



MOUNTAIN VIEW CHRISTIAN ACADEMY
Accessibility Plan

September 2023

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SECTION 1: INTRODUCTION

About Our School Community

MOUNTAIN VIEW CHRISTIAN ACADEMY (MVCA) Mountain View Christian Academy is a Christian educational institution that anchors its purpose to the authority of God's Word. Our vision is to lead students to a deep, profound relationship with Christ. We are committed to our calling to humbly rely on God to lead us as we demonstrate to students how to work diligently, give our best to God, and surrender our lives to His Kingdom work. We will provide a safe, loving, and encouraging environment for students while fostering excellence in academics, trades, and mission work. MVCA is an independent school that serves approximately 43 students from the municipalities of Terrace, Thornhill, and surrounding areas. The school operates one campus that offers education from K to Grade 10 and recognizes the significance of accessibility not only for those with disabilities but also for the benefit of the entire school community, providing a learning and working environment that supports all students, staff, and the larger school community.

MVCA offers various programs including robotics, life skills such as metalworking, woodworking, gardening, food studies, and financial literacy. Dedicated special education assistants are also provided by the School for students with special education needs.

Our Principal, Vice Principal, 5 teaching staff, and 3 support/non-teaching staff work together to be able to ensure accessibility within the school with the help of our accessibility committee.

MVCA elects a Board of 5 trustees including the board chair who establish policies and direction of the school. Board meetings occur every first Wednesday of the month. Parent/Guardian meetings (Society and Annual General meeting) are held in October and June respectively.

A Message from the Board/Administrator

At MVCA, we are committed to providing a learning and working environment that supports all students and staff and provides equitable opportunities to support our diverse community. A key element to supporting our community is the development of a Three-Year Accessibility Plan. This plan identifies system needs, priorities, and action plans, and draws on feedback from our school community and the work of the Accessibility Committee to enhance equity of access to programming and our facilities.

Our Accessibility Committee is a diverse and multi-disciplinary team that meets as needed to affirm our commitment to identify priorities and develop and monitor action plans highlighted in the Three-Year Accessibility Plan. The plan identifies measurable actions across the pillars of the Accessibility Act, supporting equal opportunity for persons with disabilities by identifying, removing, and preventing barriers of access.

We recognize the importance of accessibility not only for those with disabilities, but also for the benefit of the entire community. We are committed to advancing the efforts of the Accessibility Committee to improve equity and ease of access to services, as well as access to our facilities. Through the actions in this Three-Year Accessibility Plan, we commit to continuous improvements in developing an environment that supports all students, staff and the larger school community.

Territorial Acknowledgement

Mountain View Christian Academy is grateful to be on the traditional and unceded territory of the Tsimshian First Nations. T'oyaxsut 'nüün to our gracious hosts. We respect and commit to a deep consideration of their history, culture, stewardship, and voice.

Definitions

Accessibility: The state of having programs, services and environments that allow all individuals to participate fully in society without encountering barriers.

Accessibility Committee: An official group formed by one or more organizations in collaboration with people with disabilities, to create an accessibility plan and feedback mechanism.

Accessibility Plan: A plan developed by an Accessibility Committee that identifies challenges and solutions for addressing accessibility barriers.

Barrier: Anything that hinders the full and equal participation in society of a person navigating needs or disabilities. Types of barriers in the educational setting:

- 1. Learning Barrier:** any barrier that limits or prevents learning, whether it is through inadequate engagement, representation of the content, or expression of ideas and communication.
- 2. Architectural and Physical Barrier:** A barrier resulting from building design, the area adjacent to the building, shape of rooms, the size of doorways, lack of accessibility features, blocked paths of travel, and so on.
- 3. Attitudinal Barrier:** A barrier that arises from the attitudes of staff, students and the school community, including discriminatory behaviours and a lack of disability awareness.
- 4. Policy or Practice Barrier:** Rules, regulations and protocols that prevent a person from performing their job satisfactorily or participating in society. Policy, practice, and procedures that prevent a student from accessing the curriculum and fully participating in the school community.
- 5. Resource Barrier:** Barriers resulting from inadequate technology, funding, staff, or tools.
- 6. Temporal Barrier:** Barriers that occur during a specific time, such as busy times of day or during special events.

Disability: The state of being unable to participate fully and equally in society as a result of the interaction between an impairment and a barrier. ([For more information about disability and types of disability and support, refer to Appendix A: About Disability.](#))

Impairment: A physical, sensory, mental, intellectual, cognitive limitation, whether permanent, temporary or episodic.

Section 2: Framework Guiding Our Work

Mountain View Christian Academy accessibility plan builds on global, national, provincial and MVCA specific actions to promote and support accessibility.

Global Context – United Nations

In recent years, there has been an emphasis on increasing diversity, equity and inclusion within the workplace and within the larger community. The United Nations has been instrumental in leading the importance of disability as a global health issue. In 2006, the United Nations led efforts to adopt the Convention on the Rights of Persons with Disabilities (CRPD). In 2010, Canada ratified the CRPD and described the CPRD as follows:

“The Convention on the Rights of Persons with Disabilities is an international human right treaty aimed at protecting the rights and dignity of persons with disabilities without discrimination and on an equal basis with others. Parties to the Convention of the rights of Persons with Disabilities are required to promote and ensure the full enjoyment of human rights of persons with disabilities including full equality under the law.”

Canadian Context and Legislation – Canadian Charter of Rights and Freedoms

Canada-wide, around one in five people had some form of disability in 2017. Nationally, Canadian accessibility legislation started in 1985 where disability was included in the Canadian Charter of Rights and Freedoms and in 1986, Persons with Disabilities (PWDs) were included in the new federal Employment Equity Act. The Accessible Canada Act (ACA) came into force in 2019, with the overarching goal to realize a barrier-free Canada by 2040. This act applies to federally regulated entities. The ACA has seven focus areas, and was developed based on the following guiding principles:

1. All persons must be treated with dignity regardless of their disabilities.
2. All persons must have the same opportunity to make for themselves the lives that they are able and wish to have regardless of their disabilities.
3. All persons must have barrier-free access to full and equal participation in society, regardless of their disabilities.
4. All persons must have meaningful options and be free to make their own choices, with support if they desire, regardless of their disabilities.
5. Laws, policies, programs, services and structures must take into account the disabilities of persons, the different ways that persons interact with their environments and the multiple and intersecting forms of marginalization and discrimination faced by persons.
6. PWDs must be involved in the development and design of laws, policies, programs, services and structures.
7. The development and revision of accessibility standards and the making of regulations must be done with the objective of achieving the highest level of accessibility for PWDs.

