

# HANOVER SCHOOL DIVISION ACCESSIBILITY PLAN

## COMMUNITY REPORT

### STATEMENT OF COMMITMENT

Hanover School Division is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life. The **ABC** priorities are:

- A**ll students learn the skills, dispositions, values, and knowledge required for a productive and wholesome life.
- B**uilding the capacity of all HSD staff to enable all students to learn.
- C**ommunity partnerships to enable all students to learn.



In keeping with the **ABC** priorities, and the **Deeper Learning Plan**, the Hanover School Division (HSD) is committed to removing barriers that impede participation in the learning environment; and improving accessibility to promote inclusive school communities for all persons. HSD is committed to ensuring equal access and participation for all persons with disabilities in our school communities. We believe in inclusion and the maintenance of dignity and independence for all. The **HSD Accessibility Plan** will implement procedures to assist in identifying, removing, and preventing barriers to meet the requirements of the Accessibility for Manitobans Act.

Hanover School Division is committed to continuous improved accessibility to our facilities, activities, and opportunities for all. The outcomes of this plan are to (1) identify, (2) prevent, and (3) remove barriers to full participation for all members of the inclusive school community.

# ACCESSIBILITY PLAN

(To be revised and updated, annually)

<b>Date: December 30, 2016</b>
<b>Superintendent: Mr. Randy Dueck, Superintended/CEO of the Hanover School Division</b>
<b>Accessibility Coordinator: Ms. Geri Harder-Robson, Assistant Superintendent Student Services</b>
<b>PART 1: Provide an analysis of the types of barriers Manitobans may have accessing the programs or facilities provided by the Hanover School Division.</b>
<b>Overview of Program and Services:</b> General description of our organization.
<p>Hanover School Division is a rural public school division with 18 schools serving approximately 8000 students and 1100 employees. As a public sector organization, our buildings and facilities are open to parents, guardians, and community member use for student, teacher, and community initiated activities and events.</p> <p>In addition to being a large, growing learning community for our students and employees, HSD facilities:</p> <ul style="list-style-type: none"> <li>• provide community space for recreational activities for students, families, and community members;</li> <li>• provide equipment, materials, supplies, and venues for community events;</li> <li>• encourage and promote community participation and engagement.</li> </ul>
<b>Accessibility Achievements:</b> Summarize the steps HSD has taken to achieve accessibility.
<p>The senior management team, superintendents and school trustees, show strong leadership and place a strong emphasis on meeting the needs of all students; "Our Kid". Because relationships matter in Hanover School Division, senior management is concerned about the safety and well-being of all persons (student, families, and employees) and the important work of schools. The HSD senior management leadership team references the division's vision, priorities and deeper learning plan in all aspects of educational, operational, and fiscal decision making. As a public sector organization, HSD currently adheres to the Education Administration Act (EAA), Public School Act (PSA), Appropriate Educational Programming (AEP) Regulations; and related amendments to legislation. Educational staff strive to promote inclusive school communities by differentiating instruction, adapting teaching methodology and curricula, and accommodating the needs of persons with disabilities in the classroom and larger school community.</p> <p>Additional members of the senior management leadership team committed to accessibility for inclusive learning community are:</p> <ul style="list-style-type: none"> <li>• The superintendents and trustees review and revise existing policies and procedures as new legislation is enacted.</li> <li>• The Director of Maintenance is diligent in addressing accessibility in all buildings and facilities. Maintenance staff respond promptly to broken or failing equipment, when notified. Custodial staff are well supervised and attend promptly to barriers, such as clear pathways on all divisional properties. Procedures are in place for reporting faulty or broken equipment, and maintenance repairs and improvements.</li> <li>• The Communications Manager manages divisional and school websites, public notices, news releases and divisional publications for student, community, and employee access. The Communications Manager collaborates with the Human Resources and Information Technology departments.</li> <li>• The Information Technologies Manager is attentive to new technologies that impact the learning needs of students; and the professional development/training needs of employees; optimizing digital technologies to improve accessibility and independence. Procedures are in place for requesting technology improvements and reporting service disruptions.</li> <li>• Human Resources Manager reviews hiring policies and practices to ensure potential employees have access to employment opportunities and are representative of a diverse population.</li> </ul> <p>Established a steering committee that meets to discuss fiscal implications (budget), capital expenditures and implementation timelines.</p>
<b>Steering Committee:</b>
The Accessibility Steering Committee is comprised of the Accessibility Coordinator, Secretary Treasurer, Director of Maintenance, and Communications Manager.
<b>Advisory Committee Members:</b> consultation meeting (2x/year)
Accessibility Coordinator, principals, teachers, students, divisional OT, PT, SLP

<b>Action Plan 1: Education and Accessibility Awareness</b>			
<b>Actions needed</b>	<b>Expected outcomes, including completion date.</b>	<b>Interventions</b>	<b>Departments responsible</b>
Public education: attitudinal barriers and reasonable accommodations for improved customer service.  Education/training on customer service and accessibility	1. By June 2017, designated employee groups will complete an online training session on customer service and accessibility awareness to: 1. enhance their respect for diversity; and, 2. improve service delivery.	The employee groups will view and complete The Accessibility for Manitobans Act training video (HR download) as per the following timeline: 1. Hanover Executive Council (HEC): November 3 to November 30, 2016 2. Principals and vice principals: December 1, 2016 to January 30, 2017. 3. All divisional and school secretaries, receptionists, and library clerks: December 1, 2016 to March 30, 2017 HR will track and retain employee completion certificates.	Accessibility Coordinator  Human Resources
<b>Action Plan 2: Communications and Publications</b>			
Accessible publications	1. By Sept 2017, all school publications (newsletters, bulletins) will have an "active offer" to provide any materials in an alternative format.	All staff will be informed of need to have an "active offer" on all school publications.	Accessibility Coordinator  Human Resources
Screen reader compatible websites	2. By Sept 2017, communications manager will review websites for screen reader compatibility, in compliance with Website Communications Accessibility guidelines, (WCAG).		Informational Technologies (IT)  Communications Department
<b>Action Plan 3: Facilities and Buildings</b>			
Identify physical barriers and remove; or reasonable accommodate	1. By March 30, 2017, each divisional property (schools, administrative offices, maintenance warehouse, and bus garage) will complete an environmental scan to identify physical barriers that impeded mobility.	Accessibility coordinator will develop a checklist and forward to site managers for completion. Accessibility Coordinator will collate and share the information.	Buildings & Facilities Sec.-Treasurer Accessibility Coordinator
	2. By Sept 2017, accessibility parking signage will be posted at all divisional properties.		Buildings & Facilities
	3. By Sept 2017, all schools will have accessible lockers for identified students with disabilities.		Student Services Buildings & Facilities
<b>Action plan 4: Systemic Barriers</b>			
Review policies and procedures with respect to accessibility and diversity.	1. By December 30, 2017, a policy review will be complete, identifying policy revisions.	All policy will be reviewed through the lens of inclusion and accessibility (AMA).	Superintendents