

# Fort la Bosse School Division Accessibility Plan

## Overview of Programs and Services

The Fort la Bosse Division (FLBSD) serves students in the communities of the Virden, Elkhorn, Reston, Kola, Plainview Colony, Boundary Colony and Oak Lake. With a population of approximately 1,400 students, our 10 schools offer a wide variety of programs and activities. FLBSD is committed to providing quality educational programs and opportunities for its community of learners. FLBSD is committed to creating a safe, inclusive and respectful learning environment to support and enable learners to develop the knowledge, skills and values to reach their full potential. As a part of the school environment, public access the schools for events such as open house, Christmas concerts, awards and parent teacher conferences, courses/workshops and leisure and fitness programs throughout the school year. The schools are an integral part of the community, with many public groups accessing school facilities in the evenings.

## Accessibility Achievements

FLBSD has included within their mission statement a commitment to creating a safe and inclusive environment. The current five policies that promote accessibility include; Human Diversity, Building Access, School Related Activities, Field Trips and Personalized Transportation Plan.

The largest barrier that FLBSD may face is cost. After performing an initial assessment of accessibility of all buildings, several areas and items were identified. The largest task will be to upgrade aging facilities and buildings to meet accessibility standards. Other barriers include communication/website, space and attitudes. Time will be another barrier with a definite link to cost.

## Accessibility Plan

### A. Statement of Commitment

Fort la Bosse School Division is committed to moving toward equal access and participation for people with disabilities. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers. We will do this by identifying, removing and preventing barriers and by creating the requirements of the Accessibility for Manitobans Act (AMA)

### B. Policies

- a. Fort la Bosse School Division will review all programs, services and new initiatives to work toward accessibility.
- b. Fort la Bosse School Division will make information available in an accessible format or provide communication supports to people with disabilities in a way that considers their disability.

## **C. Actions**

### **Action 1 – Establish Accessibility Working Group**

**Accessibility Coordinator:** Coordinator of Student Services – Judy Dandridge

#### **Accessibility Working Group:**

- Supervisor of Operations – Vaughn Wilson
- Promise Years Occupational Therapy – Rob Thiessen
- Promise Years Physical Therapist – Terri Wallace
- Member of the community who lives with a disability and/or their caregiver

#### **Ad Hoc Committee** may consist of

- Work Place Health & Safety
- Members of the Community with knowledge of specific accessibility challenge
- In school personnel as needed

#### **Frequency of Meetings:**

- Regular meetings of the Accessibility Working Group will be held quarterly; the second Monday January, April, July, October
- The Coordinator will convene the group on an emergent basis should the need arise

#### **Review of Accessibility Plan**

- Members of the Accessibility Working Group will review and update the Accessibility Plan and Operational Plan once annually
- Updated Operational Plan and timeline will be provided to the Board of Trustees for approval once annually

### **Action 2 – Offer and provide information in an accessible format on request**

#### **Responding to Requests for Alternate Supports & Services**

- Work order to be made available to each school site in paper copy as well as available on the division web site
- Accessibility Requests to be submitted to the Coordinator
- Accessibility Requests will be assessed by the Working Group at the quarterly meeting & placed on priority timeline with direction for budgetary requests as needed by the appropriate department
- Emergent accessibility gaps will be addressed by the Working Group as soon as possible when they are identified to the Coordinator in writing
- Coordinator to make process known to School Administrators and Student Services Personnel who will share with their respective staff

- Supervisor of Operations to make process known to Work Place Health & Safety Committee, school division maintenance team, custodial personnel, and bus drivers
- Communicate expected outcomes, timelines, and updates to access to Supervisory personnel to communicate to their respective staff

### **Action 3 – Staff Awareness and Training upon Board Approval**

- Posting updated/revised copy of Accessibility Plan on the website confirms Board of Trustee commitment to accessibility planning
- Working Group will organize awareness presentations to division staff
  - Outline the scope of accessibility planning
  - Provide examples of increased accessibility within the school/division
  - Outline process to respond to a gap in accessibility
  - Provide specific training as needed when an accessibility gap has been identified that requires service intervention
  - Outline & support specific responsibilities necessary to support enhanced accessibility
- Working Group will acknowledge accessibility achievements and share the information with the Board of Trustees and division personnel

### **Action 4 – Monitor Progress**

#### **Responding to Requests for Alternate Supports & Services**

- Accessibility Requests assessed by the Working Group at the quarterly meeting & placed on priority timeline with direction for budgetary requests as needed by the appropriate department
- Emergent accessibility gaps will be addressed by the Working Group as soon as they are identified to the Coordinator in writing
- Communicate expected outcomes, timelines, and updates to access to Supervisory personnel to communicate to their respective staff
- Working Group will acknowledge accessibility achievements and share the information with the Board of Trustees and division personnel

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## Fort la Bosse Accessibility Action Request

Site: \_\_\_\_\_

Date forwarded to Accessibility Coordinator: \_\_\_\_\_

Forwarded by: \_\_\_\_\_

Date forwarded to FLBSD Superintendent: \_\_\_\_\_

Description of barrier & how it impacts an individual's participation in the environment or activity: \_\_\_\_\_

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Provide a recommended action/solution if possible:

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*(for Accessibility Working Group use only)*

Budget area: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Describe proposed resolution: \_\_\_\_\_

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Timeline: \_\_\_\_\_

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Resolution (description & date): \_\_\_\_\_

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## Fort la Bosse Accessibility Operational Plan

### Initial Time line

<u>Task</u>	<u>Completion Date</u>
Working Group Development	January – March, 2017
Operational Plan Development	March 2017
Initial awareness: division personnel	May 2017
Specific Training	October 2017 (ongoing as needed)
Fire Response plan updated to include mobility or social/emotional concerns	September 2017
Accessible parking at division facilities	September 2017
Transition to school for child with visual impairment	Initiated February 2017- ongoing

# **Fort la Bosse Accessibility Operational Plan**

## **Reference/Supporting Documents**

- Customer Service Development Committee: Initial Recommendations for a Proposed Customer Service Standard to the Minister Responsible for Persons with Disabilities
- Accessibility for Manitobans Act – October 19, 2015
- Manitoba Guide for Public Sector Organizations – How to Create Your Accessibility Plan
- Accessible School Facilities: A resource for Planning; Province of British Columbia, Ministry of Education, Skills and Training