

# **Ontarians with Disabilities Accessibility Plan 2013-2016**

**Renfrew County Catholic District School Board  
499 Pembroke Street West  
Pembroke, ON K9A 5P1**



## 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*

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## Introduction

On December 14, 2001, the Ontarians with Disabilities Act, 2001 (ODA) was passed to improve access and opportunities for people with disabilities. The Act provides for their involvement in identifying, removing and preventing barriers so that all citizens within the province can participate fully in society. The Accessibility for Ontarians with Disabilities Act was passed in 2005 (AODA) and **the standards** within the Act were developed. The **Customer Service Standard** was the first accessibility standard to be distributed under the AODA and came into effect on January 1, 2008. Public sector organizations were required to comply with this standard by January 1, 2010. The Integrated Accessibility Standards (Ontario Regulation 191/11), which included **Information and Communications**, **Employment** and **Transportation** standards, came into effect in June 2011. Public sector organizations are required to comply with these standards by January 2014. On January 1, 2013 the Integrated Accessibility Standards regulation was amended to include accessibility requirements for the design of public spaces with compliance expected by January 1, 2016. This standard is called the **Built Environment**.

## Executive Summary

This is the eleventh plan prepared by the Accessibility Working Group of the Renfrew County Catholic District School Board (RCCDSB). The report describes:

1. Last year's progress on identified barriers;
2. The measures that the Board will take in the next three school years (September 2013 to August 2016) to identify, remove and prevent barriers to people with disabilities that use the facilities and services of the Board; including students, staff, parents and other members of the community.

The RCCDSB remains committed to the continual improvement of access to school board facilities, policies, programs, practices and services for those with disabilities; including, students, staff, parent/guardians, volunteers, and members of the community. To demonstrate our commitment, our plan provides for the participation of people with disabilities and various disability groups.

## Aim

This report describes the measures that the RCCDSB has taken in the past number of years and the continued efforts that will be made over the next three year period in order to identify, prevent and remove barriers for those individuals with disabilities as they access our services and facilities within the RCCDSB.

## **Commitment to Accessibility Planning**

The Renfrew County Catholic District School Board is committed to:

1. Establishing an Accessibility Working Group
2. Consulting with people with disabilities and community-based agencies that advocate on behalf of those with disabilities
3. Ensuring school board policies and procedures are consistent with the principles of accessibility
4. Improving access to facilities, policies, programs, practices, and services for students, staff, parents / guardians, volunteers, and members of the community.

## **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 4666 students.

## **Accessibility Working Group**

The focus and commitment of the Accessibility Working Group includes:

- Conduct surveys and consult with schools, staff and students to determine present barriers with respect to supports, services and facilities in the school board.
- Examine reason 'why' particular barriers exist and determine how these barriers will be addressed, prevented and removed.
- Prepare reports and supporting documentation regarding current states and practices with regards to barriers and services for those with disabilities.
- Update and present the Accessibility Plan to the Special Education Advisory Committee and the Board of Education for approval at least once every five years.
- Make the plan available and accessible to the public.

## Accessibility Working Group - Members

Member	Role/Position	Contact
Sally Douglas	Chair of OWD Committee Coordinator of Special Education	613-735-6945
Renee Rivard	Assistant to the Manager of Plant Services	613-735-1031
Ken Jones	Health and Safety Officer	613-735-1031
Nancy Schimmens-Kirton	SEA Board Representative	613-735-1031
Janine Yutronkie	Transportation Routing Clerk	613-732-8419
Ann Lepine	Principal	613-756-2617
Julie Nadeau	CCAC – Occupational Therapist	613-732-7008
Taunia McLean	CCAC – Occupational Therapist	613-732-7008

## Barriers

### Barrier Identification Process

The Accessibility Working Group met in March of 2013 to review the 2012-2013 Accessibility Plan. The goals of this meeting included:

- discussing barriers that were addressed in the previous year/plan
- identifying new barriers to be addressed or areas that require focus
- redesigning the Accessibility Plan – including the institution of a multi-year plan as opposed to a yearly plan

