



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Appendix 3

Process for Requesting Accessible Classroom/Library Resources

BACKGROUND

It is the mission of the Huron-Superior Catholic District School Board to develop the full potential of each child. We are committed to providing an environment in our schools that fosters independence, dignity and respect. This includes ensuring that the principle of equity of opportunity is reflected in our learning environments and that all people, including those with disabilities, have an equal opportunity to access services and resources in a timely fashion.

We are committed and continue our work towards compliance with respect to the Accessibility for Ontarians with Disabilities Act (AODA), which is a law that sets out a process for developing and enforcing accessibility standards. The timelines in the Act now include providing accessible classroom/library resources where necessary. The process below outlines the board's plan to provide accessible resources. The plan is initiated by the classroom teacher or Learning Resource Teacher. Requests from students, parents, community agencies and staff should be directed to these educators.

EXISTING RESOURCES

There are a number of existing supports currently available in our system. First steps might include visiting the Special Education web page, where books in mp3 format, EQAO resources, and curriculum resources by grade are readily available. Our school libraries, Special Education Department, and Curriculum Department should be contacted for additional resources, such as large print books, Braille resources and audio books.

OTHER ACCESSIBLE RESOURCES

In the event that the board does not possess the required resource, the following steps should be taken:

- If a classroom/library resource is required in an electronic format to be used with text-to-speech software, or in the form of an audio book, the classroom teacher will work with the school's Learning Resource Teacher to locate the desired resource and make it available.
- Should an item not be readily available, the school principal will be informed and will connect with the Special Education Department, specifically, the Assistive Technology Teacher, to assist with the purchase or possible creation of the required resource.

- Should a student require a Braille version of a resource or document, the school will contact the Special Education Department for assistance in securing transcription services or locating a vendor to facilitate the purchase of the resource.
Following a conversation with the Special Education Department, the school will submit Form A (Request for Accessible Resources) to the Coordinator of Special Education.
- The Assistive Technology Teacher will follow up with the school to provide the status of the request and timeline for receiving the resource.
- A list of vendors, agencies and service providers who may be of assistance will be provided.

Form A: Request for Accessible Resources

Date: _____

School: _____

Teacher: _____

Student: _____ Grade: _____

Type of Resource: Classroom Library Other _____

Format Request: Digital E-book Audio Book Braille Other _____

Name of Resource(s): (Please include Title, Author, Year of Publication and ISBN if applicable)

1. _____

2. _____

3. _____

4. _____

5. _____

Additional Information:

