



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>609</b>
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<i>Original Approved Date</i> <b>May 27, 2014</b>	<i>Subsequent Approval Dates</i> <b>May 27, 2014</b>

**POLICY TITLE: ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION**

**SECTION A**

**1. PURPOSE**

The York Catholic District School Board as a large public sector organization is responsible for establishing procedures and practices for the provision of services to people with disabilities. Information and communications that are barrier-free and enabling of full integration for those with disabilities are integral in order to meet accessibility standards. In its ongoing efforts to ensure accessibility for all, the York Catholic District School Board endorses the *Accessibility for Ontarians with Disabilities Act* and the regulations supporting this Act. The York Catholic District School Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

The purpose of this policy is to outline the information and communications standard practices and procedures approved by the Board in order to meet the obligations of the Act for the wider community.

This policy does not apply to the following:

- products and product labels, except as specifically set out in the standard;
- unconvertible information or communications;
- information that the Board does not control directly or indirectly through a contractual relationship, except as required under sections 15 and 18 of Ontario Regulation 191/11, s. 9(2).

**2. POLICY STATEMENT**

It is the policy of the York Catholic District School Board to encourage, promote and maintain open, accessible and transparent communication with all stakeholders acknowledging that in order for individuals to actively and equitably participate fully in the Catholic learning environment, various accessibility supports may be required.

### 3. PARAMETERS

- 3.1 The Board shall provide all required accessible formats and communication supports outlined within this policy in accordance with the schedules set out in Ontario Regulation 191/11.
- 3.2 The Board shall inform the public, via the Board's website, about the availability of accessible formats and communication supports.
- 3.3 The Board shall have processes for receiving and responding to feedback ensuring that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request, and in a timely manner at a cost that is no more than the regular cost charged to other persons.
- 3.4 Board Personnel shall consult with the person making the request for accessibility support in order to collaboratively determine the suitability of an accessible format or communication support.
- 3.4 The Board's internet, intranet and extranet websites and web content shall conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG 2.0), initially at Level A and increasing to Level AA in accordance with the schedule set out in the Regulation.
- 3.5 The Board shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction in accordance with the schedule set out in the Regulation.
- 3.7 The Board shall, upon request, make accessible or conversion ready versions of any educational and/or training materials created in accordance with the schedule set out in the Regulation.
- 3.8 The Board shall provide educational or training resources and materials in an accessible format that takes into account the accessibility needs of the person with a disability to whom the material is to be provided by procuring through purchase or arranging for the provision of a comparable resource in an accessible or conversion ready electronic format.
- 3.9 The Board shall keep a record of the training provided under this standard, including the dates in which the training is provided and the number of individuals to whom it is provided in accordance with the schedule set out in the Regulation.

### 4. RESPONSIBILITIES

#### 4.1 Director of Education

- 4.1.1 To oversee compliance of the Accessibility Standards for Information and Communications policy.

#### 4.2 Senior Administration

- 4.2.1 To support the implementation and compliance with this policy.
- 4.2.2 To implement components of the *Accessibility for Ontarians with Disabilities Act* in conjunction with associated departments.

- 4.2.3 To complete the required training.
- 4.2.4 To receive and respond to requests for accommodation from individuals and, in consultation with the individual, and/or other Board personnel to determine the most appropriate response.

#### **4.3 Superintendent of Human Resources**

- 4.3.1 To identify and respond to the Board's training needs related to the Accessibility Standards.
- 4.3.2 To monitor the implementation of the *Accessibility for Ontarians with Disabilities Act* legislative training.

#### **4.4 Employees**

- 4.4.1 All Employees are responsible for:
  - 4.4.1.1 Understanding that persons with disabilities may have different needs;
  - 4.4.1.2 Considering accessibility when making decisions in accordance *with the Accessibility for Ontarians with Disabilities Act*;
  - 4.4.1.3 Completing the required training;
  - 4.4.1.4 Forwarding feedback and requests for accommodation from persons with disabilities to their immediate supervisor;
  - 4.4.1.5 Supporting and complying with requirements under the *Accessibility for Ontarians with Disabilities Act* legislation; and,
  - 4.4.1.6 Identifying and reporting any barriers that may prevent a person with a disability from fully accessing services, facilities or opportunities offered in the Board.

### **5. DEFINITIONS**

#### **5.1. Accessibility**

A means made available to or easily used by a person with a disability in order to retrieve information and /or services.

#### **5.2 Accessible Formats**

Accessible formats may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

#### **5.3 Communication Supports**

Communication supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

#### **5.4 Communications**

The interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

#### **5.5 Conversion Ready**

Conversion ready refers to an electronic or digital format that facilitates conversion into an accessible format.

## **5.6 Disability**

As defined in the *Access for Ontarians with Disabilities Act, 2005*, Section 2, means:

- 5.6.1 Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness;
- 5.6.2 A condition of mental impairment or development disability;
- 5.6.3 A learning disability or a dysfunction of one or more of the processes involved in understanding or using symbols or spoken language;
- 5.6.4 A mental disorder, or;
- 5.6.5 An injury or disability for which benefits were claimed or received under the *Workplace Safety and Insurance Act, 1997*.

## **5.7 Employee**

Any individual hired by the York Catholic District School Board to perform services in exchange for a salary or an hourly wage on a casual, temporary or permanent basis.

## **5.8 Extranet Website**

A controlled extension of the intranet, or internal network of an organization to outside users over the Internet (i.e., Google Apps for Education)

## **5.9 Information**

Includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

## **5.10 Internet Website**

A collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Locator (URL) and is accessible to the public.

## **5.11 Intranet Website**

An organization's internal website used to privately and securely share any part of the organization's information or operational systems within the organization including extranet websites.

## **5.12 New Internet Website**

Either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.

## **5.13 Senior Administration**

For the purpose of this policy, Senior Administration will include all Superintendents, School Administration, Senior Managers, Managers and Supervisors.

## **5.14 Web Content Accessibility Guidelines**

Refers to the World Wide Web Consortium Recommendation, dated December 2008, and entitled, "Web Content Accessibility Guidelines (WCAG) 2.0".

## **5.15 Web Page**

A non-embedded resource obtained from a single Uniform Resource Locator (URL) using Hypertext Transfer Protocol (HTTP/HTTPS) and any other resources that are used in the rendering or intended to be rendered together with it by a user agent.

**6. CROSS REFERENCES**

- YCDSB Policy 103    Communication: Public Relations
- YCDSB Policy 415    Accessibility Standards for Employment
- YCDSB Policy 613    Equity and Inclusive Education
- YCDSB Policy 601    Accessibility Standards for Customer Service
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- Accessibility Standards for Customer Service, Ontario Regulation 429/07*
- Integrated Accessibility Standard, Ontario Regulation 191/11*
- Ontarians with Disabilities Act, 2001*
- Ontario Human Rights Code*

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