



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Accessibility Standards for Information and Communication**

615

Policy Statement

The Keewatin-Patricia District School Board (KPDSB) is committed to ensuring that people with disabilities have the same opportunity of access to its services as do all others it serves. KPDSB is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

Rationale

The Keewatin-Patricia District School Board is committed to providing high quality services to its students, the public, and staff that are free of barriers and biases. KPDSB strives to ensure that key principles of independence, dignity, inclusion, and equality of opportunity are reflected and valued in its learning and working environments. KPDSB's conduct will demonstrate its belief in the strength that diversity brings to its communities.

Definitions

"Information" includes data, facts, and knowledge that exist in any format, including text, audio, digital, or images, and that convey meaning.

"Communications" means the interaction between two (2) or more persons or entities, or any combination of them, where information is provided, sent, or received.

"Accessible Formats" include, but are not limited to, options such as large print, screen readers, braille, audio format, or captioning.

"Conversion-Ready" is an electronic or digital format that facilitates conversion into an accessible format.

"WCAG" refers to the World Wide Web Consortium Content Accessibility Guidelines.



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Accessibility Standards for Information and Communication**

615

Guidelines

1. Responsibility

- Supervisory Officers, Principals, and Department Managers will ensure that all staff, volunteers, and others providing services and programs on behalf of the KPDSB have received training in the requirements of the Integrated Accessibility Standards, including the Standards related to Information and Communication.
- Initial training will be completed by January 1, 2014.

2. Feedback

- KPDSB will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- Upon request, KPDSB will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.
- KPDSB will notify the public about the availability of accessible formats and communications support with regard to its feedback processes.
- The above provisions will be in place by January 1, 2014

3. Procurement

- KPDSB and all its managers and school-based administration will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems, or planning a new initiative that are related to the provision of information and communications services.
- The above approach will be in place by January 1, 2013.

4. Provision of Information and Communications in Accessible Formats

- Upon request, KPDSB will provide or arrange for the provision of accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the KPDSB.
- Accessible formats and communications supports will be provided in a timely manner that considers the person's accessibility needs and at a cost no greater than the regular costs charged to other persons.
- KPDSB will determine the suitability of an accessible format or communications support and, in doing so, will consult with the person making the request.



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Accessibility Standards for Information and Communication**

615

- KPDSB will notify the public through websites, general publications, and other relevant means about the availability of accessible formats and communications supports.
- The above provisions will be in place by January 1, 2014.

5. Accessible Websites

- KPDSB will ensure that, as of January 1, 2014, all new websites and web content on these sites will conform with the WCAG 2.0 at Level A.
- KPDSB will ensure that, as of January 1, 2021, all its internet websites and web content will conform with WCAG 2.0 at Level AA.
- These requirements do not include Live Captions or Pre-recorded Audio Descriptions.
- These requirements apply to:
 - Websites and web content, including web-based applications, that KPDSB controls directly or controls through a contractual relationship that allows for modifications of the product; and
 - Web content published on a website after January 1, 2012.
- Where KPDSB determines that meeting these requirements is not practicable, such determination will include consideration of:
 - The availability of commercial software or tools, or both; and
 - Significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

6. Education and Training Resources and Materials

- KPDSB will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- To do so, KPDSB will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- If the resources cannot be procured or converted into an accessible format, KPDSB will arrange for the provision of comparable resources.
- KPDSB will, upon notification of need, provide information on the requirements, availability, and descriptions of programs in an accessible format to persons with disabilities.
- KPDSB will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- The above services will be in place by January 1, 2013.



Policy Section: **Business and Administrative Matters**

600

Policy Name: **Accessibility Standards for Information and Communication**

615

7. Training for Program/Classroom Staff

- KPDSB will ensure that all staff involved in program or course design, delivery, and instruction will be provided with accessibility awareness training related to these responsibilities.
- KPDSB will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- The above provisions for this training will be effective January 1, 2013.

8. School Libraries

- KPDSB will ensure that school libraries are able to provide, procure, or acquire an accessible or conversion-ready format of print resources upon request by a person with a disability.
- KPDSB will ensure that school libraries are able to provide, procure, or acquire an accessible or conversion-ready format of digital or multimedia resources materials upon request by a person with a disability.
- The first noted provision will have an effective date of January 1, 2015.