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Years Applicable: 2018-2023

Contact person: Mrs Pamela Garnham, CEO/ Superintendent/Secretary-Treasurer

Contact information: (204)857-8756 or email: pam.garnham@plpsd.net

Accessibility Working Group members: Noted at the end of report

Senior Manager's Signature: 

Statement of Commitment

The Portage la Prairie School Division is committed to ensuring equitable access and participation for all people, regardless of their abilities. The Division is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. With consideration given to staff and financial resources, the Division is committed to meeting the needs of people who face accessibility barriers by identifying, removing, and preventing these barriers and by meeting requirements of The Accessibility of Manitobans Act (AMA).

Policies

PLPSD has developed an Accessibility Policy (FK) that commits to providing equity of access to programs and services within our school division, with an ongoing commitment to engaging all stakeholders in a manner that promotes and maintains respectful treatment and integrity of the process for all. We realize that our efforts will need to be fluid in nature, and will need to be a continuing part of our division's strategic plan if we are to address ongoing, and new challenges facing students, staff, and the public.

The PLPSD is committed to addressing the following areas through ongoing training and strategic planning initiatives:

- **Attitudinal barriers** that result from false assumptions, often based on appearance
- **Informational and communication barriers**, such as tiny print or information that is not easy to understand
- **Technological barriers** such as websites that do not consider needs of people who do not use a mouse or who use screen reader software
- **Systemic barriers** are policies or procedures that can exclude some people, for example, when job applicants are required to use online forms.
- **Physical barriers** can be large and small, including walkways that are not shoveled, narrow store aisles, or high service counters.

Actions:

Action 1: Accessibility Working Group

<u>Designated Responsibility</u> <ul style="list-style-type: none"> ● Superintendent will manage the accessibility committee working group. ● SILC will coordinate annual review meeting with committee members. 	<u>Ongoing Actions:</u> <ul style="list-style-type: none"> ● Divisional Committee representation from each school. ● Annual spring meeting scheduled for review. ● Ongoing review meetings with the Building Administration to maintain accessibility focused conversation and respond to identified needs.
	<u>New priority actions (Apr.2024):</u> <ul style="list-style-type: none"> ● Inclusion representation from the Operations Department as a member of the committee. ● To establish a systemic process to increase conversations around accessibility matters. ● To consider an earlier date for the annual meeting to enhance communication with School Administration prior to budget conversations.

Action 2: Removing Technological Barriers

<u>Designated Responsibility</u> <ul style="list-style-type: none"> ● All Teachers, Educational Assistants, Supervisors ● PLPSD Technology Department Leader ● SILC 	<u>Ongoing Actions:</u> <ul style="list-style-type: none"> ● Monitor identified requests for supports and services. ● Technology department to respond to PLPSD Website and matters that involve technology based accessibility.
	<u>New priority actions (Apr.2024):</u> <ul style="list-style-type: none"> ● School Administration to monitor necessary training for staff.

Action 3: Staff Awareness, learning and Training

<u>Designated Responsibility</u> <ul style="list-style-type: none"> ● School Administration ● All Staff/New hires ● SILC ● Senior Administration ● Human Resources 	<u>Ongoing Actions:</u> <ul style="list-style-type: none"> ● Sr. Administration will continue to monitor the efficacy of divisional policy for accessibility. ● SILC will continue to provide information for training to School Administration annually (end of August). ● Sr. Administration to monitor training databases. ● The Human Resources Department will provide a summary of expected training upon hire. ● Support inclusive practices
	<u>New priority actions (Apr.2024):</u> <ul style="list-style-type: none"> ● All staff (all departments) will complete Accessible Customer Service Standard training by June, 2024 or within one month of hire. ● Most staff (teachers and educational assistants, teacher librarians, clinicians and administration staff) will complete the Communication and Information Standard training by June, 2024 or within one month of hire. ● Provide education on tools for accessibility. ● Supervising staff will complete the Accessible Employment

	Standard training by June, 2024 or within one month of hire.
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Action 4: Monitor Progress

