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|  | Administrative Procedure | |
| | Subject | Accommodation of Students and Staff |
| | AP Code | 110 |

Background

The duty to accommodate is a shared responsibility and everyone, including the students and parents/guardians or employees, asking for accommodation must cooperate in the process and share information to determine restrictions and support the accommodation. The following procedures are intended to provide a process to assist school employees in complying with the legal obligation to accommodate students and staff.

The principle of accommodation for students and staff requires that schools take reasonable measures short of undue hardship to modify the instructional/working environment in order to provide every student an opportunity to receive education and employees a safe and respectful workplace, without discrimination, on the basis of the grounds set out in the Saskatchewan Human Rights Code. (Undue hardship means that the accommodation required would be so difficult and onerous that no reasonable person would expect the school to do it.)

Procedures

1. At all times privacy rights are to be protected. Any information that must be disclosed for the purposes of the accommodation must only be disclosed to school staff on a need-to-know basis. Records should be destroyed according to a records retention schedule.
2. During the accommodation process, the school will respect the dignity and privacy of the individual requesting accommodation.
3. Requests for Student Accommodation
 - 3.1. Parents shall advise the school if the student has medical restrictions, disabilities, or other circumstances that may prevent the student from fully accessing educational services provided by the school.
 - 3.2. Where a request is received, or where it is perceived that an accommodation may be required on the basis of the grounds set out in the Saskatchewan Human Rights Code, the principal shall respond in a prompt and supportive manner in accordance with this administrative procedure.
 - 3.3. A teacher or principal who believes that a student might be unable to profit from instruction ordinarily provided in the regular classroom because of a medical restriction or disability shall, through the principal notify the school director that the student may require accommodation.
 - 3.4. The school director, or designate, will gather and review information regarding the matter and consult with the principal, parents, student, and other professionals (as applicable) to ensure relevant and achievable accommodation for the student.

3.5. The school supports the principle of parental involvement at all levels of decision-making and programming. The school will work to ensure parents understand the role they can play in providing appropriate information so the school can determine the appropriate accommodation for their child.

4. Requests for Employee Accommodation

4.1. Accommodation of employees within the workplace is a shared responsibility between the employer and the employee.

4.2. The employer agrees to make every reasonable effort, short of undue hardship, to provide reasonable accommodations, including suitable modified or alternate employment, to employees who are temporarily or permanently unable to return to their regular duties because of a disability. Employees have a responsibility to cooperate and provide relevant medical information from a duly qualified medical practitioner as required regarding fitness to return to work, abilities, and restrictions, the prognosis for recovery, and/or the expected duration of the restrictions.

4.3. Situations involving an employee requiring temporarily modified requirements, and not of a substantive or complex nature, will not normally require a meeting of the parties. In these situations, the employee and supervisor are encouraged to facilitate the return to work. If concerns are not addressed successfully between the employee and supervisor, the employee may request a return-to-work meeting with the school director present, where applicable. The scheduling of the meeting shall not delay the return to work.

4.4. If the accommodation is long-term, complex, or accommodation may be necessary outside the employee's normal place of work, a return-to-work meeting will be held between the parties. This meeting shall occur as early as possible once notice has been given.

4.5. An employee who, as the result of a disability, is unable to perform regular duties, may be given the preference of alternate work. This may include modification to the employee's existing job or an alternate placement.

4.6. Employees attending meetings for the purpose of discussing and planning accommodations shall be released from duty without loss of pay and benefits.

5. The School will:

5.1. Determine the appropriate accommodation;

5.2. Provide the appropriate accommodation unless it would be an undue hardship;

5.3. Inform the parent/guardian of the student, or the employee, as the case may be, of the accommodation and the reasons for the decision; and,

5.4. Alert appropriate personnel as to the decision or program changes necessary due to the accommodation.

References

The Education Act (1995) - Section 152
The Saskatchewan Human Rights Code

Date Adopted

October 31, 2023

Revised
