

Accessibility Plan

Updated: December 2024

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Pembina Trails School Division

A. Statement of Commitment

Pembina Trails School Division is committed to moving forward to equal access and participation for all. We are committed to continuing our work to create an environment where all individuals, regardless of their abilities can thrive with dignity and independence. We have had a long-standing philosophy of inclusion and are committed to meeting the needs of those who face accessibility barriers. We will continue this work by identifying, removing, and preventing barriers to accessibility throughout our division and by meeting the requirements of The Accessibility for Manitobans Act (AMA). In this way we can support our 'customers' which include our students, parents/caregivers, volunteers, employees, community members and the general public.

We are working to ensure Pembina Trails practices align with Manitoba's accessibility standards which focus on five key areas of daily living:

1. The Accessibility Standard for Customer Services (November 2017)
2. The Accessibility Standard for Employment (May 2021)
3. The Accessibility Standard for Information and Communications (May 2024)
4. The Accessibility Standard for the Design of Public Spaces
5. The Accessibility Standard for Transportation

B. Policies

Pembina Trails has stated a commitment to creating and maintaining a safe and inclusive environment for all through a number of documents and policies. Those that promote accessibility and inclusion are:

- Mission, Vision and Values
- Creating a Safe, Caring and Inclusive Community – A Standard of Behaviour for the Pembina Trails School Division
- Policy AC – Non-Discrimination (this policy is currently being revised and will be renamed to Respect for Human Diversity)
- Policy ACB – Anti-Racism
- Policy ACG – Resolution of Discrimination Procedure
- Policy GBA – Equal Employment Opportunity
- Policy GBAA – Harassment
- Policy IFC – Inclusion and Appropriate Educational Programming
- Policy IJ – Selection of Instructional Resources
- Policy IJL – Library Resources Selection
- Policy IMG – Animals on Division Premises
- Policy JLCEA – Students with Special Health Needs

- Manitoba Education – Supporting Transgender and Gender Diverse Students in Manitoba Schools
- Manitoba Education – Resources for Supporting Transgender and Gender Diverse Students
- Manitoba Education – Case Studies to Explore the Challenges and Possibilities for Supporting Transgender and Gender Diverse Children and Youth
- Rick Hansen Foundation – “From Where I Sit: Five Traits of a Meaningfully Accessible Building”
- A Path Towards Inclusivity – Report on Accessibility in the Pembina Trails School Division (Monteyne Architect Works: January 2018)
- Manitoba Education - Safe and Caring Schools – A Whole-School Approach to Planning for Safety and Belonging

The Pembina Trails School Division will continue to review all programs, services, and policies, and will scrutinize all new initiatives with a view to providing accessibility for all.

C. Actions

Action 1 – Accessibility Plan	
Initiative and Actions <ul style="list-style-type: none"> • Accessibility Coordinator to invite underrepresented members of employee groups to engage in providing feedback about Pembina Trails Accessibility Plan. 	Expected Outcomes <ul style="list-style-type: none"> • Ongoing • Review feedback from departments and schools in the division, to develop and implement the action plan and to address immediate accessibility issues. • Feedback is continually welcomed to improve accessibility and inclusiveness within the division.
Action 2 – Accessibility of Divisional Buildings	
Initiative and Actions <ul style="list-style-type: none"> • Pembina Trails will strive to identify and remove any existing barriers to ensure an environment where all staff, students, parents, guardians, caregivers, volunteers, community members, visitors, and the public are able to participate. • Ensure that all new builds, renovations, and upgrades are designed and built with accessibility features in mind. 	Expected Outcomes <ul style="list-style-type: none"> • Ongoing

Action 3 – Accessibility of Transportation

Initiative and Actions

- The division will provide accessible school transportation, or appropriate alternative accessible transportation services for students who meet eligibility criteria where integrated services are not possible or not the best option due to the nature of the disability or safety concerns.
- Consult with parents and develop individual school transportation plans for students with disabilities.

Expected Outcomes

- Ongoing

Action 4 – Accessible Customer Service

Initiative and Actions

- The division will ensure that training about accessible customer service is provided to all employees and school board members.
- The division will record when training was completed, and the certificate received will be filed in the employee file.
- The division supports the use of a service animal in schools requested by a parent/caregiver or employee as long as the appropriate planning and preparation have taken place.

Expected Outcomes

- Employees were trained on Accessible Customer Service through the online learning portal of The Accessibility for Manitoba's Act.
- All new employees will be required to complete this training within 3 months of being hired.
- Staff will be informed and/or trained when changes are made to our accessible customer service policy.
- Ongoing

Action 5 – Accessible Employment

Initiative and Actions

- The division will offer reasonable accommodations when recruiting new employees.
- The division will inform applicants about workplace accommodation policies and practices when making an offer of employment.
- The division will let employees know about our policies and practices, including updates, in accessible formats and with communication supports upon request.
- The division will develop and implement individual accommodation plans for employees that request them.
- The division will consider workplace accommodations to remove a barrier affecting an employee's performance and wellbeing or an employee's opportunities for training and advancement.
- The division will inform the public that our accessible employment policies and practices are available on request and in accessible formats.

Expected Outcomes

- Employees were trained on Accessible Employment through the online learning portal of The Accessibility for Manitoba's Act.
- All new employees involved in the recruitment process or those individuals who provide training or facilitation will be required to complete this training within 3 months of being hired.
- All job ad's include wording that the division offers reasonable accommodations.
- The division's public-facing website articulates that our accessible employment policies and practices are available on request and in accessible formats.

Action 6 – Staff Awareness and Training

Initiative and Actions

- Board of Trustees to affirm Pembina Trails commitment to accessibility in divisional operations.
- Administration to provide resources for training of staff in accessibility issues where required.
- Administration to acknowledge accessibility achievements as appropriate through divisional information streams.

Expected Outcomes

- Accessibility will be considered in all future planning.
- Accessibility planning will be communicated to all staff.
- All staff members are aware of divisional accessibility initiatives and their role in implementation.
- Concerns with regards to accessibility will be forwarded to the Accessibility Coordinator.

Action 7 – Consultation	
Initiative and Actions <ul style="list-style-type: none"> • Conducted a survey with staff, parents/caregivers and external organizations that support persons with disabilities. • Respondents provided input about the proposed plan for 2025/2026, including feedback on the presence of accessibility barriers in the workplace or any adaptations noticed that were created to ensure a more inclusive and accessible work environment. 	Expected Outcomes <ul style="list-style-type: none"> • All feedback will be reviewed, and follow-up will take place with the respondents that provided their contact information. • Any accessibility barriers identified will be considered in budgeting/planning processes.
Action 8 – Monitoring Progress	
Initiative and Actions <ul style="list-style-type: none"> • Accessibility Coordinator, with the working group, to track progress, challenges, and requests for accommodations. • Accessibility Coordinator will report annually to Senior Administration. • Financial planning for resolving accessibility issues will be integrated into the annual budget process. 	Expected Outcomes <ul style="list-style-type: none"> • Senior Administration is kept apprised of requirements and progress with respect to the Accessibility for Manitobans Act. • Accessibility Plan will be reviewed annually. • Annual report on progress provided.
Action 9 – Information and Communications Progress	
Initiative and Actions <ul style="list-style-type: none"> • The division is ensuring that all the current information on the website is accessible. • The division is ensuring that all new documents produced for the website meets the accessibility standards 	Expected Outcomes <ul style="list-style-type: none"> • Achieved compliance of the standard for information and communications in May 2024. • Ensure information is provided to all staff responsible for publishing information on the website on how to make the documents accessible.

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