



THE BISHOP STRACHAN SCHOOL

# ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

## INTEGRATED ACCESSIBILITY STANDARDS: MULTI-YEAR PLAN

### Part I – GENERAL REQUIREMENTS

Section	Initiative	Description	Action	Status	Compliance Date
3	Establishment of Accessibility Policies	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	IAS Policy written, approved and posted on The Bishop Strachan School (BSS) website with Customer Service Policy. Policies reviewed by outside consultant.  Developed strategy to communicate policies to staff, students and the community.	Complete	January 1, 2014
4	Accessibility Plans	4.(1) Large organizations shall, a) establish, implement, maintain and document a multi-year accessibility plan,	Developed a multi-year plan to address the requirements to be met between 2013 and 2020.	Complete	January 1, 2014

		<p>which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;</p> <p>b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and</p> <p>c) review and update the accessibility plan at least once every five years.</p>	<p>Established OADA Task Force to identify barriers. Meetings held during the Fall 2013. Consultant attended final Barriers Task Force meeting.</p>		
7	Training	<p>7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to,</p> <p>(a) all employees, and volunteers;</p> <p>(b) all persons who participate in developing the organization's policies; and</p> <p>(c) all other persons who provide goods, services or facilities on behalf of the organization.</p>	<p>All employee and volunteer training has been completed by ELearning and records of completion have been maintained.</p> <p>New staff will be provided training as part of the onboarding process.</p>	Complete	January 1, 2015

## PART II – INFORMATION AND COMMUNICATIONS STANDARDS

Section	Initiative	Description	Action	Status	Compliance Date
11	Feedback	<p>11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.</p>	<p>In consultation with the Communications Department, a statement has been posted on the BSS website and the BSS intranet.</p> <p>The feedback process was reviewed by an outside consultant.</p>	Complete	January 1, 2015

			to ensure accessibility.		
12	Accessible Formats and Communication Supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Upon request BSS will provide accessible formats and communications supports in a timely manner at no additional costs.	Complete	January 1, 2016
		12. (2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.  12. (3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	The process to request accessible formats includes consultation with the person making the request when determining suitability of an accessible format or communication support.  A statement has been posted on the BSS website and the BSS intranet.	Complete	January 1, 2016
14	Accessible Websites and Web Content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	BSS will ensure websites and content conform to guidelines and that external website conforms to WCAG 2.0 Level A.  The BSS intranet and Student Information Systems meet compliance requirements and will be reviewed, assessed and revised when necessary.	Complete	January 1, 2014

15	Educational and Training Resources and Materials	<p>15(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <ol style="list-style-type: none"> <li>1. Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided by, <ol style="list-style-type: none"> <li>i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or</li> <li>ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format.</li> </ol> </li> <li>2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.</li> </ol>	<p>All educational training resources and materials are in formats that take into account the accessibility needs of a person with a disability.</p> <p>Student records and information on program requirements are available in accessible formats.</p>	Complete	January 1, 2013
16	Training to Educators	<p>16(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.</p>	<p>Part of ongoing faculty professional learning – differentiation and accommodation.</p> <p>Professional learning records exist.</p>	Complete	January 1, 2013

		(2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.			
18	Libraries of educational and training institutions	<p>18(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.</p> <p>(2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).</p>	In consultation with the Learning Commons, a statement has been posted on the BSS Learning Commons website and the BSS intranet.	Complete	<p>January 1, 2015 For print-based resources or materials</p> <p>January 1, 2020 For digital or multimedia resources or materials</p>

### PART III – EMPLOYMENT STANDARD

Section	Initiative	Description	Action	Status	Compliance Date
22	Recruitment – General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	A statement has been posted on the BSS website and added to all job postings confirming the school's commitment to provide equal opportunities, access to jobs and accommodation during the recruitment process.	Complete	January 1, 2016

23	Recruitment, Assessment or Selection Process	<p>23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.</p> <p>(2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.</p>	<p>Selected applicants are notified that accommodations are available, upon request, during the initial telephone call and/or email arranging for an interview.</p> <p>Selected applicants receive appropriate accommodations when requested.</p> <p>Interview Guidelines have been developed which help identify barriers.</p>	Complete	January 1, 2016
24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Offer of Employment contains a statement which advises the successful applicant of the school's policies for accommodation.	Complete	January 1, 2016
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Ongoing education, updated information and new policies are communicated to employees by Staff Bulletin and/or at an All Staff Meeting and added to the BSS intranet and Employee Handbook.	Complete	January 1, 2016
		25. (2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	All new employees receive information in the Offer of Employment and during the onboarding process.	Complete	January 1, 2016

		25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	See 25 (1)	Complete	January 1, 2016
26	Accessible Formats and Communication Supports for Employees	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,  (a) information that is needed in order to perform the employee's job; and  (b) information that is generally available to employees in the workplace.	Alternative job and workplace-related information formats and supports are provided upon request, in consultation with the employee and are documented.  Ergonomic information, assessment and tips page for employees has been added to the BSS intranet.	Complete	January 1, 2016
		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Employees can request accessible formats in order to meet job requirements.  See 26 (1)	Complete	January 1, 2016
27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	The school has Personal Emergency Plans for all employees and students as required. The Plans are updated on an annual basis.  Emergency procedures are communicated to all employees at the beginning of every school year.	Complete	January 1, 2012

		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	See 27(1)	Complete	January 1, 2012
		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	See 27(1)	Complete	January 1, 2012
		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	See 27(1)	Complete	January 1, 2012
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Developed and documented an Accommodation Process and an Individual Accommodation Plan for employees with disabilities.	Complete	January 1, 2016



		<p>28 (2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"><li>1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.</li><li>2. The means by which the employee is assessed on an individual basis.</li><li>3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved.</li><li>4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.</li><li>5. The steps taken to protect the privacy of the employee's personal.</li><li>6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.</li><li>7. If an individual accommodation plan is denied, the manner in which the reasons</li></ol>	<p>Developed an Accommodation Policy.</p> <p>See 26 (1)</p>	<p>Complete</p>	<p>January 1, 2016</p>
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		<p>for the denial will be provided to the employee.</p> <p>8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.</p>			
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <p>(a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and</p> <p>(b) shall document the process.</p>	<p>BSS will ensure effective, proactive and consistent management of cases relating to return to work initiatives for either short or long term disability (occupational or non-occupational), in addition to requests for accommodations. Individual accommodation plans if applicable will be used as part of the process.</p>	Complete	January 1, 2016
		<p>29. (2) The return to work process shall,</p> <p>(a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and</p> <p>(b) use individual documented accommodation plans, as described in section 28, as part of the process.</p>	<p>Developed and documented a Return to Work Process.</p> <p>See 29 (1)</p>	Complete	January 1, 2016
		<p>29. (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.</p>	<p>See 29 (1) and (2)</p>	Complete	January 1, 2016

30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	BSS will ensure that the Faculty and Staff Growth and Evaluation process will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.	Complete	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	See 30	Complete	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	See 30	Complete	January 1, 2016