OXFORD COMMUNITY SCHOOLS
Web Accessibility Procedure

BACKGROUND

The World Wide Web is a major, if not a primary, source of information for many people. Acknowledging that Oxford Community Schools (hereinafter referred to as the "District") is engaged in Web development and publishing for all its constituencies, this policy establishes minimum standards for Web accessibility. The District will ensure information provided through the District's website is accessible to students, prospective students, employees, guests, and visitors with disabilities particularly those with visual, hearing or manual impairments or who otherwise require the use of assistive technology to access information.

TECHNICAL STANDARDS

The District adopts the Web Content Accessibility Guidelines (WCAG) 2.0 standards for accessibility. Every effort will be made to ensure new pages conform to WCAG standards.

WEB ACCESSIBILITY COORDINATOR

The District designates Danielle Stublensky as the Web Accessibility Coordinator. Any resources and authority necessary to coordinate and implement the Web Accessibility Procedure will be given to the coordinator. In the event that Danielle is no longer employed by the District or is placed in a different role, a new coordinator will be appointed.

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THIRD-PARTY CONTENT

The Director of Marketing and Communications, Web Accessibility Coordinator and Web Authors (anyone assigned permissions in the website by the Director of Marketing and Communications or the Web Accessibility Coordinator to write or edit on any page within the website) will make every effort to ensure third-party content is compliant with these technical standards. The parties as listed will take the following steps to ensure accessibility of content provided by third-party providers prior to adding it to the website. Any third party links to be added to the site will first be checked by the web author with the wave.webaim.org site for errors in compliance. If the site registers errors, the steps below are to be followed by the Web Author:

- Inform third-party providers of the District's policy on Web accessibility
- Provide links to information and resources in implementing Web accessibility
- Monitor and provide feedback on inaccessible third-party content
- Use alternative third-party content and/or providers if the original provider continues to provide non-conformant content

For third party video-sharing websites such as YouTube, the District will ensure that closed captioning is enabled and effective. In the event closed captioning does not adequately provide equal opportunity to the education benefits and opportunities of the video(s), a script and description of the video(s) will be provided.

ANNUAL TRAINING

Annual training will be provided for any staff members responsible for creating or distributing information on the District website. This training will take place during district professional development days prior to the start of each school year. This training will be provided by the Director of Marketing and Communications or the Web Accessibility Coordinator. If any staff members responsible for creating or distributing information on the District website are hired or appointed after the fall training, the Web Accessibility Coordinator will train them individually before they are given rights to publish content. Training topics to be included in the training include:

- Web Accessibility Procedure and Web Author roles to ensure that web design documents and multimedia content are accessible.
- Creating an accessible Word Document
- Creating an accessible PowerPoint presentation
- Creating an accessible Portable Document Format (PDF)
- Labeling and using ALT tags
- Transcripts and captioning of audio and video files

ACCESSIBILITY AUDIT

An accessibility audit will be performed once every 90 days by the Web Accessibility Coordinator for WCAG 2.0 standards. All problems identified in the audit will be digitally tracked, evaluated and remediated

within a reasonable period of time. Remediation will bring all content into compliance with that standard. The accessibility audit will test the website using the link checker provided by the District's website provider (West Corporation) within the website software and checking for errors through the wave.webaim.org website.

QUESTIONS, COMMENTS OR COMPLAINTS

If there are questions or comments regarding the District's Web Accessibility Procedure or a need to report a violation of the technical standards used by the District, please contact the Web Accessibility Coordinator.

The District has adopted nondiscrimination policies and guidelines for Section 504, Title II, ADA and equal opportunity access grievances. For all complaints and concerns, please contact the Civil Rights Coordinator:

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