonable workplace accommodations 	<ul style="list-style-type: none"> • Completed

Next Steps	Anticipated date of completion	Expected outcomes
Review of employee code of conduct in accordance with Accessible Employment Standard Regulation	May 2024	Review and updated to ensure it aligns with our accommodations policies
Review of the onboarding process	May 2024	The onboarding process to be available in many formats and to provide all new staff with appropriate training and information on SRSD accessibility initiatives
Implementation of a process for collecting individual staff member information regarding accommodations	May 2024	Process, forms and principal/manager training
Develop and implement a procedure for the development of individual accommodation plans for the employee as requested, consider workplace accommodations affecting performance, access opportunities for training and advancement	May 2024	Process, forms and principal/manager training
<p>Identified updates required in the following areas and are working towards improvements:</p> <ul style="list-style-type: none"> • Train management and staff with human resource responsibilities about accessible employment and related legislation • Keep a written record of accessible employment policies and practices, including a summary of training content and when training is offered. • Update our policy on Individualized Accommodation to meet the requirements of section 13 (2) of the Accessible Employment Standard Regulation 	June 2024	Training for managers and principals to occur

Information and Communication Standard

Achievements:	Completed/Ongoing:
<ul style="list-style-type: none"> • Access to educational information and materials 	<ul style="list-style-type: none"> • Completed
<ul style="list-style-type: none"> • Information will be provided in alternate formats upon request, for example, in braille, distributed by email; this includes employment opportunities which will be posted on the school division's website and can be requested via email. 	<ul style="list-style-type: none"> • Completed

<ul style="list-style-type: none"> • Interpretation services as requested, including ASL interpretation. 	<ul style="list-style-type: none"> • Completed
---	--

Next Steps	Anticipated date of completion	Expected outcomes
Develop and adjust procedure to reflect our practice for providing alternate and accessible formats for information regarding educational programming	May 2024	Procedures will be clear and communication to employees and accessible to the community
Revised statement indicating information and educational materials are available in accessible formats on requests	February 29 th , 2024	Consistent statement that is applied to letterhead and website and job postings
Signage at each location that indicates that alternate communication formats are available upon request and information for principals	April 2024	Signage for all locations
Ensure our website meets new and updated web applications that meet or exceed guidelines	February 2024	Ensuring our website is accessible
Create a written record of accessibility and training policies, including a summary of our training materials and our training is offered	May 2024	Process is created and shared with all locations.
Create a process to document the actions we take respond to the feedback we receive and make that information available on request.	May 2024	Written records of actions we took to follow up on the process.