

ONTARIANS WITH
DISABILITIES ACT

NINTH
ANNUAL
ACCESSIBILITY
PLAN

RENFREW COUNTY
CATHOLIC DISTRICT
SCHOOL BOARD

SEPTEMBER 2011-
AUGUST 2012

499 PEMBROKE ST. WEST

PEMBROKE, ONTARIO
K8A 5P1



**RENFREW COUNTY CATHOLIC
DISTRICT SCHOOL BOARD**

Renfrew County Catholic District School Board **Annual Accessibility Plan**

September 2011 - August 2012

Submitted to:

Ms. Michele Arbour
Director of Education
Administration Office
499 Pembroke Street West
Pembroke, Ontario
K8A 5P1

June 2011

Submitted by:

Kathy O'Neill
Co-ordinator
Accessibility Working Group

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EXECUTIVE SUMMARY

This is the ninth plan (2011-2012) prepared by the Accessibility Working Group of the Renfrew County Catholic District School Board (R.C.C.D.S.B.). The report describes:

1. Last year's progress on identified barriers;
2. The measures that the Board will take in 2011-2012 to identify, remove and prevent barriers to people with disabilities that use the facilities and services of the Board, including students, staff, and parents of students and other members of the community.

In the past eight plans, the Accessibility Working Group identified barriers in physical, attitudinal and communication areas.

AIM

This report describes the measures that the R.C.C.D.S.B. has taken in the past number of years, and the measures that the Board will take in the next school year.

DESCRIPTION OF THE RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

Located in Eastern Ontario, approximately 100 km northwest of Ottawa, the Renfrew County Catholic District School Board is comprised of 22 schools (20 English Elementary Schools and 2 English Secondary Schools) in 16 communities, the majority of which are rural. The Board covers a large geographical area with low population density. There are 550 employees providing education for 5,318 students.

Three key areas of focus in our Board are: Catholicity, Literacy/Numeracy, and Stewardship. These are embedded in our Vision Statement (see attached copy).

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD



OUR VISION

INSPIRED BY OUR RICH HERITAGE AND CHALLENGED BY THE STRUGGLES OF OUR PAST, WE ARE AN INCLUSIVE CATHOLIC EDUCATIONAL COMMUNITY CALLED TO EXPRESS OUR MISSION AS CHURCH TO PASS ON THE GOOD NEWS OF JESUS CHRIST, TO MAKE IT RELEVANT IN THE WORLD TODAY, AND TO BE THE HOPE FOR THE FUTURE.

IN A SPIRIT OF FREEDOM, AFFIRMATION AND CELEBRATION TODAY, WE STRIVE TO...

- Facilitate an active faith journey rooted in prayer and the sacraments.
- Enhance relationships among members of the home, school, parish and extended community.
- Foster a world view shaped by the Catholic conversation about life's meaning and purpose.
- Nurture the giftedness, self-worth and potential of each individual.
- Reverence the dignity of the whole person.
- Integrate the Catholic faith tradition in a critical analysis of the arts, media and technology.
- Sustain safe school environments characterized by warmth, hospitality, good humour and joy.

OPEN TO MYSTERY AND ENDLESS DISCOVERY IN THE LORD, WE ARE CALLED TO...

- Develop and implement a distinctive Catholic curriculum based on the Ontario Catholic School Graduate Expectations.
- Make a difference – as faith-filled community builders.
- Challenge the consumer culture with lives dedicated to the principles of social justice in the spirit of gospel values.
- Model a servant leadership style following the example of Jesus.
- Claim our role as global stewards cherishing the environment and all life in it.
- Engage in the pursuit of life-long learning.
- Love unconditionally.

*This is what Yahweh asks of you: only this,
to act justly, to love tenderly, and to walk humbly with your God.
Micah 6:8*

THE ACCESSIBILITY WORKING GROUP

An Accessibility Working Group was formed in January 2003. This group will:

- Conduct a survey on present barriers on all facilities.
- Examine reasons why these barriers exist.
- Describe how these barriers will be removed or prevented.
- Prepare a report on these activities.
- Present this report to the Special Education Advisory Committee and the Board of Education for approval.
- Make the plan available to the public, in paper and electronic format on the Board website.