B.C. Context and Legislation - Accessible B.C. Act

The Accessible British Columbia Act, enacted in June 2021, and initially the accessibility planning requirements only applied to provincial government organizations.

The Accessible British Columbia Regulation, under the Accessible British Columbia Act, came into force on September 1, 2022. These regulations identify schools as accessible organizations, and school districts and independent schools will be required to have an Accessibility Committee, an Accessibility Plan, and a tool to receive feedback on accessibility by September 1, 2023:

The goal of the act is to improve opportunities for people with disabilities and involve them in identifying, removing, and preventing barriers to their full participation in the life of the province.

Principles in the Accessible B.C. Act:

The Accessible B.C. Act includes a list of principles that must be considered as organizations develop an accessibility plan. The Definitions are adapted from the foundational document [BC Framework for Accessibility Legislation](#).

1. **Adaptability:** Accessibility plans should reflect that disability and accessibility are evolving concepts that change as services, technology, and attitudes change.
2. **Collaboration:** Promoting accessible communities is a shared responsibility and everyone has a role to play. Accessibility plans should create opportunities for Organizations and communities to work together to promote access and inclusion.
3. **Diversity:** Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion, and lived experience greatly inform the experiences of individuals. Accessibility plans should acknowledge the principle of intersectionality and the diversity within the disability community.
4. **Inclusion:** All British Columbians, including persons with disabilities, should be able to participate fully and equally in their communities.
5. **Self-Determination:** Accessibility plans should seek to empower people with disabilities to make their own choices and pursue the lives they wish to live.
6. **Universal Design:** The Centre for Excellence in Universal Design defines Universal Design as “the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent

possible by all people regardless of their age, size, ability or disability." An accessibility plan should be designed to meet the needs of all people who interact with the Organization.

Our Commitment to Accessibility:

Accessibility refers to the degree of ease with which people with disabilities can use and enjoy something such as a device, service, or place. At Mountain View Christian Academy, we are committed to providing an environment that is accessible and practical for all members of our diverse community. We recognize the importance of conscious planning, design, and effort in ensuring that barriers are removed and accessibility is increased.

Our school is committed to working collaboratively with the community to provide equitable treatment to people with disabilities in a way that respects their dignity.

To achieve this goal, we have outlined the following commitments:

- Engage with staff, community members and people with disabilities in the development and review of its accessibility plan.
- Ensure that our school board policies and procedures align with the principles of accessibility.,
- Improve access to facilities, policies, programs, practices, and services for students, staff, parents/guardians, volunteers and community members.
- Continually improve accessibility for people with disabilities in our school community. disabilities.

Our Approach:

At MVCA, we believe that all members of our community have the right to be treated with dignity, given an opportunity to participate, and provided with access to learning and community. Our approach is grounded in the core provincial principles of accessibility, including adaptability, collaboration, diversity, inclusion, self-determination and universal design.

In April 2023, we began the process of establishing an accessibility committee and identifying barriers to accessibility in our school community. This process

involved:

- Calling for applications for members of the Accessibility Committee
- Assessing the current physical and architectural accessibility of our school.
- Conducting surveys and interviews to understand the issues, challenges, and priorities of stakeholders within our school community
- Holding key discussions to identify barriers to accessibility
- Developing a school feedback tool
- Prioritization of actions to be taken
- Establishing a monitoring and evaluation process

Our approach is designed to recognize the gaps and opportunities to improve accessibility in our school community. By engaging in thoughtful planning, meaningful engagement, training, and direct action, we aim to deliver lasting accessibility improvements for all members of our community.

Section 3: The Accessibility Committee

Purpose of the Accessibility Committee

Under the Accessible B.C. Act, organizations must establish an Accessibility Committee to assist with identifying and preventing barriers to individuals in or interacting with the organization. The purpose of the accessibility committee is to work collaboratively to assess and improve community accessibility, focusing on the experiences of individuals with disabilities while encompassing the whole community. The Accessibility Committee also advises the school Administrator/Board on strategies to reduce social, physical, sensory and other barriers that prevent people from fully participating in all aspects of school community life.

Recruitment to the Accessibility Committee

Under the Accessible B.C. Act, the selection of accessibility committee members must, to the extent possible, align with the following goals:

- At least half the members are persons with disabilities (PWD), or individuals who support or are from organizations that support PWDs;
- At least one member is an Indigenous person; and
- Members reflect the diversity of persons in B.C.

A callout for applications to the Accessibility Committee was conducted in June 2023 to recruit a diverse representation as outlined above. The Accessibility Committee was formally constituted in August 2023. Current members of the Accessibility Coordinating Committee are listed below.

