



WOODBURY LEADERSHIP ACADEMY

Adopted: July 11, 2017

Revised: November 10, 2022

908 WEBSITE ACCESSIBILITY

I. PURPOSE

The purpose of this policy is to ensure the school operates in compliance with federal and state laws including Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA) regarding being accessible to persons with disabilities.

II. GENERAL STATEMENT OF POLICY

- A. The school is committed to ensuring accessibility of its website for students, parents, staff, and members of the community with disabilities. All pages on the school's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.
- B. The Executive Director is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official school web presence which is developed by, maintained by, or offered through the school or third party vendors and open sources.

III. WEBSITE ACCESSIBILITY

- A. With regard to the school's website and any official school web presence which is developed by, maintained by, or offered through third party vendors and open sources, the school is committed to compliance with the provisions of Title II of the Americans with Disabilities Act (ADA) and Section 504 so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any school programs, services, and activities delivered online.
 - B. All existing web content produced by the school, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by June 1,
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2019. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the school or provided by third-party developers.

- C. The school has contracted with a website consultant who is responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The Executive Director or designee will be responsible for reviewing all areas of the school's website and evaluating its accessibility based on the website consultant's review on a periodic basis, and at least once per quarter. Any department with non-conforming webpages will be asked to correct the problem in a timely manner.

V. WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

- A. A student, parent, staff member or member of the public who wishes to submit a complaint or grievance regarding a violation of Title II of the Americans with Disabilities Act (ADA) or Section 504 related to the accessibility of any official school's web presence that is developed by, maintained by, or offered through the school, third party vendors and/or open sources may complain either to directly to the Executive Director or the Executive Director's designee. The initial complaint or grievance should be made using Form Frm-908, however, a verbal complaint or grievance may be made.
- B. Whether or not a formal complaint or grievance is made, once the school has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.
- C. Complaints should be submitted in writing, via email, or by completing Form-908. To file a complaint or grievance regarding the inaccessibility of the school public website content, the Complainant should submit a description of the problem, including:
- Name
 - Address
 - Date of the Complaint
 - Description of the problem encountered
 - Web address or location of the problem page
 - Solution desired
 - Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the Executive Director or the Executive Director's designee. The student, parent, staff or member of the public shall be contacted no later than ten (10) school days following the date the website accessibility



compliance coordinator receives the information for an initial response. The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen (15) school days. Extension of the time line may only be approved by the Executive Director.
2. The investigator shall prepare a written report of the findings and conclusions within five (5) school days of the completion of the investigation.
3. The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.
4. A record of each complaint and grievance made pursuant to Board Policy 908 shall be maintained at the school's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.