

#1811450

ACCESSIBLE INFORMATION AND COMMUNICATION

Accessible Information and Communication

The St. James-Assiniboia School Division believes it is important for all stakeholders in their educational community to work together to provide an environment that will enable students to be achievers and successful learners. As such, success will require the combined efforts and cooperation of students, parents, employees, and community members. To that end, the division will strive to remove and prevent barriers to information and communication.

Training

The St. James-Assiniboia School Division shall strive to ensure accessible communication training is provided to all trustees, senior administrators, school-based administrators, teachers, secretarial staff, persons who develop or maintain division websites, purchasing staff, and staff involved in developing accessible communication policies and procedures.

The Division shall strive to ensure training is provided as soon as reasonably practicable after a person is assigned to the applicable duties and will also ensure that ongoing training is provided in connection to any changes in accessible communication policies.

Content and Documentation of Training

The St. James-Assiniboia School Division shall strive to ensure training includes a review of *The Human Rights Code* and the *Accessible Information and Communication Standard Regulation*. In addition, training will include instruction on how to identify, prevent and remove barriers to accessible communication and instruction on how to provide information through a communication support or accessible format. The Division will ensure training is documented. Documentation will include a summary of the content and dates training is provided.

Websites, web content, and web applications

The St. James-Assiniboia School Division shall strive to ensure its website, web content and web applications meet or exceed the requirements contained in the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.

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Requesting accessible information/ Duty to notify/Educational materials

The St. James-Assiniboia School Division will provide notice that it will provide information through a communication support or accessible format. In addition, the division will inform employees, students, applicants, prospective applicants, parents, and guardians that educational materials can be made available through a communication support or accessible format on request.

If a person requests educational material through a communication support or accessible format the division will consult with the person to identify the support or format that would remove the barrier and provide the educational material to the person in the identified support or format in a timely manner.

Feedback Process

The St. James-Assiniboia School Division will invite feedback to receive and respond to queries about accessible communication that is suitable for persons who are disabled by barriers. Feedback and resulting actions will be documented and documentation will be made available upon request.

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