

## **FINDLAY CITY SCHOOLS WEBSITE ACCESSIBILITY DIRECTIVE**

### **Website Accessibility Procedures**

Findlay City Schools (hereafter referred to as “District”) is committed to ensuring accessibility of its website to students, parents, employees, and members of the community with disabilities. These guidelines and procedures are established so that 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 District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

With regard to the District website and any official District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II 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 District programs, services, and activities delivered online.

### **Accessibility Standards**

All existing web content produced by the District, and new, updated and existing web content provided by third-party developers, will conform to the W3C, WAI’s Web Content Accessibility Guidelines (WCAG) 2.1, Level AA conformance, or updated equivalents of those guidelines by August 30, 2030. This standard applies to all new, updated and existing webpages, as well as all web content produced or updated by the district or provided by third-party developers.

### **Audit requirements**

The District’s Web Accessibility Coordinator will be responsible for reviewing and evaluating new material that is published by District staff and uploaded to the website for accessibility at regular intervals but no less than annually. The District’s Web Accessibility Coordinator, in conjunction with the Chief Information Officer will be responsible for directing an accessibility audit, to be completed at such intervals, measuring information provided by the District through its online content against the technical standard set forth above. Problems identified through the audit will be documented, evaluated, and if necessary, remediated within a reasonable amount of time.

### **Accessibility Procedure**

Administrators and staff shall ensure that any District acquisition or use of online content provided or developed by third parties (e.g., vendors, video-sharing websites such as YouTube, other open sources) that the District chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Administrators and staff will take the following steps in accordance with this procedure:

- A. Attend the staff training pursuant to this Administrative Guideline and refer to written training materials for routine questions.
- B. Contact the website Accessibility Coordinator or designee with specific questions about compliance with the District's accessibility standards.
- C. Submit content presenting accessibility questions for review through the District's accessibility audit process.
- D. Make reasonable efforts to resolve questions about online content accessibility before making content available to the District's website.

### **Staff Training**

Staff responsible for creating or distributing online content to students, employees, guests, and visitors with disabilities will receive annual training on the District's Website Accessibility Policy and their roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. Training shall be provided to staff members directly responsible for creating or distributing information with online content upon initial hire or assignment, and thereafter annually. For staff who have already been trained at least once on the website Accessibility Policy, the periodic training requirement may be satisfied by disseminating notice that includes the Policy (e.g., via email with a link to the policy), highlights any Policy updates, addresses changes in technology, and provides the name and contact information of the Website Accessibility Coordinator to serve as a resource to the staff with questions about the accessibility of online content. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill and experience to understand and employ the technical standards adopted by the District. This person will be the Chief Information Officer or Designee.

### **Discrimination Complaint**

Consistent with established District procedures, students, parents, employees, and members of the public may present a formal complaint regarding a violation of the Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 related to the accessibility of the District's web presence. Such complaints should be made to the District's 504/ADA Compliance Officer. If any such complaint is made to the District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following person has been designated to handle inquiries regarding the District's website accessibility and non-discrimination policies.

Section 504/ADA Compliance Officer:

Martin A. White, Chief Information Officer

2019 Broad Ave., Findlay, Ohio 45840

419-425-8227

[mwhite@findlaycityschools.org](mailto:mwhite@findlaycityschools.org)

Website Accessibility Coordinator

The individual employed as the Findlay City Schools Chief Information Officer is designated as the Website Accessibility Coordinator and shall be provided with sufficient resources and authority to implement this policy.

For more information or to report concerns about the website accessibility, please contact:

Martin A. White

Chief Information Officer

2019 Broad Ave.

Findlay, Ohio 45840

419.425.8227

[mwhite@findlaycityschools.org](mailto:mwhite@findlaycityschools.org)

Students, prospective students, employees, guests, and visitors may contact the Website Accessibility Coordinator with any accessibility concerns, report violations of the technical standards used by the District and/or may file a formal complaint through the District's Section 504 and Title II grievance procedures. (Board Policy 1.03 Section 504/ADA Prohibition Against Discrimination Based on Disability).

Legal

42 U.S.C. 12101 et. Seq., Americans with Disabilities Act

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

Adopted: 8/31/2020