COORDINATOR

The Director of Education, Ms. M. Arbour appointed Mrs. Kathy O'Neill as the Co-ordinator of the Accessibility Working Group. Mrs. O'Neill has served as a Special Education Co-ordinator for the Board for thirteen years. Previous to that she has worked many years as a Special Education teacher.

MEMBERS OF THE WORKING GROUP (2010-2011)

Name	Position	Address & Telephone Number
Mr. I. Johnson	Manager of Plant Services	Renfrew County Catholic D.S.B. 499 Pembroke Street West PEMBROKE ON K8A 5P1 613-735-1031
Mrs. R. Rivard	Assistant to the Manager of Plant Services	Same as above
Mr. K. Jones	Health & Safety Officer	Same as above
Ms. Nancy Schimmens-Kirton	SEA Board Representative	Same as above
Mrs. S. Douglas	Special Education Special Position Assignment Teacher	Our Lady of Sorrows School 19 Mohns Avenue PETAWAWA ON K8H 1L3 613-687-8346
Mrs. K. O'Neill	Co-ordinator of Special Education & Chair of Ontario with Disabilities (OWP)	St. Joseph's School 324 John Street North ARNPRIOR ON K7S 2P6 613-623-2347
Mr. Tom Carroll	Technology Special Position Assignment Teacher	Our Lady of Lourdes School 535 Irving Street. PEMBROKE ON K8A 2V2 613-732-4633
Mrs. Jeannie Armstrong	Principal	Our Lady of Fatima School 228 Mason Avenue RENFREW ON K7V 3Y3 613-432-4351
Ms. Jodi Cotnam	Occupational Therapist	Community Care Access Centre 1100 Pembroke Street East Pembroke ON K8A 6Y2 613-732-7008
Ms. Taunia McLean	Occupational Therapist	Same as above

R.C.C.D.S.B. COMMITMENT TO ACCESSIBILITY PLANNING

Our Board is committed to barrier-free facilities throughout the county.

RECENT BARRIER-REMOVAL INITIATIVES

The Renfrew County Catholic District School Board, through its Special Education Plan, has addressed access for students with disabilities through modifications and accommodations of programs and services. A copy of the Special Education Plan is available on the board website www.rccdsb.edu.on.ca. All Ontario with Disabilities Accessibility Plans and the Customer Standard is available on the board website. The Board has addressed accessibility in the last several years with a number of informal initiatives to identify, remove and prevent barriers to people with disabilities.

The following pages list recent initiatives:

- SEA Equipment Claims for 2010-2011;
- Work Summary for 2010-2011;
- Accessibility of School Buildings for 2010-2011

BARRIER-IDENTIFICATION PROCESS

The Accessibility Working Group met on February 15, 2011 to review the plan at St. Joseph's High School in Renfrew.

During these meetings, the committee discussed the progress of work regarding the barriers identified during the 2009-2010 school year. The committee also stressed the continued need to review the Table of Existing Barrier Free Installations, so that we can keep to the provincial target date of 2025. The committee also devised plans for barrier identification for the 2011-2012 school year.

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

2010-2011 SEA QUIPMENT PURCHASED

ITEM	QUANTITY PURCHASED
Activity Mat	1
Blue LED Fibre light	1
Boardmaker Accessory	3
Boardmaker Plus	2
Catherine Wheel	1
Colour Keyboard with qwerty key arrangement	2
Communicare-Syn Writer Canadian	17
Co-Writer	3
Crash Mat (Large)	1
Cushioned Platform to fit 8" Bubble Tube	1
Digital camera	2
Double Squeezer	1
Dragon Naturally Speaking	4
Ekorre Hanging seat with air element	1
Ekorre hook (set of 2)	1
Extra Toner	8
FM System	5
Fiber Optic Light Spray	2
Flaghouse Soft Rocker	2
Full Body Massage Mat	2
Flying Colours Path Sensations	1
Headphones	8
Plantronic Headset with microphone	37
Huddle Cuddle Cushion	1
Hush Ups	2
Interactive Bubble Tube	1
Joint Comotion (medium)	1
Kid Keys Software	3
Kurzweil	25
Kurzweil 3000	7
Laminator	2
Laminator sheets	1
Laptop Computer	44
Laser Stars Projector	2
Life Sounds	2

