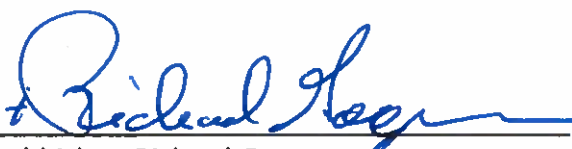





<b>DIRECTIVE</b>	<b>Accessibility</b>
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Date Approved By Board of Consultors	October 3/2018
Cross Reference	Respect for Human Dignity & Equality Policy, Non-Academic Student Accommodations Policy, Manitoba Accessibility Standard for Customer Service, Accessibility for Manitobans Act, Manitoba Human Rights Code, Manitoba Guidelines on the Retention and Disposition of School Records
APPROVED AS DIRECTIVE	
 Archbishop Richard Gagnon Archdiocese of Winnipeg	 Archbishop Albert LeGatt Archdiocese of Saint Boniface

**POLICY STATEMENT:**

Manitoba Catholic Schools strive to provide learning environments that are safe, welcoming, inclusive and affirming of the uniqueness of all people who are created in God’s image and likeness. As such, all people have the right to be treated with dignity, respect, and fairness with due regard to the principles of the Manitoba Human Rights Code and the Manitoba Catholic Schools Respect for Human Dignity and Equality Policy.

Manitoba Catholic Schools are committed to complying with the Accessibility Standard for Customer Service under The Accessibility for Manitobans Act. Our policies, practices, and measures reflect the principles of dignity, independence, integration, and equal opportunity for people with disabilities. It is the responsibility of all members of a school community to comply with the principles of this policy.

A Catholic school will focus on the need for accessibility of the students, families, staff and other members of the school communities we serve, or interact with when considering requests for accommodations. If a barrier to accessing our services cannot be removed, we will strive to provide alternatives.

**Accessibility Standard**

1. We meet the communication needs of our students, families, staff, and other members of the school communities we interact with or serve.
2. We accommodate the use of assistive devices in our facilities and school-sponsored activities.

3. We welcome support persons.
4. We allow trained service animals on our premises.
5. We maintain our accessibility features to ensure barrier-free access to our services and facilities.
6. We advise the public when and why an accessibility feature is temporarily unavailable, how long it is expected to be unavailable, and other ways to access our services.
7. We welcome and respond promptly to feedback received on the accessibility of our services and document the actions taken to respond to the feedback received, and that information is available upon request in a format that meets the individual's communication needs.
8. We provide employee training on:
  - a. How to interact and communicate with people who face barriers to accessing goods and services, use assistive devices, are assisted by a support person and/or are assisted by a trained service animal.
  - b. How to use any accessibility equipment or assistive devices that are available on-site.
  - c. The Manitoba Human Rights Code, the Accessibility for Manitobans Act, and the Manitoba Accessibility Standard for Customer Service.
  - d. School policies, practices, and measures, including updates or changes that relate to accessibility.
9. We keep a record of training material and when training was conducted.
10. We post this Accessibility Policy on the school and/or the Manitoba Catholic Schools web site.

## **Requests for Accommodations and Feedback**

Requests for non-academic student accommodations should be made following the process outlined in the Non-Academic Student Accommodations Policy.

Non-student accessibility accommodation requests and feedback can be directed to any staff member verbally or through written/electronic communication. It is the responsibility of all staff members to communicate this request/feedback as soon as possible to the Principal. All communication will be reviewed by the Principal for possible action and/or response.

The Principal may choose to open a Case Management Process as outlined in the Non-Academic Student Accommodation Policy for non-student requests for accessibility.

## **Confidentiality and Privacy**

The confidentiality and privacy rights of individuals involved will be respected. Any information that is disclosed for the purposes of accommodations will only be disclosed on a need-to-know basis and in accordance with any other legal obligations.

The Principal or his/her designate, is responsible for determining what, if any, information is provided to staff, other students, parent(s)/guardian(s), Board of Directors, President, Pastor, and/or Superintendent in order to facilitate a request for accommodation, as well as the appropriate manner in which to provide the information. Any notification must be shared in a manner that respects the dignity of the individual involved.