

RESOLUTION AGREEMENT

Hamilton Township School District OCR Case No. 02-17-1124

In order to resolve Case No. 02-17-1124, the Hamilton Township School District (the District) assures the U.S. Department of Education, Office for Civil Rights (OCR), that it will take the actions detailed below pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504), and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (the ADA), and its implementing regulation at 28 C.F.R. Part 35.

Assurances of Nondiscrimination. The District hereby reaffirms its commitment to ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility. For the purposes of this Agreement, the accessibility of online content and functionality will be measured according to the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, which are incorporated by reference. Adherence to these accessible technology standards is one way to ensure compliance with the District's underlying legal obligations to ensure that people with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use; 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, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

Remedies and Reporting Requirements

- 1) Proposed Policies and Procedures Regarding New Online Content and Functionality. By August 1, 2017, the District will submit to OCR for its review and approval proposed policies and procedures ("the Plan for New Content") to ensure that all new, newly-added, or modified online content and functionality will be accessible to people with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility set forth above, except where doing so would impose a fundamental alteration or undue burden.
 - a) When fundamental alteration or undue burden defenses apply, the Plan for New Content will require the District to provide equally effective alternative access. The Plan for New Content will require the District, in providing equally effective alternate access, to take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible,

individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs.

- b) The Plan for New Content must include sufficient quality assurance procedures, backed by adequate personnel and financial resources, for full implementation. This provision also applies to the District's online content and functionality developed by, maintained by, or offered through a third-party vendor or by using open sources.
- c) Within seventy-five (75) days of receiving OCR's approval of the Plan for New Content, the District will officially adopt, and fully implement the amended policies and procedures.

Reporting Requirement: Within ninety (90) days of receiving OCR's approval, the District will submit to OCR the approved policies and procedures, evidence of their adoption and distribution, and a description of how they are being implemented.

- 2) Undue Burden and Fundamental Alteration. For any technology-related requirement in this Agreement for which the District asserts an undue burden or fundamental alteration defense, such assertion may only be made by the District's Superintendent of Schools (Superintendent) or by an individual designated by the Superintendent and who has budgetary authority after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion, including the cost of meeting the requirement and the available funding and other resources. The written statement will be certified by the determining official. If such a determination is made, the certifying official will describe in the written statement how it will provide equally effective alternate access, *i.e.*, other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services provided by the District as their nondisabled peers.
- 3) Creation and Audit of Content and Functionality of New Website. By July 3, 2017, the District will propose for OCR's review and approval the identity and *bona fides* of an Auditor (corporation or individual) to audit all content and functionality of the new website the District intends to launch in mid-September 2017. If the District is unable to launch its new website by September 15, 2017, the District will provide OCR with the specific reasons for the delay and a detailed schedule for completing and launching the new website, by September 18, 2017. Upon launch of the new website, the District will immediately disable the existing website, and the Auditor will conduct an Audit of the new website, including but not limited to, the home page, all subordinate pages, and intranet pages and sites, to identify any online content or functionality that is inaccessible to persons with disabilities, including online content and functionality developed by, maintained by, or offered through a third party vendor or an open source. The Auditor will have sufficient knowledge and experience

in website accessibility for individuals with disabilities to carry out all related tasks, including developing a Proposed Corrective Action Plan, if necessary. The Audit will use the Benchmarks for Measuring Accessibility set out above, unless the District receives prior permission from OCR to use a different standard as a benchmark. During the Audit, the Auditor will seek input from members of the public with disabilities, including parents, students, employees, and others associated with the District, and other individuals knowledgeable about website accessibility, regarding the accessibility of the District's online content and functionality.

Reporting Requirements:

- i) By July 3 2017, the District will submit the *bona fides* of its proposed Auditor to OCR for review and approval. OCR will evaluate whether the proposed Auditor has the requisite experience and knowledge to carry out an appropriate Audit and to develop a Proposed Corrective Action Plan pursuant to Item 4, below, if necessary.
 - ii) By October 15, 2017, the District will submit to OCR documentation of the steps taken by the Auditor during the Audit of the District's newly created website, a description of the outreach it undertook and the input it received, and a detailed accounting of the results of the Audit.
- 4) Proposed Corrective Action Plan. If the Auditor identifies any inaccessible content and/or functionality during the Audit of the District's newly launched website, then simultaneously with the submission of the Audit documentation, the District will submit to OCR for its review and approval a proposed Corrective Action Plan to address all inaccessible content and functionality identified during the Audit. The proposed Corrective Action Plan will set out a detailed schedule for:
- a) addressing problems, taking into account identified priorities, with all corrective actions to be completed within six (6) months of the date OCR approved the proposed Corrective Action Plan;
 - b) setting up systems of accountability and verifying claims of accessibility by vendors or open sources; and
 - c) setting up a system of testing and accountability to maintain the accessibility of all online content and functionality on an ongoing basis.

