

Monroe County Intermediate School District
Resolution Agreement
OCR Docket #15-16-1207

Monroe County Intermediate School District (the ISD) voluntarily submits this Resolution Agreement (Agreement) to the U.S. Department of Education, Office for Civil Rights (OCR), for the purpose of resolving the above-referenced complaint alleging violation of Section 504 of the Rehabilitation Act of 1973 (Section 504), 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 (Title II), 42 U.S.C. § 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35.

“Accessible,” as used in this Agreement, means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

“ISD’s website,” as used in this Agreement, means a collection of web pages that are available under the ISD’s domain names (www.monroeisd.us/ and www.misd.k12.mi.us) and/or any domain name(s) through which the ISD provides online content.

ACTION ITEMS

1. Web Accessibility Policy

- a. By March 1, 2017, the ISD will draft and submit to OCR for review and approval a policy to ensure information provided through the ISD’s website(s) (online content) 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 (Web Accessibility Policy). The Web Accessibility Policy will, at minimum, accomplish the following:
 - i. identify and adopt the specific technical standard(s) the ISD will use to determine whether online content is accessible (e.g., W3C’s Web Content Accessibility Guidelines (WCAG), Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA), or other standard or combination of standards that will render online content accessible);¹
 - ii. designate at least one individual (Web Accessibility Coordinator) and provide that individual with sufficient resources and authority to coordinate and implement the

¹ This Agreement does not imply that conformity with WCAG, WAI-ARIA and/or other electronic and information technology standard is either required or sufficient to comply with the requirements of either Section 504 or Title II. The technical standard(s) serve only as guidance with respect to whether the online content is accessible.

Web Accessibility Policy, and all other commitments relating to accessibility within this Agreement; and

- iii. inform students, prospective students, employees, guests, and visitors that they may report violations of the technical standard(s) used by the ISD, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact the Web Accessibility Coordinator with any accessibility concerns. The Web Accessibility Policy will include the name and/or title, office address and telephone number, and email address of the Web Accessibility Coordinator.

Reporting Requirement: By March 1, 2017, the ISD will provide for OCR’s review and approval the Web Accessibility Policy drafted consistent with Item 1.a.

- b. Within 60 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy, the ISD will post the Web Accessibility Policy in a logical and readily identifiable location on its website and will provide notification to students, prospective students, employees, guests, and visitors. The notification will occur by written correspondence, email, and/or website notification and will further provide information on where the Web Accessibility Policy is located on the ISD’s website and, alternatively, where individuals may request or obtain a copy of such document.

Reporting Requirement: Within 60 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy, the ISD will provide documentation to OCR verifying its implementation of Item 1.b, including a copy of the notification(s) and the URL (web address[es]) for the location of its Web Accessibility Policy.

2. Web Accessibility Plan

- a. By March 30, 2017, the ISD will submit to OCR for review and approval a plan (Web Accessibility Plan) to ensure adherence with its Web Accessibility Policy. The Web Accessibility Plan will lay out a procedure to ensure that all ISD online content, including content provided or developed for the ISD, either internally or by third-party vendors to the ISD, is accessible and will, at a minimum, accomplish the following:
 - i. provide a procedure to ensure that online content and information obtained through online content provided or developed by third parties is accessible. This procedure should direct administrators and staff to ensure that any ISD acquisition or use of online content provided or developed by third parties (e.g. vendors, video-sharing websites such as YouTube, other open sources) that the ISD chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology;
 - ii. annual training for any staff (e.g. administrators, faculty, support staff, student employees) responsible for creating or distributing ISD online content to students, employees, guests, and visitors with disabilities, including, but not limited to, training on the Web Accessibility Policy and their roles and responsibilities to ensure

that web design, documents, and multimedia content are accessible. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the ISD; and

- iii. accessibility audit (Audit) to be completed at regular intervals under the direction of the Web Accessibility Coordinator, during which information provided by the ISD through its online content is measured against the technical standard(s) adopted in the Web Accessibility Policy. All problems identified through the Audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

Reporting Requirement: By March 30, 2017, the ISD will submit to OCR for review and approval the Web Accessibility Plan consistent with Item 2.a.

- b. Within 60 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy and Web Accessibility Plan, whichever occurs later, the ISD will develop and conduct training on how to ensure accessibility in web design and implementation. The training will be provided by qualified personnel, or through an online training program vetted by said qualified personnel, to all staff involved in web design and implementation, including but not limited to administrators, teachers, staff, and volunteers who develop content for online instruction and/or post material on ISD webpage(s)/portal(s). The training will include, at a minimum, training on the Web Accessibility Policy, Web Accessibility Plan and the roles and responsibilities of ISD staff to ensure that web design, documents, course content, and multimedia videos or content are accessible.

Reporting Requirement: Within 60 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy and Web Accessibility Plan, whichever occurs later, the ISD will provide to OCR the name(s) and credentials of the individual(s) who conducted the training; a list of individuals, by name and title, who attended the training; and a copy of any training materials (e.g., pamphlets, presentation materials).

3. Web Accessibility Audit and Corrective Strategy

- a. Within 180 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy, the ISD will complete an initial Audit to examine whether information provided through online content is currently accessible, measured against the technical standard(s) adopted by the Web Accessibility Policy. The ISD will document the results of the Audit. If ISD online content is not accessible, the ISD will develop a corrective action strategy, based on the audit findings, that includes relevant timeline for completion.

Reporting Requirement: Within 210 calendar days of OCR’s approval of the ISD’s Web Accessibility Policy, the ISD will provide to OCR for review and approval a copy of its internal Audit report and corrective action strategy, including the timeline for implementation of the corrective action strategy, and the credentials of a third-party web accessibility consultant or employee of the ISD with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the ISD that

will be certifying (pursuant to Item 3.b below) that the ISD’s online content meets the technical requirements adopted in the Web Accessibility Policy.

- b. Within 30 calendar days of OCR’s approval of the corrective action strategy, including the timeline for implementation of the corrective action strategy and the credentials of the ISD’s consultant or responsible employee described above, the ISD will begin implementation of the corrective action strategy to make its online content accessible to individuals with disabilities, particularly students with visual, hearing, or manual impairments or who otherwise require the use of assistive technology to access the online content.

Reporting Requirements: By June 30, 2018, the ISD will submit documentation to OCR confirming implementation of the corrective action strategy consistent with established timeframes, including certification to OCR that its online content meets the technical requirements adopted in the Web Accessibility Policy. The ISD will also provide to OCR the bases for this certification including copies of any accessibility evaluation or report, dates of correction actions, and copies of any reports from interim audits conducted pursuant to the Web Accessibility Policy.

General Requirements

The ISD understands that OCR will not close the monitoring of this Agreement until OCR determines that the ISD has fulfilled the terms of this Agreement and is in compliance with Section 504 and its implementing regulation at 34 C.F.R. § 104.4, and Title II and its implementing regulation at 28 C.F.R. §§ 35.130 and 35.160, which were at issue in this complaint.

The ISD understands that, by signing this Agreement, it agrees to provide data and other information in a timely manner. Further, the ISD understands that during the monitoring of this Agreement OCR may visit the ISD, interview staff, and request such additional reports or data as are necessary for OCR to determine whether the ISD has fulfilled the terms of this Agreement and is in compliance with Section 504 and its implementing regulation at 34 C.F.R. § 104.4, and Title II and its implementing regulation at 28 C.F.R. §§ 35.130 and 35.160.

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

/s/

10/14/2016

Superintendent or Designee

Date