MVCA Accessibility Committee Membership

Committee Member	Position/Representation
Jeffrey Panag	Principal/IEP Coordinator
Lisa Johnson	Vice-Principal/IEP Case Manager
Jessica Freeman	Classroom Teacher
Sharon Niesner	Special Education Assistant
Brenda Ruchotzke	Parent/Guardian of PWD

Section 4: Consultation Conducted

Barrier-identification Methodologies

The Accessibility Committee used the following barrier-identification methods:

Methodology	Description	Status
Audit of policies and practices	A review of current policies and practices that promote accessibility and inclusion was conducted by key staff members.	August
Survey to Staff	An accessibility and inclusion survey was developed and distributed to staff.	August
Survey to Parents/Guardians	An accessibility and inclusion survey was developed and distributed to parents/guardians.	June
School Physical Accessibility Audit	An Assessment of School Physical Accessibility was developed. An audit team was identified, and they conducted the School Physical Accessibility Audit.	June
Accessibility Feedback Tool	A feedback tool was developed and posted to the school website. Information about the tool was shared with school stakeholders (i.e., students, staff, outside professionals and parents/guardians).	September
Accessibility Committee	The Accessibility Committee reviewed the input and feedback from the survey, assessment, and feedback tool. The Committee collaborated to suggest priority areas to target in the Accessibility Plan. This was shared with administrators and the Board, who gave the final approval of priority areas for the plan.	August

Section 5: Accessibility Feedback Tool

Mountain View Christian Academy developed an online feedback tool that included a series of questions about accessibility experiences that students, staff and members of the school community could complete. The tool was posted to the main page of the school website and an information announcement about the tool was provided to students, staff and parents/guardians. Feedback could be anonymous, or people could add their name and contact information if they wished to be contacted. There was also an option for people to upload a video, voice recording or photo(s).

The following are the contents of the online Accessibility Feedback Tool.

Report an Accessibility Barrier or Support

At Mountain View Christian Academy we want to learn about specific barriers that people face when they are trying to:

- Access a school program, building or school information
- Receive a service or support

The Mountain View Christian Academy Accessibility Committee will review your responses and they will be used for the revision of future accessibility planning. This information can be submitted anonymously, or you can provide your contact details at the bottom of this form if you wish to be contacted.

1. Which group(s) do you most identify with?
 - Individual with an accessibility need
 - Student with an accessibility need
 - Caregiver for an individual with an accessibility need
 - Service Provider/Therapist outside of school

- Staff member
 - Other
2. Please provide the date the barrier or support was experienced.
 3. Please select the location where the barrier or support was experienced.
 4. What were you or someone you know trying to access?
 5. Accessibility barrier or support details (be as specific as possible).
 6. Do you have any recommendations for what would make it better?
 7. What are some helpful supports you have experienced at school?
 8. Is there anything else you would like the accessibility committee to know?
 9. Please provide your name and email or phone number if you would like to be contacted. (optional)

Thank you for providing your valuable feedback! You will be contacted shortly if you provide your contact details.

Section 6: Accessibility Accomplishments and Barriers

Key Discussion Themes – Accessibility Accomplishments Identified

The guiding principles of inclusive practice inform MVCA programs, policies, practices, and services to reduce and minimize barriers to accessibility for people with disabilities. We strive to create an environment that is accessible and to ensure continuous improvement in accessibility.

There are a number of initiatives at MVCA to identify, remove and prevent barriers for people with disabilities. The following is a synopsis of some of the major achievements noted in the feedback:

Learning

1. The school's efforts toward inclusion and accessibility to learning was recognized by members of the society. Students with diverse needs and disabilities are included in regular classes. Assistive technology is also provided as needed to students who need support in showing their learning.
2. Teachers regularly use several key universal supports, including access to audiobooks, computers with voice to text technology, use of visual schedules and timetables in all classes, giving students choices (within parameters), using flexible and preferential seating, teaching in multi-modal ways (i.e. visual, verbal, hands-on, etc.), giving extra time to complete written tests and quizzes, ensuring students have access to calculators, multiplication charts, number lines, and manipulatives if needed.

Equity

1. Shared information on the accessibility act with school staff, students and parents/guardians.

School Policies and Practices

1. Mental Health and Well-being Supports
 - The school recognizes the importance of mental health and well-being of its students and staff. Initiatives have taken place to assess

and improve the mental health and well-being of students and staff to ensure support and positive outcomes.

- Training programs are offered to staff to promote student mental health and improve personal mental health and well-being and reduce stigma associated with mental illness.

2. Adaptations for Students:

- The school continues to assess student accommodation requirements on a case-by-case basis and uses all relevant information to respond to each scenario.
- The school has established practices and procedures by which adaptations are offered throughout the school.

3. Universal Design for Learning Training

- Ongoing training continues to be provided to staff and students that supports accessibility awareness, obligations, and inclusive environments.

Physical and Architectural Environment

1. The school conducted a Physical and Architectural Environment Audit to identify areas of physical accessibility and areas for improvement in the physical and architectural environment of the school.
2. The school has invested in several upgrades to existing facilities to new standards that support accessible school communities. Investments have been targeted to upgrade fire alarms complete with strobes, parking and curb cut enhancements to support main entrance access improvements. To make the office entrance conspicuous and the main entrance more accessible, the school sign was moved to the front of the building and the stairs to the office were upgraded. The school relocated both the staff parking and playground to increase usable play area and enhance student experience. The construction of the basketball court also increased student accessibility to sports.

Key Discussion Themes – Accessibility Barriers Identified

Learning Barriers

1. Educators expressed the need for more training to help them interact with students with specific disabilities and enable them to design more inclusive learning activities.
2. Communication with students and parents/guardians about assignments was provided inconsistently in various classes, resulting in some students not knowing or understanding what they needed to do for homework. The length and frequency of assignments were also highlighted as concern by parents/guardians.
3. Some staff members identified the need for additional resources, such as noise-cancelling headphones, more access to alternative quiet learning spaces in the school.
4. Some students are not engaging in the universal supports provided, in part, due to not wanting to stand out as needing additional support.
5. Several student respondents indicated they had trouble initiating and knowing how to go about starting assignments and tasks required of them.

Physical and Architecture Environment Barriers

1. Many classrooms have noise issues that make it difficult for some students due to auditory sensitivities. Noise reduction solutions would be helpful to address this noise issue.
2. Most classrooms do not have sound fields to support students with hearing impairments or attention issues. Some students require quieter environments or alternative workspaces, which are not always readily available.
3. Some respondents indicated that poor lighting contributed towards a learning barrier either by the lights being too bright, buzzing or too low lighting in certain areas such as stairways.
4. Heating and cooling can sometimes be an issue, so the physical comfort of students may not be optimal for learning.

Attitudinal Barriers

1. Some students identified that they felt misunderstood by staff who made assumptions that they were lazy or uncooperative or lacked motivation when in fact they were dealing with mental health and other disabilities that made it difficult for them to work, learn, and communicate.
2. Some parents indicated that student discipline may be communicated in a more encouraging way.

