



## Accessibility in Turtle Mountain School Division

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<p><i><u>Turtle Mountain School Division</u></i>  <i><u>Accessibility Plan Draft</u></i>  <i>Date First Approval: December 10, 2016</i>  <i>Date of Update: March, 2023</i></p>	
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## **Part 1. Baseline Report**

The [Accessibility for Manitoban's Act \(AMA\)](#) became law December 05, 2015. The following accessibility plan provides an analysis of the types of barriers Manitobans may face in accessing our programs, facilities and services. We have highlighted the areas that are most significant to the school division mandate and to the public.

### **Overview of Programs and Services**

Turtle Mountain School Division (TMSD) serves 9 schools and communities within our Division. This includes K-12 schools in the communities of Boissevain and Killarney, K-8 Minto as well as schools located on the Hutterian Colonies Mayfair, Wellwood, Can-AM, and Holmfield. Turtle Mountain School Division is also closely affiliated with the Turtle Mountain Adult Education Centre, which has two campuses, one in Boissevain and one in Killarney. On March 20, 2023, 1008 students were enrolled in Turtle Mountain Schools and employed over 155 staff members.

Within Turtle Mountain School Division our mission is to ensure “students are the focus of all our efforts. The Division strives to provide an education that prepares individuals for a meaningful life in a changing world. We promote a learning environment that begins in the home, continues in the school, and is supported by the community.”

The Board of Trustees has a strong commitment to small schools and to seeking innovative means of delivering quality programming to students in a rural environment. The Division partners with and uses the individual strengths of each community and works towards collaboration across all of our schools and communities.

As part of the school environment, the general public access the schools for a variety of events throughout the year including open houses, concerts, award presentations, parent/teacher conferences, and various extra-curricular events. In addition, through our Use of Facilities policy and procedures various user groups have access to the school facilities for a variety of activities which take place outside of the regular school day. The schools are an integral part of the community, with numerous groups accessing school facilities in the evenings.

### **Accessibility Achievement**

**TMSD** has already taken the following steps to achieve accessibility. We have several policies and administrative procedures that promote accessibility. Turtle Mountain

School Division recognizes and supports the United Nations Declaration on the Rights of the Child, and the Canadian Charter of Rights and Freedoms. Turtle Mountain School Division believes that every child is entitled to quality education and staff, visitors, contractors are entitled to work free from discrimination irrespective of race/colour, religion, ethnicity, gender, identity, sexual orientation, socioeconomic status, language, physical/social/emotional/intellectual development, disability and beliefs. These policies can be found on our website at [www.tmsd.ca](http://www.tmsd.ca) and include:

- Policy A-2 Belief Statement of Diversity Equity and Inclusion
- A-11: [Workplace Safety and Health](#)
- D-11: [Playground Equipment Support](#)
- F-9: [Accessibility for All](#)
  - Accessibility Employee Emergency Response Plan
  - Accessibility Employee Emergency Response Plan Memo
  - Accessibility Action Request/Reedback Form
  - Individualized Accommodation Plan Administrative Procedure
  - Employee Emergency Information Form
- G-23: [Access](#)
- G-24: [Appropriate Educational Programming](#)
- H-2: [Respect for Human Diversity](#)
- I-15: [Use of a Certified Service Animal in a School](#)
- K-16: [Code of Conduct for Employees](#)
- K-19: [Discrimination](#)

In Turtle Mountain School Division we conduct annual reviews of all our schools and worksites with the division. This includes divisional administration, our Supervisor of Transportation and Maintenance, school custodians, the Occupational Therapist who provides services to Turtle Mountain School Division, as well as school administrators who will have consulted with school staff. The goal is to continue to reduce barriers by identifying barriers and correcting the barrier.

**The following list highlights our current Accessibility Achievements:**

- The schools are equipped with wheelchair accessible push buttons for the main doorways.
- The Division has two school buses that are equipped with lifts.
- Individualized training for students with specific needs is provided to the TMSD Bus Drivers and Educational Assistants on a case-by-case basis.
- The schools are equipped to handle dietary needs. (Nut Safe, etc.)
- Meetings and functions accommodate all dietary needs.
- Each school has a staff team trained in Non-Violent Crisis Intervention.
- TMSD is proud to offer an inclusive environment that balances the needs of each student's personal learning style, recognizes individual communication styles and supports flexible teaching styles for the educator.
- The TMSD Website is equipped with accessibility functions?
- Our meeting rooms and facilities are equipped with a variety of equipment and furniture that provides staff and students opportunities to excel. Our facilities utilize sound fields, smart boards, sound systems, large monitors with close

- captioning and adjustable furniture.
- Accessible eating facilities.
- We provide funding or partial funding for equipment to aid students in the school division.
- We have grooming rooms available in most of our schools.
- Our schools have accommodating facilities and parking available.
- Installed single-lever taps in all bathrooms.
- In February 2023, Senior and School Administrators were trained in Accessible Customer Service and Accessible Employment.
- TMSD has established an Accessibility Sub-Committee through Workplace Safety and Health Committee that has been meeting quarterly to review Division compliance with Provincial and Federal Accessibility documentation and timelines.