ITEM	QUANTITY PURCHASED
Light Spray Enclosure	2
Magic Paint Box	1
Microsoft Office	44
Optical Mouse	45
Personal Computer	1
Potatoe Face	1
Printer, Scanner & Copier	23
Ranger Tricycle	1
Rifton Highback Chair	1
Set of 4 weights (2 lbs each)	1
Smart Ideas	19
Soft Frame Bubble Mirror	2
Space Projector	1
Speak Q	28
Square Rotating mirror ball light	1
Staples Guest Chairs	3
Tactile Awareness Box	1
Teen Tunes Plus Software	1
Ultra Key	25
Ultra Violet Bubble Tube	1
Weighed Blanket (Large)	1
Word Q	38
Write Outloud	19
Yellow Big Keys	2

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

SPECIAL NEEDS WORK SUMMARY
WORK COMPLETED FROM SEPTEMBER 1, 2010 TO FEBRUARY 8, 2011

ORDER NUMBER	DATE OF ORDER	COMPANY	DESCRIPTION	TOTAL COST
ST. JOSEPH'S, Arnprior				
1480015462	3-Dec-10	Westburne/Ruddy	Soft pink light bulbs	\$ 475.28
ST. ANTHONY'S, Chalk River				
6000014474	2-Sep-10	Watson Mechanical	Replace toilet in H/C washroom	\$ 575.17
G1011197	1-Dec-10	Own Forces	Wheel chair ramp Railing	\$ 80.00
OUR LADY OF LOURDES, Pembroke				
6000014795	28-Sep-10	Drew's Door Hardward	H/C door closer not operational	\$ 67.80
OUR LADY OF SORROWS, Petawawa				
1460015561	16-Dec-10	Cochrane Electric	Install lights in sensory room	\$ 437.60
OUR LADY OF FATIMA, Renfrew				
1480015637	4-Jan-11	Yemen Electric	Supply and install pink soft lights for visually impaired student	\$ 474.60
6000014860	5-Oct-11	Valley Sales and Equipment	Material for sensory room	\$ 385.69
G1011087	28-Sep-11	Own Forces	Paint Sensory Room/add shelving	\$ 1,715.28
G1011404	20-Aug-10	Own Forces	Half Door installation - Special Needs student	\$ 478.68
VALLEYCREST, Renfrew				
A1011107	5-Oct-10	Own Forces	Window in door to the Quiet Room/Cabinet and counter top installation	\$ 821.36
6000014838	30-Sep-10	T. Willimas Plumbing & Heating	Installation of a double sink	\$ 1,366.17
GRAND TOTAL ALL LOCATIONS				
				\$ 6,402.35

BARRIERS THAT WERE ADDRESSED IN 2010-2011

Work was completed on the Customer Service Standard to establish the policies, practices and procedures in the 2009-2010 school year.

The following are the 5 areas within the Customer Service Standard policies:

- Notification of Disruption of Services
- Use of Assistive Devices
- Use of Support Persons
- Use of Service Animals
- Feedback Process

In September of each year starting in 2010, all new employees receive general training regarding Ontarians With Disabilities. The Customer Standard Video, "How May I Help You" is required viewing.

The board's Accessibility report stating full compliance with the Customer Service Standard was submitted on February 8, 2010 to the Government of Ontario. On February 15, 2011 the Renfrew County Catholic District School Board Ontario With Disabilities Working Group attended their yearly meeting and in-service regarding the Integrated Accessibility Regulation (Transportation, Employment, Information & Communications).

The board's projects are listed in Special Needs Work Summary Completed 2010-2011 chart that is provided. Our main focus this year was placing ramps at St. Anthony's, George Vanier and St. Casimir's Schools front doors and railing at the board office. This work has begun and will be completed by the end of 2011. The installation of Fire Alarm Strobe Lights for the Hearing Impaired at Bishop Smith Catholic High School was completed in 2010. Also completed at the RCCDS Board office steel hand railings and automatic door opener at the main entrance way.

Evacuation Plans 2010-2011

Written evacuation plans have been developed and staff in the following schools are aware of these plans, and the actions that are to be taken if a fire evacuation becomes necessary.