Resource Barriers

1. Some teachers and students are not familiar with the accessibility features on school laptops/computers such as voice to text, text to voice, web readers and other features.

School Policy and Practice Barriers

1. Teachers and staff identified a gap in staff training on a variety of disabilities and accessibility issues.
2. Systematic transition planning processes need to be improved for all students with disabilities.
3. Emergency evacuation protocols, individual plans and evacuation equipment are not in

place for students with physical disabilities.

Section 7: Our Three-Year Plan (2023-2026)

Overview:

This Accessibility Plan outlines the measures Mountain View Christian Academy will take to remove and prevent barriers and to promote inclusion for individuals with disabilities in our school community. The plan is based on the Accessibility Principles of Adaptability, Collaboration, Diversity, Inclusion, Self-Determination, and Universal Design, as set out in the Accessible B.C. Act.

Accessibility Priorities:

Based on the feedback gathered from staff, parents/guardians, and students, and the Physical and Architectural Environment Audit, the Accessibility Committee has identified the following areas as the top priority for improving accessibility in the school community.

Priority #1: Learning

Mountain View Christian Academy will enhance access to learning for all individuals, including those with disabilities, through the following actions:

Objectives	Actions	Timeline
Equip teachers to plan and design lessons using UDL principles and priority universal supports to implement in the classroom and normalize accessing supports	<ul style="list-style-type: none">• Provide professional development for educators and collaboration time and coaching to increase teacher capacity to use UDL lesson planning• Identify key universal supports being implemented in the classroom (refer to the Universal Supports document in Appendix C)• Prioritize 3-5 priority universal supports to implement schoolwide• Provide professional development on effectively implementing the priority universal supports	Starting September 2023 - June 2026

	<p>identified above</p> <ul style="list-style-type: none"> • Normalize supports within the classroom and inform students how they can be helpful for all 	
<p>Ensure that all communication to staff, students, and parents/guardians is written in plain language and is available in alternate formats upon request</p>	<ul style="list-style-type: none"> • Survey parents/guardians to determine their preferred method of communication and format • Develop guidelines and examples for communication to all stakeholders 	<p>June 2024 - June 2026</p> <p>September 2023 - June 2026</p>
<p>Develop a plan for teaching study skills in middle and high school classes</p>	<ul style="list-style-type: none"> • Provide direct instruction in developing mnemonic techniques for summarizing key ideas • Assist in utilizing the 'splashdown' technique by encouraging students to write down their diagrams and memorized information prior to taking tests • Facilitate anxiety reduction activities before test writing 	<p>September 2023 - June 2026</p>
<p>Develop a plan for teaching executive function skills across grade levels</p>	<ul style="list-style-type: none"> • Professional development for educators on how to effectively teach and reinforce various executive function skills • Executive Function Skills in the Classroom: Overcoming Barriers. Building Strategies • Professional development for staff on using the barriers-strategies protocol for teaching executive function skills using the Activated Learning website and resources http://activatedlearning.org/index.php/teacher-created-materials/ 	<p>September 2023 - June 2026</p>
<p>Develop effective classroom processes for modulating noise levels in the classroom and hallways</p>	<ul style="list-style-type: none"> • Explicitly teach and reinforce expected behaviours around noise levels (e.g., especially during announcements, when giving instructions, etc.) • Remind students ahead of time (pre-correction) about noise levels before students move into the hallway • Noise-cancelling headsets should be available in the classroom 	<p>September 2023 - June 2026</p>

Increase training in the use of accessible format materials.	<ul style="list-style-type: none"> • Provide staff training on the various types of accessible materials available and how to use them 	Starting October 2023 - June 2026
	<ul style="list-style-type: none"> • Teachers and support staff train all students on the use of accessible book and website formats 	September 2023 - June 2026
Develop a consistent method for teachers to convey information about homework	<ul style="list-style-type: none"> • Write homework instructions in a consistent place on the board in every classroom • Use a consistent format for outlining the instructions for assignments • Convey homework assignments digitally that is accessible to students, parents/guardians 	September 2023 - June 2026
Develop and implement a clear and easy-to-navigate school website.	<ul style="list-style-type: none"> • Conduct a school website audit • Create a website improvement plan 	September 2023 - June 2026

Priority #2: Physical and Architectural

Mountain View Christian Academy will improve the accessibility of the physical and architectural environment for all individuals, including those with disabilities through the following actions:

Objectives	Actions	Timeline
Ensure soundproofing of surfaces where possible to reduce noise for students and staff	<ul style="list-style-type: none"> • Assess noise issues and determine solutions in classrooms and other areas of the school • Options for noise reduction of surfaces where devices (noise cancelling headphones) • Explore and install different soundproofing solutions (e.g. noise panels, soundproofing) for the classroom and other areas of the school 	September 2023 – June 2026
Increase access to alternative learning and calming spaces for students with diverse needs and disabilities	<ul style="list-style-type: none"> • Determine the current needs of students who may require alternate learning spaces from time to time • Conduct an audit of current alternate learning spaces that can meet the identified needs • Create a plan and budget for the provision of additional alternative learning spaces or accommodations to address the needs identified 	September 2023 – June 2026

<p>Ensure that lighting levels are appropriate for student and staff needs (i.e., not too bright, too dim, buzzing lights, alternatives to fluorescent lighting)</p>	<ul style="list-style-type: none"> • Determine the current needs of students and staff who may have specific lighting needs • Conduct an audit of current lighting challenges • Create a plan and budget for adjusting lighting to meet the needs of staff and students 	<p>September 2023 – June 2026</p>
<p>Ensure paths of travel are not partially blocked, so that people that use a mobility device such as a walkers or a wheelchair can navigate paths of travel unhindered</p>	<ul style="list-style-type: none"> • Build awareness that paths of travel used by staff and students should remain clear • Develop a system for checking and clearing paths as needed 	<p>September 2023 – June 2026</p>
<p>Ensure playground equipment and surfaces provide meaningful access for inclusion</p>	<ul style="list-style-type: none"> • Assess if some students are not able to access the playground (e.g., replace mulch and gravel with rubberized mats) • Identify potential ways to increase student inclusion and participation in playground activities (e.g. accessible swings and picnic tables, a communication board in the playground to encourage communication between students with communication challenges and other students) • Develop a plan and budget for implementing playground adjustments to be more inclusive (Refer to Rick Hansen Foundation: A Guide to Creating Accessible Play Spaces) 	

