

**2013 to 2018 Multi-Year Accessibility Plan
Integrated Accessibility Standards Regulation (IASR)**

General Deliverables	Accountable Department	Action	Status	Compliance
Policies & Procedures				
Create Policies with Statement of Organizational Commitment in written form	Human Resources/Communications	Policy drafted and reviewed December 2013	Completed and Posted	January-01-14
Approval and Sign off	Human Resources	Completed December 2013	Completed and Posted	January-01-14
Make available to the Public	Communications	Completed December 2013	Completed and Posted	January-01-14
Available in Alternative Formats - upon request	Communications	Being developed by Communications	Available if requested	January-01-14
Accessibility Plan - Multi Year				
Develop Accessibility Plan	Human Resources	Developed by HR in conjunction with Accessibility Consultants. Reviewed and posted	Ongoing	January-01-14
Accessibility Plans - Post to web	Communications	Reviewed and posted	Posted	January-01-14
Prepare an Annual Status Report in accordance with section 4 of the AODA	Human Resources	As required by section 4	Ongoing	January-01-14
Review every 5 years	Human Resources	As required	Ongoing	
Training - All employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IRS and Human Rights Code	Human Resources	Review of training, options to ensure compliance	Ongoing	January-01-15
Information & Communications				
Emergency Procedure Plans or Public Safety Information - and make accessible, if available to the public	Safe Schools	NA	Completed	January-01-12
Assess training resources and materials available in an accessible format and process for purchasing, obtaining or arranging alternative formats for students so that we are providing them (includes educational materials, student records and course and program information) if requested	Academics	Will be made available if requested	Completed	January-01-13
Provide educational resources and materials in alternative format or arranging alternative formats for students (includes educational materials, student records and course and program information) if requested	Academics	Will be made available if requested	Completed	January-01-13
Train educators - accessibility awareness training related to accessible program or course delivery and instruction and keep records of training.	Human Resources	AODA training completed, record of training kept by HR	Completed	January-01-13
Feedback - is feedback system accessible?	Communications	Internal review of types of feedback used. Will be made accessible upon request	Completed	January-01-15
Libraries of educational institutions provide, procure or acquire accessible or conversion ready format of print, digital or multi-media resources or materials upon request.	Junior School Library Head/Senior School Library Head	Reviewed and sourced libraries and other providers with resources for conversion ready formats	Completed	January-01-15
Provide accessible formats and communication supports upon request to the public (timely manner, no cost charged to other persons)	Communications	Will review and source formats, if required.	Under review	January-01-16
If creating a new Website WCAG 2.0 Level AA (other than closed caption Live pre-recorded audio)	Communications	Will include in requirements if/ when creating a new website	No plans for a new website in 2014, will comply when new website created	January-01-14
All internet websites and web content WCAG 2.0 Level AA	Communications	Will review and take into consideration	Under review	January-01-21
Review all content on website back-dated to 2012 to ensure everything is accessible	Communications	Will review and take into consideration	Under review	January-01-21
Employment				
Workplace Emergency Response for staff	Safe Schools/Human Resources	Update of Crisis Management Handbook	Completed	January-01-12
Recruitment - notify employees and public regarding availability of accommodation	Human Resources	Will notify during recruitment process school's commitment to providing accommodations for persons with disabilities	Ongoing	January-01-16
Notify applicant - availability of accommodation upon request for assessments or selection process	Human Resources	Will include as part of interview process	Ongoing	January-01-16
Inform employees of policies regarding job accommodations	Human Resources	Training will be provided to all employees	Ongoing	January-01-16
Providing accessible formats and communication supports to perform job	Human Resources	Develop with Communications	Will provide as requested	January-01-16
Documented Individual Accessibility Plan	Human Resources	Create template of plan and modify as required for individual employee with disability.	Completed	January-01-16
Have a Return to Work Process	Human Resources	In consultation with benefits providers, process to include supports required	Completed	January-01-16
Performance Management takes into account accessibility needs	Human Resources	Review current practice and update as required	Will include as required	January-01-16
Career Development and Advancement Process takes into account accessibility needs	Human Resources	Review current practice and update as required	Ongoing	January-01-16
Redeployment process takes into account accessibility needs	Human Resources	Review current practice and update as required	Will include as required	January-01-16