### Process for Reporting Barriers

1. Complainant makes their complaint with the principal or manager of the facility within which the issue exists.
2. The principal or manager notifies the Chair of the OWD Committee of the complaint.
3. The appropriate course of action will be recommended:
  - a) work order
  - b) resources
  - c) consultation for direction

**Recent Barrier-Removal Initiatives:** environmental, policies and procedures, attitudinal, and information/training.

- **SEA Equipment Claims** for students within the school board. Equipment includes:
  - ✓ Sensory equipment
  - ✓ FM systems
  - ✓ Computer technology (desk top computers and laptops)
  - ✓ Ipad technology and applications
  - ✓ Computer software: Kurzweil 3000, Dragon Naturally Speaking, Speak Q
  - ✓ Hush ups
  - ✓ light box equipment
  - ✓ DAISY player

- **Facility upgrades** - work completed by the plant department:
  - ✓ Work Summary (2012-2013): Focus included – washroom modifications at Bishop Smith Catholic High School, sensory and therapeutic room renovations at St. Joseph’s Catholic High School, electronic door installation at Cathedral Catholic Elementary School and classroom renovations at Valleycrest, Section 23 School.

**NOTE:** Please see Appendix 1: Existing Barrier-Free Installations Chart which outlines accessibility features specific to individual schools. A Facility Assessment Question Chart indicating current status of accessibility measures particular to each school is available at: [\(Appendix 1 below\)](#)

- **Accessibility Awareness and Human Rights Code Training** (for all school board staff and volunteers specific to their duties and responsibilities): see Placemat available at: [Placemat 1](#), [Placemat 2](#), [Placemat Training 1](#), [Placemat Training 2](#) and [Tracking Sheet](#)
- On-going new **employee Accessibility Training**, including:
  - ✓ How May I Help You video
  - ✓ Accessibility Awareness Training
  - ✓ Ontario Human Rights Code Training
- **Making recruitment and hiring practices accessible:** making applicants aware of accessibility accommodations and notifying successful applicants of policies for accommodating employees.
- Training and information sharing for Principals and Managers specific to responsibilities, requirements and **policies and procedures.**
- On-going **safety, accommodation and emergency/evacuation plans** for staff with disabilities requiring these supports. Individualized workplace emergency response information will be provided to employees who have a disability and plans will be updated as necessary (i.e., changes in responsibilities, work location and necessary accommodations).
- Yearly updates to Administrators and managers regarding changes to our Board’s Integrated Accessibility Standards Policies, Procedures and Plan.

**SPECIAL NEEDS WORK SUMMARY**  
**WORK COMPLETED FROM 01 MARCH 2012 TO 01 MARCH 2013**

ORDER NUMBER	DATE OF ORDER	COMPANY	DESCRIPTION	TOTAL COST
<b>ST. JOSEPH'S, ARNPRIOR</b>				
G1112412	15-Jun-12	Own Forces	Sensory Room cupboard	\$ 200.00
<b>ST. JOHN BOSCO, BARRY'S BAY</b>				
G1112398	7-Jun-12	Own Forces	Wheelchair accessible stall door	\$ 80.00
G1213107	17-Oct-12	Own Forces	Sensory Room door latch	\$ 80.00
A1213134	30-Oct-12	Own Forces	Bench for spec. needs student	\$ 210.00
<b>ST. ANTHONY'S, CHALK RIVER</b>				
G1112003	18-Jun-12	Own Forces	Latch on gate for spec. needs student	\$ 120.00
<b>ST. MARY'S, DEEP RIVER</b>				
1220020944	9-Oct-12	W.C. Electric	Strobe light in Snoozelin Room & Kgtn.	\$ 568.07
1220020979	11-Oct-12	Minitel Communications	Install door phone for spec. needs student	\$ 729.98
A1213227	22-Jan-13	Own Forces	Move student furniture from St. Mary's to Bishop	\$ 320.00
<b>ST. JAMES, EGANVILLE</b>				
1260021814	10-Jan-13	W.C. Electric	Outlets and switches in Snoozelin Room	\$ 1,459.84
<b>CATHEDRAL, PEMBROKE</b>				
1360021287	2-Nov-12	Drew's Security Ltd.	Electric door opener	\$ 2,133.44
<b>HOLY NAME, PEMBROKE</b>				
G1112397	6-Jun-12	Own Forces	Valleycrest classroom renovation	\$ 53,421.49
<b>OUR LADY OF LOURDES</b>				
G1112342	20-Apr-12	Own Forces	Handle on wheelchair accessible door	\$ 125.00
<b>OUR LADY OF SORROWS</b>				