<p><u>Designated Responsibility</u></p> <ul style="list-style-type: none"> ● Superintendent ● Board of Trustees ● PLPSD Accessibility Committee 	<p><u>Ongoing Actions:</u></p> <ul style="list-style-type: none"> ● Superintendent, PLPSD Accessibility Committee, and the Continuance Committee, will monitor progress re: challenges and achievements, and will continue to plan for accessibility considerations within the budgetary and strategic planning process. ● The Superintendent, through the Strategic Planning Continuance Committee, reports to the Board of Trustees and school administrators 3 – 4 times per school year, through the strategic planning process. ● Future plans and budgets to be integrated into the plans of the divisional department. ● Board of Trustees to maintain a reserve fund for Accessibility projects included in budget discussion. ● PLPSD will continue to apply for available grants to offset costs of accessibility projects. ● Superintendent and SILC to review (end of May/early June Accessibility Plan for updates and next actions.
	<p><u>New priority actions (Apr.2024):</u></p> <ul style="list-style-type: none"> ● None

Action 5: Removing Physical Barriers

Designated Responsibility

- PLPSD Accessibility Committee Representatives.
- School Administration
- Superintendent

Ongoing Actions (Apr. 2024):

- ~~New elevator at PCI East building.~~
- ~~New accessible play structure at EAMS and CVS.~~
- To review placement of the fob pad near entrance doors at each school to ensure reasonable and timely access/entry.
- ~~Superintendent to review placement of entrance cameras with Operations Supervisor.~~
- Addition of strobe light alarm notification in the Automotive area at PCI.
- ~~Superintendent to confirm that all schools have active flashing lights during a fire alarm and to include on the fire alarm checklist (completed by school Administration) a verification that the flashing emergency lights are working.~~
- To review Google Read and Write program options regularly with Student Services.
- As identified by the accessibility committee, the school washrooms will be addressed for accessibility considerations in the next budget plan.
- Monitor and review walking paths and uneven surfaces reported during the next year.
- Verify that all schools have signage indicating Handicap Parking.

New priority actions (Apr.2024)

- NMS-Lift maintenance and maintenance training.
- CVS-Washroom upgrade (accessible toilets)
- EAM-Restructured pathway between CVS and EAM.
- EAM-Playground accessibility for wheelchairs
- OVS-Lift to the Sensory Gym
- OVS-Pavement repair at all entrances
- OVS-Accessible playground
- YQS-Accessible pathways
- YQS-Wheelchair access-assessment of need throughout the school.
- FLRS-Create a designated Handicap parking spot
- FLRS-Accessible swing for the playground.
- Division Office-Accessible entrance and access to upper level.
- PCI EAST-Access to washrooms on the lower level.
- PCI EAST-Installation of a push-button door opener for easier access to the grooming rooms at the lower level.
- PCI EAST-Wheelchair access at the lower level (in a situation where the elevator is not accessible).
- PCI EAST-Door assist for the library
- PCI EAST-Assessment of feasibility. How accessible is the lift in the canteen area when carrying food?
- PCI EAST-North side wheel chair ramp off the sidewalk to increase access between PCS and PCI buildings.
- PCI-WEST-Assess options to increase accessibility of the gender neutral washrooms.
- All schools-Communication Board for playgrounds
- All schools-Ensure snow piles are not created in designated Accessible parking

A special thank you to the following PLPSD Accessibility Committee Members

(Apr.2024)

School	Representatives
NMS	Kim Houle (regrets), Darla Sanderson, Heather Warman
CVS	Karen Erickson
PCI	Marie Bertholet (regrets), Albert Krynski (regrets), Kellee Clifford-Bousquet
FLR	Matt Harkness (regrets), Tanis Mauws
EAM	Keelin Horning
LVS	Alicia Beukert (regrets), Dayna Yurkiw (regrets)
Hutt	Graham Shindle
OVS	Paula Mellen, Natalie Harrison
Student Services	Rochelle Rands, Maxine Mutcher (regrets), Rachel Ward
YQS	Erin Mauws (regrets) email summary provided
Student Voice (PCI)	Jorja Carothers (PCI gr. 12 Student)
SILC	Lisa Shackleton
Superintendent	Todd Cuddington

For more information, or to request alternate formats: Visit **AccessibilityMB.ca** or contact:

Manitoba Accessibility Office
630 – 240 Graham Avenue
Winnipeg MB R3C 0J7
Phone: 204-945-7613 (in Winnipeg)
Toll-Free: 1-800-282-8069, Ext. 7613 (outside Winnipeg)
Fax: 204-948-2896
Email: MAO@gov.mb.ca

Department of Municipal Relations
Municipal Finance and Advisory Services
508 – 800 Portage Avenue
Winnipeg MB R3G 0N4
Phone: 1-204-945-2572

Legal disclaimer: This information complements the application of the regulations under The Accessibility for Manitobans Act (AMA) and is not legal counsel.