Priority #3: School Policy and Practice

Mountain View Christian Academy will review and revise policies and practices to ensure they align with the principles of accessibility, and to address any identified gaps in staff training or knowledge on accessibility issues. School policy and practice will be addressed through the following actions:

Objectives	Actions	Timeline
Summarize and celebrate current accessibility practices within the school.	<ul style="list-style-type: none"> • Conduct an audit of school accessibility practices and summarize the results • Provide information to staff about current accessibility practices within the school and examples 	September 2023 – June 2026
Identify and respond to areas needed for further staff training on accessibility issues and <i>Universal Design for Learning</i> (UDL) to increase student success through: a.) increased engagement b.) access to information, and c) various ways to express their learning	<ul style="list-style-type: none"> • Develop priorities for staff accessibility training and develop or identify training modules for staff • Develop an implementation plan to provide the accessibility training needed for current staff and new staff induction 	September 2023 – June 2026
	SUGGESTED RESOURCES: <ul style="list-style-type: none"> • Novak Education UDL Courses: https://www.novakeducation.com/ • Novak Education Books: https://www.novakeducation.com/books 	September 2023 – June 2026
Ensure that emergency plans are in place for each student with mobility or sensory needs. (Provide staff training on transfers/lifts if part	<ul style="list-style-type: none"> • Identify the students and staff who may require assistance with emergency procedures • Develop evacuation procedures for students with mobility considerations (e.g. temporary injury, sensory needs), acquire EVAC chairs (if needed) • Provide staff training and practice on the 	September 2023 – June 2026

<p>of the emergency plan.)</p>	<p>individualized evacuation procedures for students with disabilities and diverse needs plans in emergency drills</p> <ul style="list-style-type: none"> • Practice implementing individualized evacuation plans during emergency drills. Inform and prepare (frontload) students with sensory challenges in advance, so they can anticipate and be ready for the drills 	
<p>Improve transition planning for students with diverse needs and disabilities</p>	<ul style="list-style-type: none"> • Collaborate with MCFD to develop transition plans starting in grade 10 for students with developmental disabilities • Develop a transition planning process for all students in grades 10 • Develop a transition planning process for all students transitioning to a new school division 	<p>September 2023 – June 2026</p>
<p>Develop a plan for teaching self-regulation across grade levels and introduce self-regulation tools for all classes</p>	<ul style="list-style-type: none"> • Identify students requiring individualized regulation needs • Provide information about self-regulation needs during year-to-year transition planning • Obtain developmentally appropriate self-regulation toolkits and provide professional development on self-regulation and self-regulation tools 	<p>September 2023 – June 2026</p>

Priority #4: Resources

Mountain View Christian Academy will increase awareness and training on assistive technology for students with disabilities.

Objectives	Actions	Timeline
Increase awareness of specific assistive technology needs for students with disabilities	<ul style="list-style-type: none">• Conduct class reviews of technology needs for students• Provide training for staff on the various technology needs of students	September 2023 – June 2026
Provide access to and training for the implementation of various technology tools needed (e.g. speech-to-text and text-to-speech tech)	<ul style="list-style-type: none">• Professional development for staff.• Technology implementation plan for training and supporting students in technology use	September 2023 – June 2026

Section 8: Monitoring and Evaluation

The Accessibility Planning Committee meets twice yearly to review progress and evaluate the effectiveness of the plan's implementation and plan for increased accessibility throughout the school. The committee will ensure the following steps are taken regarding the Three-Year Accessibility Plan:

1. Prepare an annual status report on the progress of the measures taken to implement the plan.
2. Review and update the Three-Year Accessibility Plan every three years in consultation with persons with disabilities and other relevant community members.

Section 9: How to Give us Feedback

In addition to the public availability of the plan, Mountain View Christian Academy will post an annual status report on the progress of the Three-Year Accessibility Plan on the school's website. Accessible formats of the plan will be made available upon request. Questions, comments or feedback regarding the Accessibility Plan may be directed to info@mvcaweb.ca or (250) 635-5518.

Section 10: Appendices

Appendix A: About Disability

The Disability Continuum

Although there is no universally accepted meaning for the word "disability". However, the Ontario Human Rights Code provides definitions of disability that form our guiding principles. Definitions of disability can be placed on a continuum. At one end, disability is explained in terms of medical conditions (medical model). At the opposite end, disability is explained in terms of the social and physical contexts in which it occurs (environmental model).

The medical model focuses on deficiencies, symptoms and treatments. The World Health Organization's (WHO) 1976 definition for disability, for example, is "any restriction or lack (resulting from an impairment) of ability to perform an activity in the manner or within the range considered normal for a human being."

Medical model definitions promote the idea that disability is a deviation from the norm.

Many people with disabilities are troubled by definitions that regard disability as abnormal, preferring instead to portray disability as commonplace, natural, and in fact, inevitable. As people age, they experience gradual declines in visual acuity, auditory sensitivity, range of motion, bodily strength and mental powers. Significant functional limitations affect almost half of people between the ages of 55 and 79, and over 70% of people over 80 (World Health Organization (WHO) report titled "Ageing and health", 2015). Beyond middle age, disability is the norm.

The environmental model explains disability in relation to social and physical contexts. In this view, the environment, not an individual's medical condition, causes disability. For example, during an electrical blackout, a person who is completely blind can effortlessly navigate around the home, hammer nails, and, if a Braille user, read a novel.

A sighted person would be unable to perform these tasks easily, if at all. In this example, the environment disables the sighted person.

