

Accessibility Report

June 2024



INTRODUCTION

In December 2013, the *Accessibility for Manitobans Act* (AMA) became law. Since that time, the Government of Manitoba has been developing accessibility standards to address barriers for Manitobans.

The River East Transcona School Division (RETSd) serves students in the communities of the Northeast Winnipeg, Transcona, East St. Paul, and St. Clements. With a population of approximately 18,276 students, our 42 schools offer a wide variety of accessible programming and activities. RETSD exists to educate students to be inspired, skilled, responsible citizens. The division has been, and will continue to be forward-looking, innovative, and service-oriented, offering superior, comprehensive programming to meet the emerging needs of our students and community. To fulfil our purpose and in our journey toward our vision, RETSD is committed to provide relevant, progressive educational programming and supportive services in a safe, stimulating learning environment.

In December 2016, an accessibility plan was created by the division's accessibility committee. The purpose of the plan is to show the division's commitment to moving towards equitable access and participation for people with disabilities in accordance with the AMA. The plan highlights the division's accessibility achievements, any barriers to accessibility, and the division's plan of action. The committee has developed work plans that adhere to identified AMA timelines.

The work of the committee is ongoing, having a mandate to implement accessibility standards within the given timelines. Committee members are: Adrian Alleyne, Manager Communications and Research; Tracy Hills, Director, Human Resources; Elise Downey, Secretary-Treasurer/CFO; Kent Brewer, Director, Information Technology; Mark Bruce, Assistant Superintendent of Human Resources; Karen Boyd, Assistant Superintendent of Educational Programming; Tammy Mitchell, Assistant Superintendent of Student Services.

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ACCESSIBILITY ACHIEVEMENTS

Following is a non-exhaustive list of accessibility achievements:

- All of schools are fully accessible; although our maintenance and transportation buildings continue to pose accessibility challenges, accommodation plans are in place at both locations.
- All division buildings have an accessible parking space with automatic door access off bus loops.
- All buildings have accessible washrooms with many schools having designated grooming rooms.
- All school websites have a tab that explains accessibility options for that school.
- A mobile ramp is available for use by all schools as needed.
- American Sign Language (ASL) interpreters are contracted as required.
- The divisional website (and all school sites) is attaching alt-text on images to ensure greater accessibility for all people; a training document has been prepared for school secretaries which outlines guidelines for adding proper text and tags to images on school websites.
- Digital accessibility tools and options can be accessed on all divisional machines and on all school and divisional websites.
- An accessibility tab has been updated and is located in the divisional website's quick links section for easy access.

Accessibility Report

- A translation service has also been added to the website.
- Policy ECABB (Accessibility) supports the activities of the Accessibility Committee.
- Guidelines for the Accessibility Standard for Customer Service have been prepared and training has been assigned to all existing employees and to new employees to the division; the module is accessed via the division’s Learning Management System (Smarter U).
- Policies GBA-R (Reasonable Accommodation and Accessibility Procedures), GBA-E (Reasonable Accommodation Request), GCE/GCF (Recruitment and Hiring of Employees) and GCE-R (Procedure for Hiring of Employees) have been updated to support the Accessible Employment Standard Regulation that was passed in 2019.
- All employees of the division – current and future – who are responsible for people management (including recruitment, selection, and/or supervision) will have accommodation training that covers the requirements in the Accessible Employment Standard Regulation, including instructions about how to make employment opportunities accessible to persons disabled by barriers.
- A process has been developed to respond to requests for accessible supports and services.
- Training was provided to clerical staff regarding alternate information formats.
- Accessibility statement was added to the email signatures of all staff.
- Software was installed on the division’s website to monitor postings for accessibility compliance.

The following table represents the Accessibility Committee Work Plan to date:

DATE	ACTION	COMPLETED
Nov. 2016	Team attended AMA Training Workshop	√
Dec. 2016	Team drafted the divisional Accessibility Plan	√
Dec. 2016	Team finalized the divisional Accessibility Plan	√
Jan. 2017	Team participated in the webinar on the employment section of the AMA	√
Mar. 2017	Team met to prioritize workflow for policy development, customer service guidelines and website accessibility	√
Mar. 2017	Team attended AMA training	√
Mar. 2017	Team trialed potential online accessibility training developed in Ontario	√
May 2017	Team shared progress updates on policy development, customer service guidelines and website accessibility	√
June 2017	Team finalized policy, customer service guidelines and website guidelines; team began development on a staff training module and year-end report	√
Sept. 2017	Team finalized year-end report staff training module	√
Oct. 2017	Team drafted communication plan for customer service guidelines	√
Nov. 2017	Policy ECABB – Accessibility is passed	√
Dec. 2017	Customer Service Training module completed by all staff	√
March 2018	Alt text training available for staff who support school websites	√
March 2019	Created checklists for administrators to use when arranging interviews	√
June 2019	Team attended provincial AMA training workshop held as part of Manitoba Access Awareness Week	√

October 2019	Trained all secretaries in using alt text and creating hyperlinks	√
May 2020	Compliant with Workplace Emergency Response Information and Workplace Emergency Assistance	√
May 2021	Compliant with Accessible Employment Standard Regulation <ul style="list-style-type: none"> • Policy GBA-R, GBA-E, GCE, GCF, GCE-R passed 	√
May 2024	Compliant with Information and Communication Regulation <ul style="list-style-type: none"> • Software added to website • Statement added to staff signatures regarding availability of alternate formats • Contact us identified as the process for individuals to request accessible supports/services • Staff trained in the components of the regulation 	√

NEXT STEPS

Statement of Commitment

RETSD is committed to moving toward equal access and participation for people with disabilities. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion, and we are committed to meeting the needs of people who face accessibility barriers. We do this by identifying, removing, and preventing barriers to access.

Action Plans

- Working group to be expanded to include the Director of Transportation
- Plan to gather feedback from families of students with disabilities enrolled in RETSD
- Review existing policies to ensure compliance with the AMA
- Revise transportation policies to reflect new standard

Expected Outcomes

- Transportation Department will become familiarized with the components of the new standard
- Feedback from families will validate the work that already had been completed in the area of accessibility and will provide a framework for additional work to be undertaken
- Support from legal counsel will verify that existing policies are AMA compliant
- Transportation policy and practice will meet the requirements of the new standard