

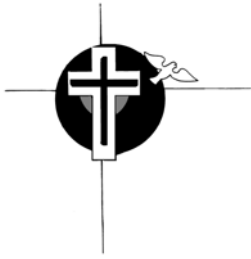
**CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**

# ***Annual Accessibility Plan***

**September 2004 – August 2005  
Catholic District School Board of Eastern Ontario**

**Submitted to**  
Director of Education  
Catholic District School Board of Eastern Ontario  
Kemptville, Ontario

**Submitted by**  
Accessibility Working Group



# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

## *Ontarians with Disabilities Act, 2001*

### ACCESSIBILITY REPORT

#### **Executive Summary**

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the ODA mandates that each school board prepare an annual accessibility plan.

This is the second year plan (2004 - 2005) prepared by the Accessibility Working Group of the Catholic District School Board of Eastern Ontario. The report describes (1) the measures/achievements of the CDSBEO over the past year, and (2) the measures that the Board will take during the current school year (2004 - 2005), to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Board, including staff, day students, summer students, parents of students and other members of the community.

This year, the CDSBEO committed itself to the continual improvement of access to school premises, facilities, and services for students and staff with disabilities; the participation of people with disabilities in the development and review of its annual access plans; and the provision of quality services to all students, parents and members of the community with disabilities.

The accessibility group initially identified 142 barriers to people with disabilities. However, most barriers were found to be repeated in many of the Board sites. As a result of the review held during the past school year, the Board prioritized the barriers within 10 specific categories using a completion timeframe

## **Timeframe**

The timeframe for completion falls in four categories:

- A. Immediate
- B. 1 – 2 years
- C. Future Initiatives
- D. Long Term

The projected timeframes and completion is dependent on:

- a. the availability of funds and
- b. the requirement to meet the needs for individual students or staff

The Board will attempt to make the necessary accommodations when a specific requirement is identified for either students or staff members at a particular site.

Over the next several years the Accessibility Working Group will recommend focussing on and addressing the identified barriers. Input/feedback on the plan will be gathered from people with disabilities and interested parents, students and staff and the revised plan will then be posted on the website and made available to the public.

## **Aim**

This report describes (1) the measures that the Catholic District School Board of Eastern Ontario has taken in the past, and (2) the measures that the Board will take during the current school year (2004 – 2005), to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Board, including staff, day students, summer students, volunteers, parents of students and other members of the community.

## **Objectives**

This report:

1. Describes the process by which the Catholic District School Board of Eastern Ontario will identify, remove, and prevent barriers to people with disabilities.
2. Reviews earlier efforts to remove and prevent barriers to people with disabilities.
3. Lists the facilities, policies, programs, practices and services that the Board will review in the coming year to identify barriers to people with disabilities.
4. Describes the measures the Board will take in the coming year to identify, remove and prevent barriers to people with disabilities.
5. Describes how the Board will make this Accessibility Plan available to the public.

## **Description of the Catholic District School Board of Eastern Ontario**

At the Catholic District School Board of Eastern Ontario we proclaim our Catholic faith by:

*Nurturing and celebrating the hearts, minds, bodies and souls of our students. Learning faith, Living with hope, Loving in Christ. Teaching wisdom, teaching love .... Creating a world in God's Image.*

Our Board serves almost 11,000 elementary students and 4,000 high school students at forty-seven (47) schools with 1,250 employees. We have 40 (40) elementary schools and seven (7) high schools and one (1) Alternative school. We have 3 board offices; one in Cornwall and one in Smiths Falls and our main administrative office, which is attached to St. Michael Catholic High School, in Kemptville. The catchment area includes the counties of Stormont, Dundas and Glengarry; Prescott Russell; Lanark, Leeds & Grenville covering an area of approximately 12,165 square kilometers.

### **The Accessibility Working Group**

The Director of Education, Mr. Greg McNally (retired), in consultation with the Board of Trustees, formally constituted the Accessibility Working Group in May 2003. The Director authorized the accessibility group to:

- Conduct research on barriers to people with disabilities in all facilities, regulations, policies, programs, practices and services offered by the Catholic District School Board of Eastern Ontario.
- List facilities, regulations, policies, programs, practices and services that cause or may cause barriers to people with disabilities.
- Identify barriers that will be removed or prevented in the coming year.
- Describe how these barriers will be removed or prevented in the coming year.
- Prepare a report on these activities, and after its approval by the Director, make the plan available to the public.

### **Coordinator**

The Director of Education appointed Rod McLeod as the Coordinator of the Accessibility Working Group.

Mr. Rod McLeod has served as a Special Education Consultant for fifteen years. He has broad knowledge of disability issues gained through his roles as teacher and Consultant for the last 21 years.

