



Purpose

The Portage la Prairie School Division affirms its commitment to providing all staff, students, and visitors with access to its programming and facilities in an inclusive environment. Portage la Prairie School Division strives to eliminate or reduce barriers that impede participation in the learning environment and improve accessibility to promote inclusion in our school communities for all persons.

The Portage la Prairie School Division is committed to ensuring equitable access and participation for all people, regardless of their abilities. The Portage la Prairie School Division not only promotes but expects, the acceptance and understanding of characteristics that are fundamental to the identity of an individual, including; ancestry, nationality, ethnic background or origin, religion, age, sex, gender identity, sexual orientation, marital status, source of income, political belief, physical and mental disability, social disadvantages, etc.

Portage la Prairie School Division is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. With consideration given to staff and financial resources, the Portage la Prairie School Division is committed to meeting the needs of people who face accessibility barriers by identifying, removing, and preventing these barriers and by meeting requirements of The Accessibility for Manitobans Act (AMA).

PLPSD is committed to reviewing any procedure that does not align with the principles of dignity, independence, integration, and equal opportunity for people with disabilities. Any procedure that does not align will be modified or removed.

Procedure:

1. All staff are required to adhere to
 - a. PLPSD accessibility principles (noted above) and [Manitoba Accessibility Standards](#).
 - b. Complete the required training [AP 604-Form: Required Accessibility Training](#)
 - c. Confidentiality protocols regarding the sharing of information
 - i. [The Personal Health Information Act, CCSM c. P33.5](#)
 - ii. [FIPPA](#)
2. It is the responsibility of the employee to consult their building administrator, supervisor or designate any barrier(s) that interfere with their ability to manage daily work duties.
 - a. Request for consultation meeting options:
 - i. Complete the survey located on the PLPSD website and/or [Accessibility | Portage la Prairie School Division Survey Link](#)

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- ii. Contact your school administrator or supervisor directly.
3. Upon receipt of a request for consultation by an employee (survey or direct request), it is the responsibility of the building/school administrator, supervisor, or designate to initiate a consultation meeting with the employee.
 - a. The employee may choose to include an outside support person (i.e., family member, friend, etc) to assist with the consultation process.
4. Should the outcome of the consultation process result in an [Employee-Specific Accessibility Plan](#)
 - a. The administrator, supervisor, or designate will:
 - i. Consult with the Superintendent/CEO
 - ii. Seek pre-approval for plans that require any financial obligation or structural alteration
 - iii. Share the Employee Specific Plan for Accessibility as stated in the plan
5. Adhesion to the ESAP is the responsibility of the employee and the administrator. Any changes to the plan must be reported to the Superintendent/CEO.
6. Documentation for consultation meeting(s)
 - a. must be recorded by the building administrator, supervisor or designate and forwarded to the Superintendent/CEO immediately following the consultation meeting. Documentation must include:
 - i. Names of all participants in the consultation meeting
 - ii. Meeting date(s)
 - iii. Outcome/decision regarding the need for a plan
 - iv. Additional information as deemed necessary

Resources

[The Accessibility for Manitobans Act | Province of Manitoba](#)
[Links - PHIA | Health | Province of Manitoba](#)
[FIPPA - Manitoba Ombudsman](#)

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