



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

220 Portsmouth Ave., Kingston, ON K7M 0G2

P: 613-544-6920 | F: 613-544-6804

TF: 1-800-267-0935 | TTY: 613-548-0279

[www.limestone.on.ca](http://www.limestone.on.ca)

## **Limestone District School Board**

---

In accordance with the LDSB's Multi-Year Accessibility Plan, the Board is committed to providing accessible formats and communication supports, upon request, for persons with disabilities.

*Accessible format* is an alternative to standard print. It may include, but is not limited to, electronic formats, audio formats, or braille.

*Communication supports* are supports that may be required to access information. Supports may include, but are not limited to, a sign language interpreter, reading information out loud to a person with vision loss, or assistive listening devices.

Requests for an accessible format or communication support for school-based documents or services will be directed to the school's administration. **Upon receipt of a request, school staff will consult with the applicant to determine the most appropriate accessible format or communication support.** Arranging for the provision of the accessible format or communication support will be done in a timely manner, taking into account the person's accessibility needs.

The table (Accessible Formats and Communication Supports Reference Table) provides a summary of possible requests, contact information, and the cost of securing the accessible format or communication support. Please submit invoices or receipts to the Education Centre, attention: Alison McDonnell.

Also on our website is the Accessible Format/Communication Support Request Form. In order to track the number and type of requests being made, a school staff member is asked to fill in the Request Form during the consultation process. It is also recommended that schools keep a record of actions taken to secure the support (agencies contacted, date contact was made, etc.), and document the outcome at the bottom of the Request Form.

SEE YOURSELF IN LIMESTONE

*Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.*

Paula Murray (Chair) | Debra Rantz (Director of Education and Secretary) | Paul Babin (Treasurer)