

**Rotherglen School Multi Year Plan
Accessibility for Ontarians with Disabilities Act, 2005 / Integrated Accessibility Standards**

Section	Standard	Requirement	Action	Status	Compliance Date
Part 1 -General Requirements					
3	Accessibility Policy	3.(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Develop an accessibility policy statement that confirms Rotherglen School's commitment to meeting the accessibility needs of people with disabilities in a timely manner. Policy will embody the four AODA principles of Dignity, Independence, Integration and Equal Opportunity	Complete	January 1, 2014
4	Multi-Year Accessibility Plan	4.(1) Large organizations shall, a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation; b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and c) review and update the accessibility plan at least once every five years.	Rotherglen School will create, implement, maintain, and document a multi-year accessibility plan.	Complete Ongoing	January 1, 2014
7	Training	7.(1) Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to: (a) all employees, and volunteers; (b) all persons who participate in developing the organization's policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Rotherglen School will train employees on the Integrated Accessibility Standards Regulation and keep a record of the training provided, the individuals who were trained, and the dates of training.	Complete Ongoing	January 1, 2015
Part 2 - Information & Communications Standards					

11	Feedback	11.(1) Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	A feedback process has been established that is accessible, with alternate formats also available such as telephone, mail and in-person upon request.	Ongoing	January 1, 2015
12	Accessible formats and communication supports	12.(1) Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, a) in a timely manner that takes into account the person's accessibility needs due to disability; and b) at a cost that is no more than the regular cost charged to other persons.	Rotherglen School will Inform the public that it will make information accessible upon request. Review and update formats/alternate formats upon request	Ongoing	January 1, 2016
		12.(2) The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Upon request, Rotherglen School will work with the individual to determine how to meet their needs, as soon as possible.	Ongoing	January 1, 2016
		12.(3) Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	This information will be posted on the Rotherglen website	Complete	January 1, 2016
14	Accessible websites and web content	14.(2) Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Rotherglen will ensure our websites & content conform to guidelines and that our external website conforms with the WCAG 2.0 Level A All internet websites and web content must conform with WCAG 2.0 Level AA	Complete Ongoing	January 1, 2014 January 1, 2021

15	Educational Training Resources & Materials	<p>15.(1) Every obligated organization that is an educational or training institution shall do the following, if notification of need is given:</p> <p>1. 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 with a disability to whom the material is to be provided by,</p> <p>i. procuring through purchase or obtaining by other means an accessible or conversion ready electronic format of educational or training resources or materials, where available, or</p> <p>ii. arranging for the provision of a comparable resource in an accessible or conversion ready electronic format, if educational or training resources or materials cannot be procured, obtained by other means or converted into an accessible format.</p>	Rotherglen School will ensure that all educational training resources and materials are in formats that take into account the accessibility needs of a person with a disability or will be sourced if not available.	Complete Ongoing	January 1, 2013
		2. Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.	Student records and information on program requirements are available in accessible formats.		January 1, 2013
16	Training to Educators	16.(1) In addition to the requirements under section 7, obligated organizations that are school boards or educational or training institutions shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction.	Ongoing Professional Development	Complete Ongoing	January 1, 2013
		(2) Obligated organizations that are school boards or educational or training institutions shall keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided.	Records of this training will be retained, detailing the type of training, dates, and individuals who received the training.	Complete Ongoing	January 1, 2013
17	Producers of Educational or Training Material	17(1) Every obligated organization that is a producer of educational or training textbooks for educational or training institutions shall upon request, make accessible or conversion ready versions of the textbooks available to the institutions.		Ongoing	January 1, 2015