The environmental model emphasizes that people with disabilities are capable individuals, and it is the barriers in the built and human environments, not their medical conditions, that create disability. Disability occurs when the world is designed only for a certain way of living, without considering the natural variation among human beings. Barriers are created by humans, and modifying how we live, the tools we use, and our understanding of the proper way to do things can eliminate or minimize design problems that cause barriers. Systematic barriers can be eliminated by modifying policies, plans, and processes. Attitudes that cause barriers can be addressed through disability awareness, respect, and positive interactions with people with disabilities.

Types of Disability and Functional Limitations

A person's disability may make it physically or cognitively challenging to perform everyday tasks such as operating a keyboard, reading a sign, differentiating colours, distinguishing sounds, climbing stairs, grasping small items, remembering words, or doing arithmetic.

There are many kinds of disabilities, including physical, sensory, hearing, mental health, developmental and learning. Disabilities can be visible or invisible.

Visual Disabilities

Visual disabilities reduce one's ability to see clearly. Very few people are totally blind. Some have limited vision such as tunnel vision, where a person has a loss of peripheral or side vision, or a lack of central vision, which means they cannot see straight ahead. Some can see the outline of objects while others can see the direction of light. Impaired vision can restrict a person's ability to read signs,

locate landmarks or see hazards. In some cases, it may be difficult to tell if a person has a visual disability. Others may use a guide dog or white cane.

Here are some suggestions to help you interact with people with visual disabilities:

- Identify yourself when you approach the person and speak directly to them.
- Speak normally and clearly.
- Avoid referring to the disability or using phrases like “handicapped”.
- Unless it is an emergency, only touch the person if you have been given permission.
- If you offer assistance, wait until you receive permission.
- Offer your arm (the elbow) to guide the person and walk slowly.
- Service animals are working and have to pay attention at all times. Refrain from engaging with the animal.
- If you're giving directions or verbal information, be precise and clear. For example, if you're approaching a door or an obstacle, say so. Don't just assume the individual can't see you.
- When entering a room, show the individual to a chair, or guide them to a comfortable location.
- Identify landmarks or other details to orient the person to the environment around them.
- Ensure you say good-bye prior to leaving the individual.
- Be patient. Things may take a little longer.

Hard of Hearing and Deafness

People who have hearing loss may be deaf or hard of hearing. Like other disabilities, hearing loss has a wide variety of degrees. People who are hard of hearing may require assistive devices when communicating. While some people

may use sign language, notes or hearing aids when communicating, others may also use email, pagers, TTY telephone service or Bell Canada Relay Service.

Here are some suggestions to help you interact with people who are deaf or hard of hearing:

- Always ask how you can help. Don't shout.
- Avoid referring to the disability or using phrases like "handicapped".
- Attract the person's attention before speaking. The best way is a gentle touch on the shoulder or gently waving your hand.
- Make sure you are in a well-lighted area where the person can see your face.
- Look at and speak directly to the person. Address the person, not their interpreter.
- If necessary, ask if another method of communicating would be easier, for example a pen and paper.
- Keep your face clearly visible when speaking.
- Be clear and precise when giving directions and repeat or rephrase if necessary. Make sure you have been understood.
- Service animals are working and have to pay attention at all times. Refrain from engaging with the animal.
- Any personal (e.g., financial) matters should be discussed in a private room to avoid other people overhearing
- Be patient. Communication for people who are deaf is different because their first language may not be English. It may be American Sign Language (ASL).
- If the person uses a hearing aid, try to speak in an area with few competing sounds.

Physical Disabilities

There are many types and degrees of physical disabilities and not all require a wheelchair. For example, people who have arthritis, heart or lung conditions, or amputations may also have difficulty moving, standing, or sitting. It may be difficult to identify a person with a physical disability.

Here are some suggestions to help you interact with people with physical disabilities:

- Speak normally and directly to the person rather than someone who is with them.
- People with physical disabilities often have their own ways of doing things. Ask before you help.
- Avoid referring to the disability or using phrases like “handicapped”.
- Be patient and be sure you understand their needs.
- Unless it is an emergency, refrain from touching any assistive devices, including wheelchairs.
- Provide the person with information about accessible features of the immediate environment (automatic doors, accessible washrooms, etc.).

Intellectual Disabilities

People with intellectual or developmental disabilities may have difficulty doing many things most of us take for granted. These disabilities can mildly or profoundly limit one’s ability to learn. You may not be able to know that someone has one of these disabilities unless you are told, or you notice the way people act, ask questions or body language.

Here are some suggestions to help you interact with people with intellectual disabilities:

- As much as possible, treat the person with an intellectual disability like anyone else. They may understand more than you think, and they will

appreciate you treating them with respect.

- Don't assume what a person can or cannot do.
- Avoid referring to the disability or using phrases like "handicapped".
- Use simple words and short sentences.
- Make sure the person understands what you've said.
- If you can't understand what's being said, ask again.
- Give one piece of information at a time.
- Be polite and patient.
- Speak directly to the person, not to someone who is with the person.

Learning or Cognitive Disabilities

Learning or cognitive disabilities can result in a host of different communications difficulties for people. They can be subtle, as in having difficulty reading, or more pronounced, but they can interfere with the person's ability to receive, express or process information. You may not be able to know that someone has one of these disabilities unless you are told, or you notice the way people act, ask questions or body language.

Here are some suggestions to help you interact with people with learning disabilities or disabilities:

- Patience and a willingness to find a way to communicate are your best tools.
- Recognize that some people with communication difficulties use augmentative communication systems such as Signed English and Picture Exchange System.
- When you know that someone with a learning disability needs help, ask how you can best help.
- Speak normally and clearly, and directly to the person
- Take some time — people with some kinds of disabilities may take

a little longer to understand and respond.

- Try to find ways to provide information in a way that works best for them. For example, have a paper and pen handy.
- If you're dealing with a child, be patient, encouraging and supportive.
- Avoid referring to the disability or using phrases like "handicapped".
- Be courteous and patient and the person will let you know how to best provide service in a way that works for them.