- ✓ Bishop Smith Catholic High School
- ✓ Our Lady of Sorrows
- ✓ Our Lady of Fatima
- ✓ St. Joseph's, Arnprior
- ✓ St. Joseph's High School
- ✓ Our Lady of Lourdes

EXISTING BARRIER-FREE INSTALLATIONS

The following is a description of the current status of each building in the school board.

Updated April 2011.

SCHOOLS	Barrier-Free Parking Space	Exterior Ramps	Handicap Lift to Other Floor(s)	Barrier-Free Washroom	Washroom Call Button	Extended Care Space	Barrier Free Drinking Fountain	Automatic Door Opener	Fire Alarm Strobe Lights
JOHN XXIII	√	√	n/a	√			√		
ST. JOSEPH'S, ARN.	√	√	√	√	√		√		
ST. JOHN BOSCO	√	√	n/a	√		√			
ST. JOSEPH'S, CAL.									
ST. ANTHONY'S	√	√	n/a	√					
GEORGE VANIER			n/a						
ST. MARY'S DR	√	√							
ST. MICHAEL'S	√	√	n/a						
ST. JAMES	√	√	√	√			√	√	
ST. ANDREW'S		√	n/a				√		
BISHOP SMITH HIGH SCHOOL	√	√	√	√	√	√	√	√	√
CATHEDRAL		√		√			√	√	
HOLY NAME									
OUR LADY OF LOURDES	√	√	n/a	√	√	√	√	√	
OUR LADY OF SORROWS	√	√	√	√	√	√	√	√	
ST. FRANCIS OF ASSISI	√	√	n/a	√	√			√	
OUR LADY OF FATIMA	√	√	√	√		√	√	√	
ST. JOSEPH'S HIGH SCHOOL	√	√	√	√	√		√	√	
ST. THOMAS THE APOSTLE	√	√	√	√	√	√	√	√	
ST. CASIMIR'S			n/a						
OUR LADY OF GRACE		√	n/a						
ST. MARY'S WILNO		√	n/a	√					
ADMINISTRATION	√			√					
PLANT/WAREHOUSE		√		√					



RCCDSB Contact Person for Customer Service & Integrated Standards:

**Mr. Jaimie Perry
Superintendent of Education
Renfrew County Catholic District School Board
499 Pembroke Street West,
Pembroke, ON K8A 5P1
(613) 735-1031
jperry@rccdsb.edu.on.ca**

TRANSPORTAION STANDARD

Special Needs School Transportation

Special needs transportation includes all specialized vehicles needed to transport students to school. Special Needs Transportation also includes students who are placed on regular buses if they are identified under the exceptionality of behaviour even though they may not have been originally assigned to a bus. In other cases, due to the nature of the disability, Educational Assistants must accompany the students in transportation vehicles in order to ensure the safety of these students.

During the 2010-2011 school year, the following number of students needed specialized transportation:

SPECIAL NEEDS TRANSPORTATION – LIST 2010-2011

Number of students who require special transportation	87
Number of students attending SECTION 23 classrooms who require special transportation	4
Sagonaska School – Provincial School, Belleville	2

The decision on how a student with special needs will be transported from home to school is a school based decision. This decision occurs at the Identification, Placement and Review Committee meeting. (IPRC)

The process may also include whether the child should be transported with other children or whether it is in the best interests if the student to be transported separately. If a specific type of vehicle is required, the decision is based on the safety of the student and their specific physical, medical or emotional needs.

The decision is made at the school by the Principal and Committee Members following the appropriate IPRC recommendations. The request for special transportation is completed by the principal (Form 41). The final approval is completed by the Co-ordinator or Consultant of Special Education. The form is then sent to the Transportation Consortium for action.

The exact details regarding boarding, securement and debording are not usually decided at the IPRC meeting. Rather, this is completed during the first few weeks of the school year. Changes are made if difficulties arise.

Where it is possible, we integrate students into our present transportation capacity. The board will continue to develop an integrated accessible school transportation service. We strive to expand further through an on-going process of evaluation.

