

### Community Relations

#### Administrative Procedure – Accommodating Individuals with Disabilities; Website Accessibility

This procedure advances SD 308's goal of providing and maintaining a website that is accessible to individuals with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

The District Webmaster, Grand Webmasters, and the individual schools' webmasters, with input from others as appropriate, will implement this procedure. They will work through individual issues as they arise to achieve accessibility or provide equally effective alternative access, and will manage accommodations and supports on a case-by-case basis. The Board Attorney will be consulted concerning legal compliance in cases where equally effective alternative access is offered.

<b>Procedures for New Content</b>	
<b>Actor</b>	<b>Action</b>
Associate Superintendent	<ul style="list-style-type: none"> <li>• Reports to Superintendent on accessibility compliance</li> <li>• Creates and maintains SD 308 policies on website accessibility</li> <li>• Supervises SD 308's accessibility compliance</li> <li>• Communicates with legal counsel regarding any unresolved accessibility issues</li> <li>• Communicates with legal counsel if accessibility creates an undue burden to SD 308 resources or a fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the website or Internet applications to communicate or provide access to services or information</li> </ul>
Communications Director	<ul style="list-style-type: none"> <li>• Attends annual training on website accessibility</li> <li>• Stays informed on current technology options to increase accessibility of website</li> <li>• Acts as liaison with SD 308's vendors to ensure website accessibility of third-party information posted on the SD 308's website</li> <li>• Reports to Associate Superintendent on accessibility compliance</li> <li>• Supervises compliance efforts and accessibility trainings of staff</li> <li>• Communicates with legal counsel regarding any unresolved accessibility issues with vendors</li> <li>• Communicates with legal counsel if accessibility creates an undue burden to SD 308 resources or a fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses</li> </ul>

	<p>the website or Internet applications to communicate or provide access to services or information</p> <ul style="list-style-type: none"> <li>Ensures costs for website accessibility and associated training are incorporated in annual communications budget</li> </ul>
District Webmaster	<ul style="list-style-type: none"> <li>Attends annual training on website accessibility</li> <li>Stays informed on current technology options to increase accessibility of website</li> <li>Trains Grand Webmasters, School Webmasters, and Administration (Special Education Directors, Communications Director, Assistive Technology Specialist) on website accessibility issues and practices</li> <li>Leads monthly meeting with Grand Webmasters and School webmasters to address accessibility issues including training, identification of traffic patterns, spot check results, and resolutions obtained</li> <li>Creates and maintains accessibility training materials as a resource for staff</li> <li>Provide monthly spot checks for accessibility issues on the 25 District, teacher or department webpages that receive the highest traffic</li> <li>Maintain log of spot checks, including date, webpage, issues identified, action taken and whether any future action is needed</li> <li>Maintains log on the identification of accessibility issues by District staff and their resolution</li> <li>Receives accessibility complaints</li> <li>Resolves accessibility complaints or works with Assistive Technology Specialist/appropriate staff to provide equally effective alternative access options to SD 308 Website to individuals as needed</li> <li>Resolves accessibility complaints or works with Assistive Technology Specialist/appropriate staff to provide equally effective alternative access options to SD 308 Website to individuals as needed</li> <li>Maintains log of accessibility complaints and their resolution</li> <li>Acts as liaison with vendors who provides the template for the SD 308's website and works with them to resolve accessibility issues</li> <li>Reports to Communications Director and Associate Superintendent on accessibility compliance</li> <li>Works with Communications Director to ensure costs for website accessibility and associated training are incorporated in annual communications budget</li> </ul>
Grand Webmasters	<ul style="list-style-type: none"> <li>Attend annual training on website accessibility</li> <li>Attend monthly meeting with District Webmaster and School webmasters to address accessibility issues including training, identification of traffic patterns, spot</li> </ul>

