Lakeview Public Schools  
Resolution Agreement  
OCR Docket # 15-16-1248


“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.

The District agrees to take the following actions:

1. By December 15, 2016, the District will draft and submit to OCR for review and approval a policy and/or procedures to ensure information provided through the District’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:

   a. identify and adopt the specific technical standard(s) the District 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

   b. designate at least one individual (Web Accessibility Coordinator) 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;

   c. provide a procedure to ensure that online content and information obtained through online content provided or developed by third parties is accessible. This procedure

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.
should direct administrators and staff to ensure that any District 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 District 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;

d. annual training for any staff (e.g. administrators, faculty, support staff, student
employees) responsible for creating or distributing information with 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 District;

e. an accessibility audit (Audit) to be completed at regular intervals under the direction of
the Web Accessibility Coordinator, during which information provided by the District
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; and

f. inform students, prospective students, employees, guests, and visitors that they may
report violations of the technical standard(s) used by the District, 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 December 1, 2016, the District will provide for OCR’s review
and approval the Web Accessibility Policy drafted consistent with Item 1.

2. Within 60 calendar days of OCR’s approval of the District’s Web Accessibility Policy, the
District 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 District’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 District’s Web
Accessibility Policy, the District will provide documentation to OCR verifying its
implementation of Item 2, including a copy of the notification(s) and the URL (web
address[es]) for the location of its Web Accessibility Policy.

3. Within 180 calendar days of OCR’s approval of the District’s Web Accessibility Policy, the
District 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 District will document the results of the Audit and
develop a corrective action strategy based on the audit findings that includes relevant
timeframes for completion.

**Reporting Requirement:** Within 180 calendar days of OCR’s approval of the District’s
Web Accessibility Policy, the District will provide to OCR for review and approval a copy of
its 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 District with sufficient knowledge, skill, and experience to understand
and employ the technical standard(s) adopted by the District that will be certifying (pursuant
to Item 4 below) that the District’s online content meets the technical requirements adopted
in the Web Accessibility Policy.

4. **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
District’s consultant or responsible employee described above, the District 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:** Within 180 calendar days of OCR’s approval of the corrective
action strategy, the District 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 District 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.

5. **Within 60 calendar days of OCR’s approval of the District’s Web Accessibility Policy, the
District 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 District
webpage(s)/portal(s). The training will include, at a minimum, training on the Web
Accessibility Policy and the roles and responsibilities of District 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 District’s Web
Accessibility Policy, the District 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).
General Requirements

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 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 District understands that, by signing this Agreement, it agrees to provide data and other information in a timely manner. Further, the District understands that during the monitoring of this Agreement OCR may visit the District, interview staff, and request such additional reports or data as are necessary for OCR to determine whether the District 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 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/ 9/28/2016

Superintendent or Designee  Date