

**Resolution Agreement
Woodbury Leadership Academy
Case Number 05-17-1078**

The Woodbury Leadership Academy (Academy) submits the following resolution agreement ("Agreement") to the U.S. Department of Education, Office for Civil Rights ("OCR") in resolution of OCR complaint #05-17-1078. The Academy submits this Agreement to ensure its compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. § 794, and its implementing regulation, at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12132, and its implementing regulation, at 28 C.F.R. Part 35.

Assurances of Nondiscrimination. The Academy hereby reaffirms its commitment to ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the Academy'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 World Wide Web Consortium's (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 Academy's underlying legal obligations to ensure 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 Academy programs, services, and activities delivered online, as required by Section 504 and Title II and their implementing regulations; and that they receive effective communication of the Academy's programs, services, and activities delivered online.

The Academy voluntarily agrees to take the actions set forth below.

Remedies and Reporting

- 1) Policies and Procedures Regarding New Online Content and Functionality. By July 1, 2017, the Academy 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 as outlined in Item 2, the

Plan for New Content will require the Academy to provide equally effective alternative access. The Plan for New Content will require the Academy 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 do the following:

- i) Identify and adopt the specific technical standard the Academy will use to determine whether online content is accessible (e.g., World Wide Web Consortium's (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);
- ii) Designate at least one individual and provide that individual with sufficient resources and authority to coordinate and implement the Web Accessibility Policy, and all other commitments relating to accessibility within this Agreement;
- iii) Provide a procedure to ensure that online content and information obtained through or developed by third parties will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

c) Within sixty (60) days of receiving OCR's approval of the Plan for New Content, the Academy will officially adopt, and fully implement the amended policies and procedures.

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

e) Within ninety (90) days of the Academy submitting to OCR the approved policies and procedures, evidence of their adoption and distribution, and a description of how they are being implemented, OCR will determine whether the Academy is in compliance with this requirement.

2) Undue Burden and Fundamental Alteration. For any technology-related requirement in this Agreement for which the Academy asserts an undue burden or fundamental alteration defense, such assertion may only be made by the Executive Director or by an individual designated by the Executive Director 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 Academy as their nondisabled peers.

- a) Reporting: During the monitoring of this Agreement, within 30 calendar days of making the determination, the Academy will submit the written statement and appropriate supporting documentation to OCR for review and approval.
- 3) Audit of Existing Content and Functionality. By August 1, 2017, the Academy will propose for OCR's review and approval the identity and credentials of an Auditor (corporation or individual) to audit all content and functionality on its website, including, but not limited to, the home page, all subordinate 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 people with disabilities to carry out all related tasks, including developing a Proposed Corrective Action Plan. The Audit will use the Benchmarks for Measuring Accessibility set out above, unless the Academy receives prior permission from OCR to use a different standard as a benchmark. During the Audit, the Academy will also seek input from members of the public with disabilities, including parents, students, employees, and others associated with the Academy, and other persons knowledgeable about website accessibility, regarding the accessibility of its online content and functionality.
 - a) Reporting: By August 1, 2017, the Academy will submit the credentials 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.
 - b) Within one hundred twenty (120) calendar days of receiving OCR's approval of the proposed Auditor, the Academy will submit to OCR documentation of the steps taken by the Auditor during the Audit, 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. By January 1, 2018 or one hundred fifty (150) calendar days after receiving OCR's approval of the proposed Auditor, whichever is the later date, the Academy will submit to OCR for its review and approval a proposed Corrective Action Plan to address all inaccessible content and functionality identified during the Academy's Audit. The proposed Corrective Action Plan will set out a detailed schedule for: (1) addressing problems, taking into account identified priorities, with all corrective actions to be completed within 18 months of the date OCR approved

the Corrective Action Plan; (2) setting up systems of accountability and verifying claims of accessibility by vendors or open sources; and setting up a system of testing and accountability to maintain the accessibility of all online content and functionality on an ongoing basis.

- 5) Within 30 calendar days of receiving OCR's approval of the proposed Corrective Action Plan, the Academy will officially adopt and implement the Corrective Action Plan.
 - a) Reporting: Within 45 calendar days of receiving OCR's approval of the proposed Corrective Action Plan, the Academy 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. Reports will be due every six months thereafter until the Corrective Action Plan has been completed.
 - b) Within ninety (90) days of the Academy submitting to OCR its final report indicating completion of the Corrective Action Plan in its entirety, OCR will determine whether the Academy is in compliance with this requirement.
- 6) Notice. Within 30 calendar days of the date of this Agreement, the Academy will submit to OCR for review and approval a proposed notice to persons with disabilities regarding how to request the webmaster or other appropriate person to provide access to (or notify the Academy regarding) online information or functionality that is currently inaccessible. The proposed notice will also include information or an accessible link to information instructing people how to file formal grievances under Section 504 and Title II and the Section 504 and Title II coordinator(s). Within 10 calendar days of receiving OCR's approval of the proposed notice, the Academy will officially adopt and prominently post the approved notice on its home page and throughout its website (including all subordinate pages and intranet sites).
 - a) Reporting. Within 15 calendar days of receiving OCR's approval of the Academy's proposed notice, the Academy will provide documentation to OCR regarding the locations and content of its published notice.
 - b) Within ninety (90) days of the Academy submitting to OCR the documentation of publishing its notice, OCR will determine whether the Academy is in compliance with this requirement.
- 7) Training. By October 1, 2017, and annually thereafter, the Academy 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.
 - a) Reporting: For each training session required by this Agreement, until such time as OCR closes the monitoring of this Agreement, the Academy will submit to OCR documentation that it has been delivered. The documentation will include a list of invitees and attendees, including titles; a description of the delivered training content; and the presenters' credentials for giving such training.

- b) Within ninety (90) days of the Academy submitting to OCR the documentation of its training, OCR will determine whether the Academy is in compliance with this requirement.

The Academy understands that OCR will not close the monitoring of this Agreement until OCR determines that the Academy has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504, at 34 C.F.R. §§ 104.4, 104.8, and Title II, at 28 C.F.R. §§ 35.130, and 35.160(a), which were at issue in this case.

The Academy 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 Academy understands that during the monitoring of this Agreement, if necessary, OCR may visit the Academy, interview staff, and request such additional reports or data, including simulated website accounts and passwords, as are necessary for OCR to determine whether the Academy has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504, at 34 C.F.R. §§ 104.4, 104.8, and Title II, at 28 C.F.R. §§ 35.130, and 35.160(a), which were at issue in this case. In the event the Academy requires an extension of a particular deadline, the Academy will submit the request to OCR in a timely manner.

The Academy 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 Academy written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

On Behalf of the Academy

Date