	<p>check results, and resolutions obtained</p> <ul style="list-style-type: none"> <li>• Train School Webmasters and Administration (Special Education Directors, Communications Director, Assistive Technology Specialist) on website accessibility issues and practices</li> <li>• Create and maintain accessibility training materials as a resource for staff</li> <li>• Identify and prioritize District, department, and teacher web pages on SD 308 website by traffic level for accessibility monitoring</li> <li>• Spot check 25 web pages (pages 26-50) that receive the second highest traffic once every six months.</li> <li>• Spot check the remaining web pages with school webmasters once a year</li> <li>• Maintain log of spot checks, including date, webpage, issues identified, action taken and whether any future action is needed</li> <li>• Report to District Webmaster on accessibility issues</li> <li>• Communicate with District Webmaster if accessibility creates an undue burden or fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the website or Internet applications to communicate or provide access to services or information</li> </ul>
School Webmasters	<ul style="list-style-type: none"> <li>• Attend monthly meeting with District Webmaster and Grand webmasters to address accessibility issues including training, identification of traffic patterns, spot check results, and resolutions obtained</li> <li>• Train teachers and staff who post information on website on website accessibility issues and practices</li> <li>• Monitor individual school websites, and department and teacher webpages for accessibility issues</li> <li>• Report to Grand Webmasters on accessibility issues</li> <li>• Communicate with District Webmaster if accessibility creates an undue burden or fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the website or Internet applications to communicate or provide access to services or information</li> <li>• Spot check SD 308's webpages (except for the 50 pages with the highest traffic) with Grand Webmasters once a year</li> <li>• Maintain log of spot checks, including date, webpage, issues identified, action taken and whether any future action is needed</li> </ul>
Director of Technology	<ul style="list-style-type: none"> <li>• Oversees internet and web applications used by staff</li> <li>• Monitors internet and web applications used by staff for accessibility and performs monthly spot checks on applications</li> <li>• Maintains log of spot checks, including date, web</li> </ul>

	<p>application, issues identified, action taken and whether any future action is needed</p> <ul style="list-style-type: none"> <li>• Acts as liaison with SD 308's vendors to ensure website accessibility of third-party web applications/resources provided on SD 308's website or teachers' webpages</li> <li>• Works with Communications Director, Assistive Technology Specialist/appropriate staff, and individual teachers to provide equally effective alternative resource access options to internet and web applications to individuals as needed</li> <li>• Communicates with Communications Director regarding any unresolved accessibility issues with vendors</li> <li>• Communicates with Communications Director if he or she believes accessibility creates an undue burden or fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the website or Internet applications to communicate or provide access to services or information</li> </ul>
Complaint Managers	<ul style="list-style-type: none"> <li>• Receives accessibility complaints</li> <li>• Reports to SD 308 Webmaster regarding accessibility complaints and any steps taken toward resolution</li> <li>• Maintains log of accessibility complaints and their resolution</li> </ul>
Assistive Technology Specialist	<ul style="list-style-type: none"> <li>• Works with SD 308 Webmaster to provide equally effective alternative access options to SD 308 Website to individuals as needed</li> <li>• Works with Communications Director, Director of Technology, and individual teachers to provide equally effective alternative resource access options to internet and web applications to individuals as needed</li> <li>• Works with IEP and 504 teams to ensure students and parents can access web-based materials, if such are provided</li> <li>• Communicates with Communications Director or SD 308 Webmaster if he or she believes accessibility creates an undue burden to SD 308 resources or a fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the website or Internet applications to communicate or provide access to services or information</li> </ul>
Assistant Director of Elementary Special Education and Assistant Director of Secondary Special Education	<ul style="list-style-type: none"> <li>• Works with IEP and 504 teams to ensure students and parents can access web-based materials, if such are provided</li> <li>• Communicates with Communications Director or SD 308 Webmaster if accessibility creates an undue burden to SD 308 resources or a fundamental alteration of any academic, athletic, extra-curricular, special education or other program that uses the</li> </ul>

	website or Internet applications to communicate or provide access to services or information
All Staff	<ul style="list-style-type: none"> <li>• Are required to complete District trainings on web accessibility and the creation of accessible documents in order to receive permission to post content on the District Website</li> </ul>