G1213201	20-Dec-12	Own Forces	Re-attach special needs bed to wall	\$ 240.00
1460021725	3-Jan-13	Drew's Security Ltd.	Mullion in door for electronic strike	\$ 2,628.38
1460021989	29-Jan-13	Drew's Security Ltd.	Electronic strike on Handicap entrance	\$ 79.09
<b>OUR LADY OF FATIMA</b>				
G1213140	1-Nov-12	Own Forces	Contrasting strips and slip resistant material on interior stairway and outside step	\$ 756.48
<b>OUR LADY OF GRACE</b>				
G1112243	20-Jan-12	Own Forces	Install cabinet for special needs student clothing	\$ 155.00
<b>BISHOP SMITH CHS</b>				
2500019346	2-Apr-12	Drew's Security Ltd.	Wheelchair accessible exit door repair	\$ 565.00
2500019636	7-May-12	Watson Mechanical	Wheelchair accessible washroom repair	\$ 143.10
2500020688	13-Sep-13	Drew's Security Ltd.	Door Operator for wheelchair accessible washroom	\$ 240.69
G1213085	25-Sep-13	Own Forces	Reverse door opener for spec. needs student Room 117E	\$ 40.00
2500021840	14-Jan-13	Valley Mobility Inc.	Advantage Rail supply and installation	\$ 485.90
2500021873	17-Jan-13	Watson Mechanical	Bolt toilet to floor in wheelchair accessible washroom and repair sink	\$ 313.00
G1213233	28-Jan-13	Own Forces	Tighten wall bar in wheelchair accessible washroom	\$ -
<b>ST. JOSEPH'S HIGH SCHOOL, RENFREW</b>				
G1112282	6-Mar-12	Own Forces	Snoozelin Room	\$ 120.00
2510020014	15-Jun-12	Drew's Security Ltd.	Door for Therapy Room	\$ 885.92
2510020104	26-Jun-12	Mid-Town Flooring & Furnishing	Flooring in Therapy Room	\$ 964.95
2510020271	16-Jul-12	T. Williams Plumbing & Heating	Plumbing work in Therapy Room	\$ 209.05
2510020272	16-Jul-12	Yemen Electric	Electrical work in Therapy Room	\$ 2,205.01
2510020769	21-Sep-13	Yemen Electric	Additional outlets in newly renovated quiet room	\$ 463.42
2510021902	21-Jan-13	T. Williams Plumbing & Heating	Wheelchair accessible washroom - electronic eye	\$ 177.58
<b>GRAND TOTAL ALL LOCATIONS</b>				
				\$ 70,120.39

## The Accessibility Standards

### Customer Service Standard

In the 2009-2010 school year, work was completed to establish policies, practices and procedures with respect to the following 5 areas:

1. Notification and Disruption of Service
2. Use of Assistive Devices
3. Use of Support Persons
4. Use of Service Animals
5. Feedback Process

### Information and Communication Standard

In compliance with the ODA, RCCDSB has developed a brochure outlining components of the Customer Service Standard, applicable definitions and the feedback process. Please see: [Customer Service pamphlet](#)

#### 2012-2013 Compliance Updates:

1. RCCDSB completed training specific to the IASR requirements that apply to District School Boards and the Ontario Human Rights Code and to the duties and responsibilities of the various employee groups. This included:
  - ✓ Disability awareness training (all staff and volunteers)
  - ✓ Training on the Accessibility Standards (all staff and volunteers)
  - ✓ Training on the Ontario Human Rights Code (all staff and volunteers)
  - ✓ Training on the [TeachAble Project](#) (All educators)
  - ✓ A record of all training is kept on file
2. Educational & Training Resources & Materials – January 1, 2013. Principals and managers were notified of the requirement