Mental Health Disabilities

People with mental health disabilities look like anyone else. You won't know that the person has a mental health disability unless you're informed of it. But if someone is experiencing difficulty in controlling their symptoms or is in a crisis, you may need to help out. Be calm and professional and let the person tell you how you can best help.

Here are some suggestions to help you interact with people with mental health disabilities:

- Treat people with a mental health disability with the same respect and consideration you have for everyone else.
- Be confident and reassuring and listen to persons with a mental health disability and their needs.
- If someone appears to be in a crisis, ask him or her to tell you the best way to help.
- Take the person with a mental health disability seriously, and work with them to meet their needs.

Speech and Language Disabilities

Some people have communication challenges. It could be the result of cerebral palsy, hearing loss, or another condition that makes it difficult to pronounce words, causes slurring or stuttering, or not being able to express oneself or understand written or spoken language. Some people who have severe difficulties may use communication boards, sign language or other assistive devices.

Here are some suggestions to help you interact with people with speech and language disabilities:

- Just because a person has one disability doesn't mean they have another. For example, if a person has difficulty speaking; make no assumption they have an intellectual disability as well.
- If you don't understand, ask the person to repeat the information.
- Avoid referring to the disability or using phrases like "handicapped".
- If you are able, ask questions that can be answered 'yes' or 'no'.
- Take some time. Be patient and polite and give the person whatever time they need to get their point across.
- Allow the individual to finish their sentences themselves without interruption.
- Patience, respect, and a willingness to find a way to communicate are your best tools.

Deaf-Blind Disabilities

A person who is deafblind cannot see or hear to some extent. This results in greater difficulties in accessing information and managing daily activities. Most people who are deafblind will be accompanied by an intervener, a professional who helps with communicating. Interveners are trained in special sign language that involves touching the hands of the client in a two-hand, manual alphabet or finger spelling, and may guide and interpret for their client.

Here are some suggestions to help you interact with people who are deafblind:

- Make no assumptions about what a person can or cannot do. Some deaf-blind people have some sight or hearing, while others have neither.
- Avoid referring to the disability or using phrases like “handicapped”.
- A deaf-blind person is likely to explain to you how to communicate with them or give you an assistance card or a note explaining how to communicate with them.
- Speak directly to the person, as you normally would, not to the intervener.
- Identify yourself to the intervener when you approach the person who is deaf-blind.
- Don't touch service animals – they are working and have to pay attention at all times.
- Unless it's an emergency, refrain from touching a deaf-blind person without permission.

Appendix B: Suggested References/Resources

Global, Canadian and Local Accessibility Context and Legislation

[United Nations Convention on the Rights of Persons with Disabilities](#)

[Canada Ratifies the UN Convention on the Rights of Persons with Disabilities](#)

[Canadian Charter of Rights and Freedoms](#)

[British Columbia Framework for Accessibility Legislation](#)

[Accessible British Columbia Act](#)

[BC Accessibility Legislation Plan Language Summary](#)

Accessibility Planning Resources for Schools

[BC Accessibility Hub](#)

[Developing Your First Accessibility Plan: A Guide for BC Prescribed Organizations](#)

[Creating an Accessibility Committee](#)

[Universal Design](#)

[Special Education Technology BC \(SET BC\)](#)

[Accessible Resource Centre - BC](#)

[Standards Council of Canada](#)

[B6521-95 Barrier-Free Design](#)

[A Guide to Creating Accessible Play Spaces](#) (Rick Hansen Foundation)

[Canadian National Institute for the Blind \(CNIB\)](#)

[Provincial Resource Centre for the Visually Impaired \(PRCVI\)](#)

[Canadian Hard of Hearing Association](#)

[Canadian Hearing Services](#)

[Provincial Outreach Program for the Deaf and Hard of Hearing \(POPDHH\)](#)

[Auditory Outreach Provincial Resource Program](#)

[Provincial Outreach Program for Students with Deafblindness](#)

[Provincial Inclusion Outreach Program \(Complex Needs\)](#)

[Provincial Outreach Program for Autism and Related Disorders](#)

[Provincial Outreach Program for Fetal Alcohol Spectrum Disorder](#)

[Multiple Sclerosis Society of Canada](#)

[Learning Disabilities Association of Canada](#)

[Brain Injury Canada](#)

[Spinal Cord Injury Canada](#)

[Tourette Canada](#)

[Kelty Mental Health](#) (BC Children's Hospital)

[Gifted Children's Association of BC](#)

[Specialist Association of Gifted Educators in BC](#)

[Spinal Cord Injury Canada Tourette Canada](#)

[Undoing Ableism: Teaching about disability in K-12](#)

[Classrooms Universal Design](#)

[Comprehensive literacy for all: Teaching students with significant disabilities to read and write](#)

BC Provincial Resource Programs

[Auditory Outreach Provincial Resource Program](#)

[Provincial Inclusion Outreach Program \(Complex Needs\)](#)
[Provincial Resource Centre for the Visually Impaired](#)

[\(PRCVI\) Provincial Outreach Program for Autism and Related Disorders](#)

[Provincial Outreach Program for the Deaf and Hard of Hearing \(POPDHH\)](#)

[Provincial Outreach Program for Fetal Alcohol Spectrum](#)

[Disorder Provincial Outreach Program for Students with Deafblindness](#)

[Special Education Technology BC \(SET BC\)](#)

Potential Grant Sources

[BC Gaming Grants](#)

[Disability Alliance BC Accessibility Projects](#)

[Enabling Accessibility Fund](#)

[Rick Hansen Accessibility Grant](#)

Accessibility Products

[Accessible Places \(B.C. Distributor of Evac Chairs/Slings\)](#)

[Advice about Placement of Automatic Door Openers](#)
(alfred@accessibleplaces.ca; 1.604.315.8151)