## Members of the Working Group

The following members were appointed to the Working Group:

<i>Working Group member</i>	<i>Department</i>	<i>Contact information</i>
Rod McLeod	Coordinator, Accessibility Working Group	1-613-933-1720 Ext. 279
Donaleen Hawes	Superintendent	1-613-258-7757 Ext. 207
Tom Jordan	Special Education Principal	1-613-258-7757 Ext. 463
Jacques Michaud	Plant & Maintenance Manager	1-613-933-1720 Ext. 240
Barbara Renaud	Human Resources Officer	1-613-258-7757 Ext. 234
James Proulx	Information Systems Manager	1-613-258-7757 Ext. 267
Joseph Meehan	Grandparent/Volunteer Visually Impaired	1-613-936-8718
Michael van de Kamp	Principal /Health & Safety Officer	1-613-448-2158
Lori Murphy	Teacher of the Deaf/Hearing Impaired	1-613-258-7457
Nicole Makinson	Transportation & Assessment Manager	1-613-933-1720 Ext. 107

## CDSBEO Commitment to Accessibility Planning

Catholic District School Board of Eastern Ontario is committed to:

- The continual improvement of access to school premises, facilities, policies, programs, practices and services for students, staff, volunteers and members of the community.
- The participation of people with disabilities in the development and review of its annual access plans.
- The provisions of quality services to all students, parents and members of the community with disabilities.

The Director of Education authorized the Working Group to prepare an accessibility plan that will enable the Catholic District School Board of Eastern Ontario to meet these commitments.

## Achievements from 2003 – 2004

During the last year, the Accessibility Working Group identified the following achievements in eliminating barriers to people with disabilities. These initiatives were addressed by the Special Education, Transportation, Maintenance and Information Technology Departments.

Barrier Removal Initiatives	Dates
FM Systems (3) Table and Chair/Toilet Seat Furniture/Communication Aids/Printer (1) Laptop (1) Tricycle (1)	November 2003
Communication Aids (2) Computer/Scanner/Software (10) Computer Table and Chair (14) Pneumatic Lift Table (1) Tilt Table (1) Electronic Change Table (1) Hoyer Lift (1) Supine Board (1) Standing Frame (1) Tricycle/Guide Bar (1)	April 2004
Handicap Parking Signage in most school/buildings	October 2003
Fire Plans – Large Font Size Handicap Parking Spaces in most schools/buildings	June 2004
Sound Field Systems (2 new High Schools/1 Elementary) in all new classrooms	June 2004
Visual Alerts on all phones	June 2004
Completion of “Specialized Transportation Standards of Performance	July 2004

## Barrier Identification Methodology

The Working Group used 3 barrier identification – methodologies:

<b>Methodology</b>	<b>Description</b>	<b>Status</b>
Note previously identified barriers	The Accessibility Working Group conducted meetings to review progress and determine status of previously identified barriers. Further initiatives were identified.	Two meetings were held in 2003-2004. Priorities were established for 2004-2005.
Solicit staff contributions	The Accessibility Working Group sent a memo to all staff describing the Accessibility Working Group mandate and asked for submissions regarding concerns about barriers.	Exercise done in August/September 2003. To be reinstated Fall of 2005.
Presentations at Staff Meetings	Working Group members spoke at several meetings. They described the mandate of the Working Group and invited staff to voice concerns about barriers in Board facilities, services, policies and regulations and to suggest ways to remove barriers.	Meetings were held in Fall of 2003. Additional meetings to be conducted by end of December 2004.

## Barriers Identified

In the Board's first report, the Accessibility Working Group identified 142 barriers over the next several years. The Working Group has decided to focus on 12 access problems prioritized within 5 specific categories.

Barrier	Type	Strategy
Audio Amplification Equipment	Physical	Provide Soundfield Equipment in the construction of the 2 new high schools. Provide Phonic Ear/Phonak and telephone receiver provisions for the deaf to accommodate both staff and students
Parking Spaces/Signage - Several schools lack physical space to meet requirements.	Physical	Plant & Maintenance staff to dialogue with School Administration and Municipalities over potential options for increased parking
School Accessibility - Schools in Board are old and accessibility to entrances or multiple stories is problematic.	Physical	Plant & Maintenance will continue to monitor/investigate feasibility. Board Multi Year Plan to be considered.
Security Keypads - Although keypads meet Building Codes, they can be inaccessible and present as a barrier.	Physical	Plant & Maintenance will continue to monitor schools and will replace/readjust on an "as required" basis.
Faucet Handles - Some handles do not allow for proper handling	Physical	Replace on a "needs-basis"
Fire Alarm Plans	Physical	New format meets with Building Code. All new schools comply. All other sites to be complete for Spring 2005.
Board Website Not Accessible	Information	Necessary changes to be made.

## Barriers Identified *(continued)*

<b>Barrier</b>	<b>Type</b>	<b>Strategy</b>
Visual & Volume Control on Telephones	Information	All schools have visual capabilities. Volume control to be completed by Spring of 2005. To investigate V.O.C. phone capabilities.
Forms, Policies available in print only	Information	Make all forms, policies available through various formats.
Disability Awareness O.D.A., 2001	Attitudinal	Working Group to work closely with departments to support in-service initiatives.
Students who use wheelchairs miss trips because buses cannot accommodate wheelchairs	Practice	Determine bus companies with accessible buses. Continue to provide on a "needs basis".

## Barriers that will be addressed in 2004 – 2005

The Working Group will address 2 barriers during the coming year. The list is in descending order of importance.