The roles and responsibilities of the transportation driver:

Renfrew County Catholic District School Board has undertaken steps to ensure compliances with the Transportation Standard Act. A web-based training program was purchased. The training will include:

- i) how to interact and communicate with persons with various types of disabilities,
- ii) how to interact and communicate with persons with disabilities who use an assistive device or service animal,
- iii) how to use and interact with equipment in the provisioning of service to a person with a disability,
- iv) what to do in the event a person is having difficulty assessing our service.

The training will be on an ongoing basis with an emphasis on changes to the policies, practices and procedures.

RENFREW COUNTY JOINT TRANSPORTATION CONSORTIUM

999 Cecelia St
Pembroke, ON K8B 1A4
Phone-613-732-8419 Fax-613-732-2874



IPRC (Identification, Placement and Review Committee) TRANSPORTATION REQUEST

SECTION A (RCCDSB - Complete by school, then forward to Special Education, Kathy O'Neil fax 613-623-2659 or e-mail koneill@rccdsb.edu.on.ca or Sally Douglas fax 613-687-8404 or e-mail sdouglas@rccdsb.edu.on.ca)
(RCDSD - Complete by School then forward to Special Education Department fax-613-732-1898 or e-mail prangec@renfrew.edu.on.ca)

Student Name			
School			
Program Attending		Grade	

Date Requesting to start Program: _____ (please allow a minimum of 5 working days to process)

Location transportation requested from:

A.M. Home _____ (613) _____

(911 Civic address with Postal Code) Telephone #

P.M. Home _____ (613) _____

(911 Civic address with Postal Code) Telephone #

Alternate (Custodial) Caregiver (if different from above): Schedule; Must be week about as per Policy 1A.5

A.M. Address _____ (613) _____ Mom Dad Sitter Other _____
(911 Civic address) Telephone #

P.M. Address _____ (613) _____ Mom Dad Sitter Other _____
(911 Civic address) Telephone #

Capable of walking to school if within Board Policy walking distance

Custodial Caregiver providing transportation

Transportation Required (please complete all sections below):

Transportation Accommodation Request:

booster seat (Board provides, Not Available on Reg Bus)

smaller vehicle (car or mini van)

wheelchair

Alternate Arrival Time in AM _____

small bus (20 passenger)

Alternate Dismissal Time in PM _____

regular bus (72 passenger)

Other _____

Special Accommodations which transportation should consider in placing pupil (be specific):

Medical _____

Physical _____

Behavioral _____

Student must travel alone None

Section A Completed by: _____ Date: _____

I have consulted with Sheri Larochelle from Transportation on available options.

SECTION B (Both RCCDSB & RCDSD - Complete by Special Education Department, then forward to Transportation fax-613-732-2874 or e-mail lrochelles@rcjtc.on.ca)

Student's program has been reviewed and remains unchanged for the coming school year.

Transportation is already in place No transportation required (custodial caregiver supplying) walking

NEW or CHANGED Placement

Comments: _____

County IPRC Chaired by: _____ Date: _____

School IPRC Chaired by: _____ Date: _____

Section B Completed by: _____ Date: _____

INFORMATION AND COMMUNICATION STANDARD

- Definitions
- Feedback
- Accessible Formats and Communication supports - January 1, 2015
- Emergency procedure, plans or public safety information – January 1, 2012
- Educational & Training Resources & Materials – January 1, 2013
- Training to Educators – January 1, 2013
- Libraries and educational and training institutions
- Timeline for print-based resources – January 1, 2015
- Timeline for digital or multi-media resources – January 1, 2020

Accessible Website & Web Content

Compliant with WCAG 2.0 Level A by January 1, 2014

Currently the main board website has a font resizer feature built into the board website. Image, all text and tags all have integrated features. However, individual school websites/webmasters do not all have the required knowledge to integrate the data into their image, all text and tags. This must become a Board focus to teach this skill to its school webmasters.

It is anticipated that school boards will work with the Ontario Education Services Corporation to assist with all other policy requirements relating to the Information & Communication Standard.

EMPLOYMENT

- Recruitment
- Informing Employers
- Accessible Formats and Communication Supports
- Documented Individual Accommodation Plans
- Return to Work
- Career Development and Advancement – January 1, 2014

The Renfrew County Catholic School Board is beginning to examine the requirements regarding the Employment Standard for school boards. Workplace Emergency Response Information will be the first order of priority as the scheduled date for implementation is January 1, 2012.