		(2) Every obligated organization that is a producer of print-based educational or training supplementary learning resources for educational or training institutions shall upon request, make accessible or conversion ready versions of the printed materials available to the institutions.		Ongoing	January 1, 2020 For accessible or conversion ready versions of printed materials that are educational or training supplementary learning resources
18	Libraries of Educational & Training Institutions	18.(1) Subject to subsection (2) and where available, the libraries of educational and training institutions that are obligated organizations shall provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request. (2) Special collections, archival materials, rare books and donations are exempt from the requirements of subsection (1).	Identify multimedia resources available and resources in alternative formats.	Ongoing	January 1, 2015 (Print based) January 1, 2020 (Digital, multimedia)
Part 3 - Employment Standard					
22	Recruitment - General	22. Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Rotherglan School's commitment to providing accommodations for persons with disabilities will be posted on our website	Complete	January 1, 2016
23	Recruitment, Selection or Selection Process	23.(1) During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. (2) If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.	Rotherglan School will notify applicants that accommodations are available upon request when contacted to schedule interviews. Appropriate accommodation will be provided upon request.	Complete	January 1, 2016

24	Notice to Successful Applicants	24. Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Rotherglen School will include a policy statement with offers of employment	Complete	January 1, 2016
25	Informing Employees of Supports	25.(1) Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	This information is included in the Rotherglen Staff Handbook.	Complete	January 1, 2016
		25.(2) Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Rotherglen School will include a policy statement with offers of employment t		January 1, 2016
		25.(3)Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	Notice of updates to Rotherglen Staff Handbook will be communicated to all staff members	Ongoing	January 1, 2016
26	Accessible Formats and Communication Supports for Employess	26.1 In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace.	Rotherglen School will notify the public about the availability of accessible formats and communication supports.	Complete	January 1, 2016
		26.2. The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Rotherglen School will consult with employees with disabilities to determine which accessible formats or communications supports they require	Ongoing	January 1, 2016
27	Workplace Emergency Response Information	27.(1) Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	Rotherglen School will communicate with employees who have disabilities (permanent or temporary) and who require assistance in the event of an emergency with individualized emergency response information in the manner that the employee can understand.	Complete	January 1, 2012

		(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Rotherglen School will provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee if an employee with disabilities requires assistance when evacuating the workplace in emergencies.	Ongoing	January 1, 2012
		(3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	Rotherglen School will consult with employees who have disabilities, so that the individualized workplace emergency response information meets the employees' needs.	Ongoing	January 1, 2012
		(4) Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee's overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Rotherglen School will create emergency plans for all employees as required. The plans will be updated annually.	Ongoing	January 1, 2012
28	Documented Individual Accommodation Plans	28.(1) Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Rotherglen School will develop processes for individual employee accommodation plans; return to work plans following absence due to disability. Make performance management, career development, and job changes accessible to employees.	Complete	January 1, 2016

		<p>28.(2) The process for the development of documented individual accommodation plans shall include the following elements:</p> <ol style="list-style-type: none"> 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer's expense, to determine if and how accommodation can be achieved. 	<p>Rothehglen School will review and update current policies and procedures.</p>	<p>Ongoing</p>	<p>January 1, 2016</p>
		<ol style="list-style-type: none"> 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability. 	<p>Rothehglen School will update current policies and procedures.</p>	<p>Ongoing</p>	<p>January 1, 2016</p>
29	Return to Work Process	<p>29.(1) Every employer, other than an employer that is a small organization,</p> <ol style="list-style-type: none"> (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; and (b) shall document the process. 	<p>Rothehglen School will ensure the accessibility needs of employees with disabilities are taken into account with regards to performance management, career development and redeployment processes.</p>	<p>Complete Ongoing</p>	<p>January 1, 2016</p>

		29.(2) The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use individual documented accommodation plans, as described in section 28, as part of the process.	Rotherglan School will review its current return to work process to ensure it complies with AODA requirements.	Ongoing	January 1, 2016
		29.(3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.			January 1, 2016
30	Performance Management	30.(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Rotherglan School will assess current performance review processes to ensure accessibility features are incorporated.	Complete Ongoing	January 1, 2016
31	Career Development & Advancement	31.(1) An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Rotherglan School will ensure that promotion criteria, practices and processes take into account individual accommodation needs and plans in accordance with AODA	Ongoing	January 1, 2016
32	Redeployment	32.(1) An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Rotherglan School will ensure redeployment efforts/activities take into account the needs of an employee with disabilities' accommodation requirements.	Ongoing	January 1, 2016