## **Barriers to Accessibility**

TMSD has identified barriers Manitobans face in accessing our programs services. We have highlighted the areas that are the most significant to TMSD's mandate and to the public.

TMSD constantly reviews our policies and administration procedures to identify barriers that we may have inadvertently created. Furthermore, TMSD tries to minimize any temporary barriers which may be created by renovations or computer software upgrades that could create accessibility barriers.

The largest barrier that TMSD faces is cost and time. After performing an initial assessment of accessibility of all buildings, several areas and items were identified. The largest task will be to upgrade aging facilities and buildings to meet accessibility standards.

## **Part 2. Accessibility Plan**

### **Statement of Commitment**

Turtle Mountain School Division recognizes our staff, students, parents, and visitors have unique needs and we strive to ensure an accessible learning and working environment that fosters inclusivity for all. We are committed to providing a barrier free environment and exceeding the requirements set forth by the Accessibility for Manitobans Act.

Turtle Mountain School Division 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. We are committed to meeting the needs of people who face accessibility barriers. We will do this by identifying, removing and preventing barriers aligned with requirements within Accessibility for Manitobans Act (AMA), and in accordance with accompanying procedures.

## Action Plan

<b>Action</b>	<b>Strategies/Initiatives</b>	<b>Expected Outcome</b>
<p>1. Continue quarterly Accessibility Sub-Committee meetings</p>	<ul style="list-style-type: none"> <li>● A Board Trustee will be on this group</li> <li>● Establishing operating parameters for the Accessibility Sub-Committee</li> <li>● Review Provincial and Federal Accessibility documentation and timelines</li> </ul>	<ul style="list-style-type: none"> <li>● Compliance with Provincial and Federal Accessibility documentation and timelines</li> <li>● Annual report on progress by March 31<sup>st</sup></li> <li>● Operating parameters and expectations established</li> </ul>
<p>2. Provide information in an accessible format, both proactively and upon request.</p>	<ul style="list-style-type: none"> <li>● Research alternative formats of electronic communication, including division and school websites, to accommodate disabilities such as visual impairment.</li> <li>● Retain plain text version of new documents (example: WORD format) for efficient conversions to alternate formats.</li> </ul>	<ul style="list-style-type: none"> <li>● We continue to ensure means of either written or electronic communication, both at the division and school level, are accessible to all.</li> </ul>
<p>3. Staff awareness and training will be provided.</p>	<ul style="list-style-type: none"> <li>● Administration and staff will receive information and training on an ongoing basis to increase awareness of accessibility barriers. Staff who supervise will receive Accessible Employment training.</li> </ul>	<ul style="list-style-type: none"> <li>● Accessibility will be a key component when planning any renovation or new construction. With an increased awareness and understanding of accessibility barriers throughout the division, any ongoing concerns will be more readily identified and therefore addressed.</li> <li>● All staff will be trained on October 2, 2023.</li> </ul>
<p>4. Removal of barriers, beginning with those, which are readily achievable from cost/time perspective.</p>	<ul style="list-style-type: none"> <li>● With the site and school reviews complete, the identified barriers will be reviewed, and plans will be established to address barriers as is feasible from a budget and time perspective.</li> </ul>	<ul style="list-style-type: none"> <li>● Over time barriers will be overcome, either permanently or on a short-term basis until a long-term solution can be funded.</li> <li>● Please see attached "Accessibility Barriers within Turtle Mountain School Division" spreadsheet.</li> </ul>

<p>5. Monitor progress and requests for accommodations on an ongoing basis.</p>	<ul style="list-style-type: none"> <li>• The accessibility plan, including the corresponding list of identified barriers will be reviewed annually. This will include site/school and divisional personnel. We will acknowledge the accomplishments we are able to make and adjust priorities for future years accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility barriers identified through our site/school review will be removed on a gradual and ongoing basis, and any newly identified barriers will be included. New barriers will be prevented through any renovation or new construction work.</li> </ul>
<p>6. Create an information board on our website posting news and accomplishments for staff and public.</p>	<ul style="list-style-type: none"> <li>• Updating as necessary on an ongoing basis providing the most current accessibility news.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides updates to employees and public if information changes.</li> </ul>
<p>7. Develop a process for responding to requests for accessibility supports and services.</p>	<ul style="list-style-type: none"> <li>• Communicate the process to the staff and the community.</li> <li>• All documents are currently in Draft form and will be uploaded to website and shared with staff once approved (May, 2023).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensured safety of employees with disabilities in case of emergency.</li> </ul>
<p>8. TMSD's websites and web content will meet or exceed globally followed World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 21 Level AA.</p>	<ul style="list-style-type: none"> <li>• TMSD's websites (Division and School) are currently being revised to meet Accessibility Standards.</li> <li>• They will be "live" on August 1, 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• TMSD's websites (Division and School) will meet Accessibility Standards.</li> </ul>

