

Milton Town School District

Procedures

H100P: Website Accessibility

With regard to the Milton Town School District website and any official Milton Town School District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Milton Town School 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 Milton Town School District programs, services, and activities delivered online.

All existing web content produced by the Milton Town School District, 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 July 1, 2018. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the Milton Town School District or provided by third-party developers.

The designated responsible personnel will be responsible for reviewing and evaluating new material that is published by school staff or webmasters and uploaded to the website for accessibility on a periodic basis. The responsible personnel will be responsible for reviewing all areas of the Milton Town School District website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming web pages will be corrected in a timely manner.

Website Accessibility Concerns, Complaints and Grievances

A student, parent or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official Milton Town School District web presence that is developed by, maintained by, or offered through the Milton Town School District, third party vendors and/or open sources may complain directly to a school administrator, or the school or District webmaster. The initial complaint or grievance should be made using Website Accessibility Complaint/Request Form, however, an emailed or verbal complaint or grievance may be made. When a school administrator or School/District webmaster receives the information, they shall immediately inform the Technology Supervisor.

Whether or not a formal complaint or grievance is made, once the Milton Town School District 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.

Complaints should be submitted in writing, via email, or by completing the Website Accessibility Request Form (below). To file a complaint or grievance regarding the inaccessibility of the Milton Town School District 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

Milton Town School District

Procedures

- Solution desired
- Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the Technology Supervisor or another person designated by the Superintendent. The student, parent, or member of the public shall be contacted no later than five (5) working days following the date the website accessibility compliance coordinator receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- 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.
- A record of each complaint and grievance made pursuant to Board Policy H100: Website shall be maintained at the Milton Town School District 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.

Milton Town School District

Procedures

Website Accessibility Request Form

Date of Request: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Website address (or location) of accessibility problem:

Description of the problem
encountered: _____

Solution
desired: _____

Thank you for bringing this matter to the Milton Town School District's attention. You may be contacted if more information is needed to process your complaint/request. The investigation process is typically completed within fifteen (15) working days from the date it was received.

Signature: _____