

# **Fort La Bosse School Division Accessibility Plan – 2020-2021**

## **(to be reviewed and updated on a yearly basis)**

### **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 Lane 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.

### **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:** Administrator of Student Services - Teresa Sanheim

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

- Supervisor of Operations – Neil Murray
- Promise Years Occupational Therapy – Daydra Deitrich
- 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 – to identify need during regular safety rounds
- Members of the Community with knowledge of specific accessibility challenge
- In school personnel as needed

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

- The Coordinator will convene the group when needs arise

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

- Available working group members will review and update the Accessibility Plan and Operational Plan annually
- Updated Operational Plan and timeline will be provided to the Board of Trustees for approval 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 meetings & placed on a 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

Updated, December, 2020

- 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 and timelines to the appropriate 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
- Customer Service Training for all staff
- Working Group will
  - 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 will be placed on a 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, and timelines 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: \_\_\_\_\_

Shared with Superintendent: \_\_\_\_\_

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

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: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Fort la Bosse Accessibility Operational Plan**

### **Reference/Supporting Documents**

- Customer Service Development Committee: Customer Service Standard online training for all staff members
- 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