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Sub-Committee Members:

Grant Wiesner  
Superintendent/CEO

Tyler Shiels  
Supervisor of Transportation and Maintenance

Rob MacTavish  
School Board Trustee

Michael Kowal  
Head Custodian, Killarney School

Appendix: Accessibility Barriers Within TMSD

## Accessibility Barriers Within Turtle Mountain School Division

<u>School/Worksite</u>	<u>Address in Short Term</u> <u>(list when and if complete)</u>	<u>Address in Long Term</u> <u>(include how barrier is being temporarily overcome)</u>
<b><u>Minto</u></b>		
Steel handicap ramp at front door		to be completed by summer of 2025, if need arose would arrange manual assistance and expedite completion
<b><u>Boissevain School</u></b>		
Wheelchair accessibility in all bathrooms stalls, sinks, dryer,	ensure one bathroom accessible main floor, summer 2026	
Wheelchair accessibility in office - lower counter section for wheelchairs	complete	
Sitting height countertop in office	complete	
Accessible water fountain in high school area	complete	
Elevator to second floor		Would require provincial funding, if need arose we would adjust classroom assignments to be inclusive
Lift or ramp to stage in gym		Would require provincial funding, will include on Capital D list
All faucets converted to lever style	complete	
Bathroom toilet paper dispensers converted to easy grip dispensers	complete	
Accessibility to resource room	Summer of 2018-Complete	
Bathrooms need wider doorways and increase turning area	Main floor washroom done summer 2025	Remaining washrooms as time/funding permits, if need arose would ensure accessible washroom available in school
Playground pea gravel is not conducive to wheelchairs		Assess feasible alternatives, if need arose assistance would be provided to ensure inclusivity on playground
Renovate main bathroom to handicap washroom	To be completed Summer of 2025	
<b><u>Killarney School</u></b>		
Lift for stage	complete	
Wheelchair access to stage	complete	
Wheelchair access to music room		Complete by summer of 2025
Push Button opener to handicap/gender neutral washroom	is this needed?	complete by 2025
Lower counter section in office	complete	
Accessible lockers	Begin in summer of 2024, several in place within 2 years	
Hearing impaired phone	Address immediately upon need arising	
Widen hallways in grade 3/4 hallway	summer 2023	Complete by summer of 2023
Upgrade accessibility signage	Begin in summer of 2017, complete over three years	Ongoing
Curb cuts for east and north entrances	Summer 2024	
Accessibility for track and field area		create crushed limestone path, summer of 2025
Change over door knobs to levers		
Convert doors to 36" from 32"		Ongoing
Signage to accessible locations/bathrooms		Ongoing
Stair nosings, need to project		
Tactile indicator of stair railing ends	Summer of 2025	
Lowered angled mirror in washroom		
Removal of step up to access urinals		
Drinking fountain access, 3 feet off floor, foot pedal		
<b>Mayfair</b>		



New ramp to east entrance door	referral to colony leaders for review
No lift or elevator to basement	referral to colony leaders for review
Push button opener to handicap entrance	referral to colony leaders for review
Water bottle fill station/hand dryers	referral to colony leaders for review
Proper exit signage/Faucets and levers	referral to colony leaders for review

### Can Am

No handicap washroom	referral to colony leaders for review
Change door knobs to levers	referral to colony leaders for review
Proper exit signage	referral to colony leaders for review
Hand dryers changed from towels	referral to colony leaders for review
No ramps to any exits or entrances	referral to colony leaders for review
Entrance doors have tall thresholds	referral to colony leaders for review

### Wellwood

Change knobs to levers	referral to colony leaders for review
Proper exit signage	referral to colony leaders for review
Change paper towel to hand dryers	referral to colony leaders for review
Change knobs to levers	referral to colony leaders for review
No ramps or stairs at fire exits	referral to colony leaders for review
Large elevation difference from outside ramp to inside floor level	referral to colony leaders for review

### Holmfield

Water bottle fill station/hand dryers	referral to colony leaders for review
Proper signage	referral to colony leaders for review
Wheel chair accesable ramp to front door	referral to colony leaders for review
New front door equipped with push button opener	referral to colony leaders for review
Modify boys bathroom to handicapp accesible	referral to colony leaders for review
Change all taps to single lever and door knobs to levers	referral to colony leaders for review