







PROFILE OF WESTERN SCHOOL DIVISION

The establishment of the division is effective a body corporate and politic under the name the "Western School Division" (3). The boundaries of the Western School Division shall be the boundary of the area contained in the wards of the division.

Western School Division is located in Morden, Manitoba, Canada, a prosperous community in South-Central Manitoba adjacent to the United States border. Western School Division operates a system of four schools and an adult education centre, that serve the City of Morden and a rural area of approximately 400 square kilometres. Our student population is composed of over 1700 students, both urban and rural. Morden is the home of many dramatic and fine arts groups, as well as strong sports programs which are reflected in the courses offered by the division.

The Board of Trustees is committed to the educational needs of the community within the Western School Division and seeks to carry out this role through the practise of good governance. Effective governance includes sound policies that support a school board's mandate in the areas of leadership, stewardship and relationship. The Western School Division and Board operate under the terms of the Manitoba and other provincial and municipal legislation and/or regulations that may apply, including :

and the

. Compliance with federal legislation includes
and .





Request for Accommodation

The Division recognizes some barriers will be easier to address than others, and will require varying levels of resources.

Informal requests will continue to be addressed through the current decision making levels of authority, and financial budgets.

All requests shall be tracked, with monthly reports remitted to the Accessibilities Coordinator.

Formal requests, such as those received via the Accessibility Request & Feedback Form, shall be reviewed by the Accommodations Coordinator for delegation and action.

Preventative actions and/or actions to remove barriers, requiring resources beyond current authority levels, will be forwarded to Senior Management and the Accessibilities Coordinator for consideration and action. Action requiring financial assistance will be forwarded for consideration in the Division's annual budget process.

Request for accessible format(s) and communication supports

1. When a customer makes a request for an accessible format and/or communication support, ensure your response is in a timely manner.
2. Ask the customer making the request, for suggested accessible format and/or communication support.
3. Inform the customer of any cost associated, if applicable.
4. Provide customer with accessible format and/or communication support, or approximate timeframe in which it will be provided.

Training

Regulation 13 (1) requires that " an organization must ensure training about accessible customer service is or has been provided to the following persons:

- (a) A person who provides goods or services directly to the public or to another organization in Manitoba on behalf of the organization, including employees, agents and volunteers;
- (b) A person who participates in or is responsible for the development or implementation of the organization's measures, policies and practices."

The Accessibility Advisory Committee will work together with the Professional Development Committee to develop processes to deliver, document, and track training.

Accessibilities Action Plan

Specific details regarding identified barriers, and the measures to remove the barriers, are contained within Appendix D.

Appendix D – Accessibilities Action Plan is a living document that will continually be amended and added to, as the Division takes action to remove barriers and celebrate achievements.





FEEDBACK

If you have any questions or comments related to this Accessibilities Plan, or how we can further improve accessibility, and/or would like to request an alternate format, please contact:

Accessibility Coordinator at 204.822.4448

email: accesswsd@westernsd.mb.ca

Reference:

(C.C.S.M. C A1.7)

– Customer Services Standard Regulation

Respect for Human Diversity and Equity Education

Canadian Charter of Rights and Freedoms

Manitoba Human Rights Code

Public Schools Act

Accessibility for Ontarians with Disability Act Implementation Guide – Integrated Accessibility Standards:
Information and Communications, Employment and Transportation

Adopted: January 9, 2017



Appendix A – GLOSSARY OF TERMS

Accessibility Standard an accessibility standards prescribed under the Accessibilities for Manitobans Act

Accessible Formats may include, but not limited to, large print, recorded audio, electronic formats, braille, and other formats usable by persons interrupted by a barrier

AMA





Appendix C – ACCESSIBILITY REQUEST & FEEDBACK FORM

Accessibility Request & Feedback

Personal Information

Name _____

Address: _____

Phone Number: _____

Email Address: _____

Request for Documents in Alternate Formats

Name of Document: _____

School: _____

Event (if applicable): _____

Which for format would you prefer?

Braille

Audio

Plain Language

Large Print: Preferred font size: _____

Preferred font style: _____

Electronic:

Microsoft Word	HTML	Rich Text	PDF
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Other: _____

Request for American Sign Language (ASL) Interpreter or Captioning:

Date Interpreter Required: _____

Duration Interpreter is Required _____