Appendix C: Universal Supports

Universal Supports			
Supports and strategies for students with or without a designation where certain universal supports have been successful in their overall learning			
SEL, Behavioural		Instructional	
<input type="checkbox"/>	Scheduled Movement/Water breaks/opportunity	<input type="checkbox"/>	Consistent, structured classroom routines
<input type="checkbox"/>	Simple, predictable directions/rules	<input type="checkbox"/>	Explicitly state the purpose of each lesson
<input type="checkbox"/>	Visual- step-by-step instructions	<input type="checkbox"/>	Oral, written, or visual instruction, “to-do” lists, or other organizational structures.
<input type="checkbox"/>	Give choices (within parameters)	<input type="checkbox"/>	Front loading using outlines (chapters/tests)
<input type="checkbox"/>	Acknowledge flexibility and self-control	<input type="checkbox"/>	Vocabulary at the start of the lesson/unit
<input type="checkbox"/>	Limit group size (group work)	<input type="checkbox"/>	Teach multi-modal (i.e., visual, verbal)
<input type="checkbox"/>	Positive praise & build positive rapport	<input type="checkbox"/>	Provide cues / mnemonics as a memory tool
<input type="checkbox"/>	Assign groups AND roles/peer support	<input type="checkbox"/>	Allow for extra wait time for student response
<input type="checkbox"/>	Calm space in the classroom	<input type="checkbox"/>	Simplified language/directions
<input type="checkbox"/>	Check-in/out with a specific adult each day.	<input type="checkbox"/>	Repeat instructions to the student individually
<input type="checkbox"/>	Clear specific rules consistent across settings.	<input type="checkbox"/>	Allow for re-teaching of key concepts, notes provided (note taker)
<input type="checkbox"/>	Front-load schedule changes	<input type="checkbox"/>	Reader or Text Reader (Be specific about technology)
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Alternatives to print (audiobooks, movies, videos, digital media.
Physical Environment		<input type="checkbox"/>	Explicit instructions
<input type="checkbox"/>	Ability to move around indoor and outdoor spaces easily to access materials	<input type="checkbox"/>	Teach notetaking, finding information in text
<input type="checkbox"/>	Classroom zones/alternate workspaces (i.e., quiet spaces/collaborative spaces)	<input type="checkbox"/>	Allow for the use of a calculator
<input type="checkbox"/>	Good sight lines and placement and lighting to facilitate communication for oral and visual language	<input type="checkbox"/>	High contrast materials, large print
<input type="checkbox"/>	Flexible/preferential seating	<input type="checkbox"/>	Use closed captioning
<input type="checkbox"/>	Sound field system	<input type="checkbox"/>	Provide alternate materials at the student's level
<input type="checkbox"/>	Sensory Tools (fidget items, wiggle cushion, standing desk)	<input type="checkbox"/>	Use cooperative learning

<input type="checkbox"/>	Special lighting (dark/light spaces) or acoustics (quiet/noisy spaces)	<input type="checkbox"/>	Use small group instruction/ peer tutoring
<input type="checkbox"/>	Reduce visual noise	<input type="checkbox"/>	Provide immediate/frequent feedback
<input type="checkbox"/>	Separate setting	<input type="checkbox"/>	Present lessons sequentially
<input type="checkbox"/>	Vertical surfaces	<input type="checkbox"/>	Alternatives to note-taking (scribe, audio recording, teachers-notes provided, photo, etc.)
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:
Organizational		Formative Assessment	
<input type="checkbox"/>	Take pictures of notes & homework board	<input type="checkbox"/>	Use in-class evidence of understanding
<input type="checkbox"/>	Extra time to complete assignments	<input type="checkbox"/>	Adjust expectations "quality over quantity"
<input type="checkbox"/>	Mini due dates to ensure task completion	<input type="checkbox"/>	Reduce # of homework questions or assignment length
<input type="checkbox"/>	Chunk longer projects/assignments	<input type="checkbox"/>	Alternate type: oral, written, demonstration
<input type="checkbox"/>	Use highlighters for important directions	<input type="checkbox"/>	Vary assessment types depending on the need
<input type="checkbox"/>	Provide note taker or notes of each lesson	<input type="checkbox"/>	Provide samples at the beginning
<input type="checkbox"/>	Supported use of an agenda, planner, calendar	<input type="checkbox"/>	Adapt tests and assignments (shorten, enlarge, revise format)
<input type="checkbox"/>	Graphic organizers for writing assignments	<input type="checkbox"/>	Use dot procedure: work to the dot and then get feedback
<input type="checkbox"/>	Use simple, concise directions	<input type="checkbox"/>	Repeat instructions
<input type="checkbox"/>	Pneumonic strategies; Study strategies	<input type="checkbox"/>	Spelling dictionary, proofreading, word bank checklists, etc.
<input type="checkbox"/>	Visual schedule/timetable (i.e., When/Then)	<input type="checkbox"/>	No penalty for spelling or convention errors
<input type="checkbox"/>	Visual timer	<input type="checkbox"/>	Calculator/multiplication chart/number line and manipulatives
<input type="checkbox"/>	Home/school communication book	<input type="checkbox"/>	Alternate format: short answer, point form, fill-in-the-blank, multiple choice, true/false, matching
<input type="checkbox"/>	Checklists	<input type="checkbox"/>	Provide a rubric or scoring guide
<input type="checkbox"/>	Classroom Visual supports	<input type="checkbox"/>	Review Criteria prior to beginning the assigned task
<input type="checkbox"/>	Work organization system (color code files etc.)	<input type="checkbox"/>	Framework outlines, and rubrics for longer projects
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Reduce or eliminate oral reading in class

Summative Assessment		<input type="checkbox"/>	Access to technology with dictation/word prediction and voice-to-text abilities
<input type="checkbox"/>	Allow for retests or test previews	<input type="checkbox"/>	Work in groups
<input type="checkbox"/>	Extra time to complete written tests/quizzes	<input type="checkbox"/>	Materials available at independent reading level
<input type="checkbox"/>	Allow a 1-page cheat sheet for tests	<input type="checkbox"/>	Voice-to-text, speech-to-text or dictation
<input type="checkbox"/>	Break down tests into small chunks	<input type="checkbox"/>	Reduce or eliminate homework expectations
<input type="checkbox"/>	Allow for test "previews" to be sent home	Other	
<input type="checkbox"/>	Allow oral answering of test questions	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Adapt tests (shorten, enlarge, revise format)	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other: