

**Sylvania City School District
Resolution Agreement
OCR Docket #15-16-1294**

Sylvania City School District (the District) 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. This Agreement does not constitute an admission by the District of a violation of Section 504, Title II, or any other law enforced by OCR.

“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 31, 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 (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 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. With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual-training requirement can be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via e-mail with a link to the policy), highlights any Policy updates, and provides the name and contact information of the Web Accessibility Coordinator to serve as a resource for staff with questions about the accessibility of online content. 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 31, 2016, the District will provide for OCR's review and approval the Web Accessibility Policy drafted consistent with Item 1.

2. By December 31, 2016, the District will identify for OCR's review and approval 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 Items 5 and 7) that the District's online content meets the technical requirements adopted (or proposed, if OCR's approval is pending) in the Web Accessibility Policy.

Also by December 31, 2016, the District, which has opted to replace its current website rather than correct it, will initiate its plan to replace the current website in effect at the time

of the signing of this Agreement with an entirely new website. The plan will include, at a minimum, securing a third party web accessibility consultant or identifying a qualified employee as required above; and identifying the action steps that will be taken by date-certain benchmarks to ensure that the District's online content is accessible by the deadline outlined in Item 5 below.

Reporting Requirement: By December 31, 2016, the District will submit for OCR's review and approval the credentials of the proposed consultant or employee who will be certifying compliance with the Web Accessibility Policy. By December 31, 2016, the District will also submit documentation of its plan to replace the website in effect at the time of the signing of this Agreement with an entirely new website, according to the deadline outlined in Item 5 below. The documentation will include identification of the action steps that will be taken by date-certain benchmarks as well as certification from the third party web accessibility consultant or employee of the District identified pursuant to Item 2 that the District is making sufficient progress to meet the deadline imposed by Item 5. Such documentation could include an executed contract for the website replacement. The District will not wait for OCR's approval of this documentation but will proceed to meet the deadline imposed by Item 5.

3. By June 30, 2017, the District will provide training, subject to OCR's review and approval, regarding 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 or post online content for District webpage(s). The training will include, at a minimum, training on the Web Accessibility Policy (to the extent that Policy has been approved by OCR) 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: By July 31, 2017, 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).

4. 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 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 3, including a copy of the notification(s) and the URL (web address[es]) for the location of its Web Accessibility Policy.

5. By December 31, 2017, the District will make its online content accessible to individuals with disabilities, measured against the technical standard(s) adopted by (or proposed by, if not yet approved by OCR) its Web Accessibility Policy.²

Reporting Requirements: By January 31, 2018, the District will submit, for OCR’s review and approval, certification that the District’s online content meets the technical requirements adopted (or proposed) 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, copies of any reports from interim audits conducted pursuant to the Web Accessibility Policy, and if applicable, records related to undue burden or fundamental alteration.

6. Within 60 calendar days of OCR’s approval of the District’s Web Accessibility Policy, the District will develop and conduct training on the Web Accessibility Policy. 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 or post online content for District webpage(s).

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

² The District is excepted from making its online content accessible where doing so would impose a fundamental alteration or undue burden. When a fundamental alteration or undue burden defense applies, the District will provide equally effective alternative access, 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 alternative access, alternatives 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.

For any requirement in this Agreement for which the District asserts an undue burden or fundamental alteration defense, such assertion may be made only by the Superintendent or by an individual designated by the Superintendent 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.

attended the training; and a copy of any training materials (e.g., pamphlets, presentation materials).

7. If the District submitted the certification in Item 5 above pursuant to a Web Accessibility Policy that had not been approved by OCR, then within 60 calendar days of OCR’s approval of the Web Accessibility Policy, the District will submit another certification as required by Item 5 according to the approved Policy.

Reporting Requirements: Within 60 calendar days of OCR’s approval of the Web Accessibility Policy, the District will submit certification to OCR that its online content meets the technical requirements of the approved Web Accessibility Policy. The District will also provide to OCR the bases for this certification including copies of any accessibility evaluation or report, copies of any reports from interim audits conducted pursuant to the Web Accessibility Policy, and if applicable, records related to undue burden or fundamental alteration described above.

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/

09/19/2016

Superintendent or Designee

Date