#### Previous and Up-coming compliance requirements:

- ✓ Emergency procedure, plans or public safety information – January 1, 2012. The emergency procedures, plans and public safety information policy requirements were presented to the board of trustees at the January 16, 2012, Business and Corporate Services meeting. Principals and manager were notified of compliance requirements.
- ✓ Accessible website and web content – compliant with WCAG 2.0 Level A January 1, 2014: font resizer; image, all text and tags have integrated features.
- ✓ Libraries and educational and training institutions
- ✓ Accessible Formals and Communication supports - January 1, 2015
- ✓ Timeline for print-based resources – January 1, 2015
- ✓ Timeline for digital or multi-media resources – January 1, 2020

## Employment

The RCCDSB is committed to supporting the following areas within the employment standard:

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

### 2012-2013 Compliance Updates:

1. Letting job applicants know that accommodations will be provided to those who require them throughout the selection process. Job posting will include this information.
2. Successful applicants will be notified of the policies for accommodating employees with disabilities.
3. On-going employee orientation training specific to:
  - ✓ Policies for supporting those persons with disabilities
4. Making workplace information accessible to all employees
  - ✓ Emergency response plans
  - ✓ Formal accommodation plans
  - ✓ return to work accommodations and supports

## Transportation Standard

School boards must comply with several transportation requirements in supporting students with disabilities. These include:

1. Providing accessible school transportation services or accessible alternative transportation to students with disabilities.
  - ✓ In consultation with parents/guardians, identify students with disabilities before the commencement of each school year or during the school year based on the needs of the student with the disability.
  - ✓ Develop individual school transportation plans for each student with a disability (detail the assistance the student needs and include plans for the individual boarding, securement and deboarding)
  - ✓ Identify and communicate to the appropriate parties the individual roles and responsibilities.
2. Trip restrictions – No specialized transportation service provider shall limit the availability of specialized transportation services to persons with disabilities by,
  - a) Restricting the number of trips a person with a disability is able to request
  - b) Implementing any policy or operational practice that unreasonably limits the availability of specialized transportation services

### Student Special Needs Transportation

- I. Student's special transportation needs are determined at IPRCs. The IPRC committee makes a determination as to required transportation supports, completes applicable paperwork (SE 41), submit the application to their respective Coordinator for Special

Education for approval – at which point the Renfrew County Joint Transportation Consortium makes the requested transportation arrangements.

- II. Special transportation records are required for any student who needs additional consideration while traveling to and from school.
- III. Special transportation is currently provided for students within Renfrew County, to Section 23 schools and to Provincial schools.
- IV. Transportation considerations may include: accommodations on the bus/vehicle, specialized items to support the student while travelling and/or a monitor or educational assistant.
- V. The exact details regarding boarding, securement and deboarding are coordinated between the parents, SERT and principal of individual schools. For roles and responsibilities for loading and unloading specific to these areas, see: [RCJTC website](#)

### **Transportation Driver – Roles and Responsibilities**

A web-based training program was purchased to help support compliance of the transportation standard. The training includes:

- 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 accessing our service.

As per contractual obligations, this training continues to be provided to all transportation operators.

On May 7, 2012 the Annual General Meeting of the Renfrew County Joint Consortium convened and passed the Special Needs Policy – Number RCJTC P.02, specific to Transportation Service Dogs and other compulsory OWD requirements.

#### **2012-2013 Compliance Updates:**

1. Information was shared with principals regarding:
  - ✓ Boarding and deboarding – roles and responsibilities
  - ✓ Trip restrictions

### **Focus Areas for 2013-2015**

- St. John Bosco
  - ✓ installation of automatic door openers in 3 areas of the school
  - ✓ re-evaluation of playground equipment and outdoor area to support students with physical disabilities

- ✓ evaluation of the gym equipment at St. John Bosco to support students with physical disabilities
- St. Michael's Douglas renovation – compliance with Accessibility Amendments to Ontario's Building Code (power door operators, updated door width, hallway passing space)
- re-evaluation of the emergency call system in the main personal accessible washroom at Bishop Smith Catholic High School
- up-dated renovations to the washrooms at Bishop Smith Catholic High School included accessibility stalls
- Re-evaluation of accessibility documents and links on the board's website to ensure easy accessibility to employees and the public
- Relocation of the redesign of the feedback process specific to accessibility issues and concerns
- Accessibility feature incorporated into the home page of the board's website