If the Audit of the District's newly launched website does not reveal any inaccessible content and/or functionality, then the District may report that to OCR, in lieu of submitting a proposed Corrective Action Plan.

Reporting Requirements:

- i) Within forty-five (45) days of receiving OCR's approval of the proposed Corrective Action Plan, the District will submit to OCR the approved Corrective Action Plan,

and documentation establishing that the approved Corrective Action Plan is being implemented according to the approved schedule.

- ii) Reports will be due every six (6) months thereafter until the Corrective Action Plan has been completed.

- 5) Interim Corrective Action Plan. By July 14, 2017, the Auditor will conduct an audit of the of the following pages of the District's existing website, to identify any online content or functionality that is inaccessible to individuals with disabilities: (a) Homepage; (b) Hamilton Township Schools Information Alert; (c) Steinert High School-East Homepage; (d) Hamilton West High School Homepage; (e) Nottingham High School-North Homepage; (f) Reynolds Middle School Homepage; (g) Hamilton Township School District Parent/Student Links; (h) Grice Middle School Homepage; (i) Crockett Middle School Homepage; (j) Hamilton Township School District Staff Links; (k) Hamilton Township Schools; (l) Steinert High School-East Classroom Pages; (m) Calendar; (n) Section 504; (o) Special Education; (p) Technology; (q) Google Apps for Education; and (r) Hamilton Township School District Food Services. The District will then develop and submit to OCR for review and approval an Interim Corrective Action Plan that sets out a detailed schedule for remedying the problems identified, with all corrective actions to be completed within one (1) month of the date OCR approves the Interim Corrective Action Plan.

Reporting Requirement: Within forty-five (45) days of receiving OCR's approval of any proposed Interim Corrective Action Plan, the District will submit to OCR documentation establishing that the approved Interim Corrective Action Plan was implemented.

- 6) Notice. Within thirty (30) days of the date of this Agreement, the District will submit to OCR for review and approval a proposed Notice to individuals with disabilities regarding how to request the webmaster or other appropriate person to provide access to (or notify the District regarding) online information or functionality that is currently inaccessible. The District will ensure that staff will respond to all requests within a reasonable period of time, not to exceed forty-eight (48) hours. Within ten (10) days of receiving OCR's approval of the proposed Notice, the District will officially adopt and prominently post the approved Notice on its home page and throughout its website (including all subordinate pages and intranet sites).

Reporting Requirement: Within fifteen (15) days of receiving OCR's approval of the District's proposed Notice, the District will provide documentation to OCR regarding the locations and content of its published Notice.

- 7) Training. Starting no later than sixty (60) days from this date of this Agreement, and annually thereafter, the District will deliver website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. In the event that an individual holding any of the aforementioned title(s) is a third-party vendor of the District, the District will ensure that appropriate website accessibility training has been delivered to such individual.

Reporting Requirement: For each training session required by this Agreement, until such time as OCR closes the monitoring of this Agreement, the District will submit to OCR documentation that it has been delivered, which, in the case of third party vendors, may include a copy of the applicable training certificate(s). The documentation will include a list of attendees, including titles; a description of the delivered training content; and the presenters' credentials for giving such training.

The District understands that OCR will not close the monitoring of this Agreement until OCR determines that the District has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504, at 34 C.F.R. §§ 104.4(a) and (b), and Title II of the ADA, at 28 C.F.R. §§ 35.130 and 35.160, which were at issue in this case. The District also understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this Agreement. Further, the District understands that during the monitoring of this Agreement, if necessary, OCR may visit the District, interview staff, and request such additional reports or data, including simulated website accounts and passwords, as are necessary for OCR to determine whether the District has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504, at 34 C.F.R. §§ 104.4(a) and (b), and Title II of the ADA, at 28 C.F.R. §§ 35.130 and 35.160, which were at issue in this case. The District understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10) or judicial proceedings to enforce this Agreement, OCR shall give the District written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

/s/

June 28, 2017

Dr. Scott Rocco
Superintendent of Schools
Hamilton Township School
District

Date