All other segments of the Employment Standard due January 1, 2014 will begin once this part has been completed.

School boards anticipate they will be working in conjunction with Ontario Education Services Corporation to assist with all other policy requirements relating to the Employment Standard.

SPECIAL NEEDS WORK SUMMARY

WORK PENDING AS AT FEBRUARY 8, 2011

ORDER NUMBER	DATE OF ORDER	COMPANY	DESCRIPTION	ESTIMATED COST
GEORGE VANIER, Combermere				
A910328	10-Mar-10	Own Forces	Remove Carpet from Spec. Ed. Room and replace with tile/Install ramp at the front of the school	\$ 2,000.00
OUR LADY OF LOURDES				
140013159	26-Mar-10	Drew's Door Hardware	H/C Door opener in washroom	\$ 2,300.00
OUR LADY OF SORROWS				
G1011228	16-Dec-10	Own Forces	Remove change table to make way for hydraulic bed	\$ 300.00
OUR LADY OF FATIMA				
1480015747	13-Jan-11	Yemen Electric Ltd.	Install plug for lamp by visually impaired student desk	\$ 300.00
A910374	20-Apr-10	Own Forces	Paint Special needs Room #10, install floor tile and shelving	\$ 900.00
ST. CASIMIR'S				
A910330	10-Mar-10	Own Forces	Ramp at front door	\$ 700.00
BISHOP SMITH CHS				
2500015728	12-Jan-11	Drew's Door Hardware	Wheel chair accessible doors Library, office, two washrooms	\$ 13,645.92
2500015701	10-Jan-11	Romco Distributors	Electronic Hand towel dispenser	\$ 94.32
G1011277	26-Jan-11	Own Forces	Mount paper towel dispenser	\$ 25.00
ADMINISTRATION OFFICE				
A910088	16-Sep-09	Own Forces	Railing on both sides of front steps	Unknown
GRAND ESTIMATED TOTAL ALL LOCATIONS				\$ 20,265.24

BARRIERS THAT WILL BE ADDRESSED IN 2011-2012

In accordance with the Existing Barrier Free Installation Chart, Bishop Smith Catholic High School will receive automatic door openers at the library, office and two student washrooms. This will allow students, personnel and or visitors greater wheelchair accessibility and independence to a larger portion of the school environment.

Presentation of Plan

The Co-ordinator of Special Education presented the Ninth Annual Accessibility Plan to SEAC on May 18, 2011.

The Co-ordinator of Special Education will present the Ninth Annual Accessibility Plan to the Leadership Team meeting in October 2011. The principals will be asked to present the plan to their respective staffs and school councils.

REVIEW AND MONITOR PROCESS

It is recommended that the Accessibility Working Group continue as a committee and meet on a regular basis to monitor the progress of the program and to assess new requirements and report back to the school board. The Working Group has scheduled their next meeting in the second semester of 2012.

COMMUNICATION OF THE PLAN

This Plan will be made available through paper format and available in large print paper format. Upon request, this Plan can be made available in other accessible formats. Please contact the Board's Administration Office at 499 Pembroke Street West, Pembroke, Ontario, K8A 5P1, phone 613-735-1031 for assistance. All plans have been placed on the School Board's web site: <http://rccdsb.edu.on.ca> in html format.

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

ONTARIANS WITH DISABILITIES
ANNUAL ACCESSIBILITY PLAN 2011-2012
COPIES OF RESOLUTIONS OF APPROVAL BY SEAC & THE RENFREW COUNTY
CATHOLIC DISTRICT SCHOOL BOARD

a) EXCERPT FROM SEAC MINUTES DATED JUNE 15, 2011

Moved by: Jeannie Carmody
Seconded by: Joyce Reilander

That the Special Education Advisory Committee approves the Ontarians with Disabilities Annual Accessibility Plan for School Year 2011-2012.

Carried.

b) EXCERPT FROM THE RCCDSB MEETING DATED JUNE 27, 2011

Moved by: Anne Smith
Seconded by: Marlene Borutski

That the Renfrew County Catholic District School Board approves the Ontarians with Disabilities Annual Accessibility Plan for School Year 2011-2012.

Carried.