## **Review and Monitoring Process**

- The Accessibility Working Group will meet at a minimum once per year to discuss and address barriers with respect to accessibility.
- The Chair of the Ontarians with Disabilities Committee will meet on an as needed basis with Management and Senior Administration to discuss and address items specific to the implementation of the requirements and standards outlined within the OADA.
- The Chair of the Ontarians with Disabilities Committee will seek input and recommendations from Principals and Vice Principals within the various schools in order to prioritize and designate areas for improvement.
- The Accessibility Plan will be updated at least once every five years.

## **Presentation of the Plan**

The Chair of the Ontarians with Disabilities Committee will present the 2013-2015 Accessibility Plan to the RCCDSB Special Education Advisory Committee on January 8, 2014 for recommendations and suggestions. After which time, the Plan will then be presented to the trustees at the Board Meeting. School Principals will then be asked to share the Accessibility Plan with their staff and school councils.

## **Communication of the Plan**

As a commitment to the RCCDSBs stewardship for the environment, the 2013-2016 Accessibility Plan will be made available to the public on the board's website. Please follow the link provided below. Paper copies of the plan are available upon request and in accessible format; please contact Katherine McLaughlin regarding these requests.

Questions and concerns can be directed to the board contact provided below or by using the feedback link provided below.

[accessibility@rccdsb.edu.on.ca](mailto:accessibility@rccdsb.edu.on.ca)

**Mr. Mark Searson**  
**Superintendent of Education**  
**Renfrew County Catholic District School Board**  
**499 Pembroke Street West,**  
**Pembroke, ON K8A 5P1**  
**(613) 735-1031**  
[msearson@rccdsb.edu.on.ca](mailto:msearson@rccdsb.edu.on.ca)

# Appendix 1

## RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

### EXISTING BARRIER FREE INSTALLATIONS

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

Schools	Barrier-Free Parking Space	Exterior Ramps	Designated Entrance	Handicap Lift to Other Floor(s)	Handicap Lift Call Button	Barrier-Free Washroom	Washroom Automatic Door Opener	Washroom Call Button	Extended Care Space	Barrier-Free Drinking Fountain	Automatic Door Opener For Designated Entrance	Fire Alarm Strobe Lights
JOHN XXIII	✓	✓		N/A	N/A	✓				✓		
ST. JOSEPH'S, ARN.	✓	✓	✓	✓		✓		✓		✓		
ST. JOHN BOSCO	✓	✓	✓	N/A	N/A	✓			✓			
ST. JOSEPH'S, CAL.												
ST. ANTHONY'S	✓	✓	✓	N/A	N/A	✓						
GEORGE VANIER	✓	✓	✓	N/A	N/A							
ST. MARY'S DR	✓	✓	✓									
ST. MICHAEL'S	✓	✓	✓	N/A	N/A							
ST. JAMES	✓	✓	✓	✓		✓	✓	✓		✓		
ST. ANDREW'S		✓	✓	N/A	N/A					✓		
BISHOP SMITH CHS	✓	✓	✓	✓		✓	✓	1 Yes 2 No	✓	✓	✓	✓
CATHEDRAL		✓	✓			✓				✓	✓	
HOLY NAME						✓						
OUR LADY OF LOURDES	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	✓	✓
OUR LADY OF SORROWS	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
ST. FRANCIS OF ASSISI	✓	✓	✓	N/A	N/A	✓	✓	✓		✓	✓	✓
OUR LADY OF FATIMA	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
ST. JOSEPH'S CHS	✓	✓	✓	✓	✓	✓	3 No 1 Yes	3 No 1 Yes		✓	✓	
ST. THOMAS THE APOSTLE	✓	✓	✓	✓	✓	✓		1 Yes 1 No	✓	✓	✓	
ST. CASIMIR'S				N/A	N/A							
OUR LADY OF GRACE		✓	✓	N/A	N/A							
ST. MARY'S WILNO		✓	✓	N/A	N/A	✓						
ADMINISTRATION	✓	✓	✓			✓					✓	
PLANT/WAREHOUSE		✓				✓						