Barrier	Objective	Means to Remove/Prevent	Performance Criteria	Resources	Timing	Responsibility
Board employees lack knowledge of the requirements of the O.D.A., 01	Staff will better understand how to identify and accommodate people with disabilities	2 hour Disability Workshop(s)	All staff will be able to recognize, identify purpose of O.D.A.'01	Staff time	Sessions to be offered before end of Fall term	Special Education Department/Human Resources
Website Not Accessible	Students, staff and visitors to Board Website will be able to access Website using user friendly format	This year conduct feasibility study	A proposal for accessibility will be ready by end of Spring term	Staff time	June 2005	Information Technology
Student and Employee Accessibility	Provisions will be made to ensure that disabled students or staff's physical, visual or audio needs are addressed for accessibility to facilities and/or information	Address needs as required	All staff and students physical disability needs (i.e. blind, deaf, physically disabled) will be addressed	Staff time	June 2005	Special Education Department / Plant and Maintenance

## Review and Monitoring Process

The Accessibility Working Group will meet three times per year or at the call of the Co-ordinator. The purpose of each meeting will be to review identified barriers and discuss progress toward the elimination of barriers to people with disabilities. Members of the Working Group will also commit to updating the Board Executive Council on a regular basis.

## **Communication of the Plan**

The Catholic District School Board of Eastern Ontario accessibility plan will be posted on the Board website and additional hard copies will be distributed to all schools and regional offices within its jurisdiction. In addition, notices regarding availability of the Plan will be posted in identified public areas.

Alternate format requests can be made by contacting the Administrative Assistant to the Director.

## Additional information can be found through the following resources:

1. Accessibility Ontario – Guide to Annual Accessibility Planning  
[www.gov.on.ca/citizenship/accessibility/english/accessibleplanningguide.htm](http://www.gov.on.ca/citizenship/accessibility/english/accessibleplanningguide.htm)
2. The Ontarians with Disabilities Act, 2001  
[www.gov.on.ca/citizenship/accessibility/english/act2001.htm](http://www.gov.on.ca/citizenship/accessibility/english/act2001.htm)
3. Government of Ontario – Paths to Equal Opportunity A-Z index – Accessibility in Educational Environments  
[www.equalopportunity.on.ca/eng\\_g/subject/index.asp?action=search\\_4&dir\\_id=1071](http://www.equalopportunity.on.ca/eng_g/subject/index.asp?action=search_4&dir_id=1071)
4. Ontario Human Rights Commission  
Policy and Guidelines on Disability and the Duty to Accommodate  
[www.ohrc.on.ca/english/publications/disability-policy.shtml](http://www.ohrc.on.ca/english/publications/disability-policy.shtml)
5. Enablelink (Canadian Abilities Foundation) Directory of Canadian Disability Links  
[www.enablelink.org/resources/links\\_to.html](http://www.enablelink.org/resources/links_to.html)
6. Directory for Accessibility  
[www.accessibilitydirectory.ca](http://www.accessibilitydirectory.ca)
7. Adaptive Technology Resource Centre  
[www.utoronto.ca/atrc](http://www.utoronto.ca/atrc)
8. Ontario Interpreter Services (OIS)  
[www.chs.ca/services/ois.html](http://www.chs.ca/services/ois.html)
9. Canadian Standards Association:  
B6521-95 Barrier-Free Design  
B480-02-Customer Service Standard for People with Disabilities  
[www.csa.ca](http://www.csa.ca)
10. Playability Tool Kit: Building Accessible Playspaces  
[www.opassoc.on.ca/toolkit.asp](http://www.opassoc.on.ca/toolkit.asp)
11. A Few Key Ontario Disability Organizations:  
Canadian National Institute for the Blind (CNIB)  
[www.cnib.ca](http://www.cnib.ca)
12. Canadian Hearing Society  
[www.chs.ca](http://www.chs.ca)
13. Canadian Mental Health Association – Ontario  
[www.ontario.cmha.ca](http://www.ontario.cmha.ca)

14. Community Living Ontario  
[www.oacl.on.ca](http://www.oacl.on.ca)
15. Multiple Sclerosis Society of Canada – Ontario Division  
[www.mssociety.ca/ontario](http://www.mssociety.ca/ontario)
16. Learning Disabilities Association of Ontario  
[www.ldao.on.ca](http://www.ldao.on.ca)
17. Little People of Ontario  
[www.lpo.on.ca](http://www.lpo.on.ca)
18. Ontario Brain Injury Association  
[www.obia.on.ca](http://www.obia.on.ca)
19. Canadian Paraplegic Association – Ontario  
[www.canparaplegic.org/on](http://www.canparaplegic.org/on)
20. Le Phenix  
[www.lephenix.on.ca](http://www.lephenix.on.ca)
21. Ontario March of Dimes  
[www.dimes.on.ca](http://www.dimes.on.ca)
22. The Easter Seal Society – Ontario  
[www.easterseals.org](http://www.easterseals.org)
23. AboutFace International  
[www.aboutfaceinternational.org](http://www.aboutfaceinternational.org)