



# LA PRYOR ISD

PREPARING THE FUTURE

## **La Pryor ISD Website Accessibility Policy**

The La Pryor ISD is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the La Pryor ISD's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The Superintendent is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

### **Website Accessibility**

With regard to the La Pryor ISD website and any official La Pryor ISD web presence which is developed by, maintained by, or offered through third party vendors and open sources, the La Pryor ISD is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any La Pryor ISD programs, services, and activities delivered online.

All existing web content produced by the La Pryor ISD, and new, updated and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by September 1st, 2017. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the La Pryor ISD or provided by third-party developers.

The Technology Director will be responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The Technology Director, will be responsible for auditing all areas of the La Pryor ISD's website and evaluating its accessibility on a periodic basis, and at least once per semester. Any non-conforming web pages will be corrected in a timely manner. All staff members that are associated with the La Pryor ISD's web page including the superintendent, technology director and the website coordinator will be trained in appropriate web accessibility protocol. Policy 107 will be adopted by the La Pryor ISD. Policy 107 removes all exhibits that can cause

electronic readers to have issues.

### Website Accessibility Concerns, Complaints and Grievances

A student, parent or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official La Pryor ISD web presence that is developed by, maintained by, or offered through the La Pryor ISD, third party vendors and/or open sources may complain directly to a school administrator, or the school or District webmaster. The initial complaint or grievance should be made using Website Accessibility Complaint/Request Form, however, a verbal complaint or grievance may be made. When a school administrator or School/District webmaster receives the information, they shall immediately inform the technology director.

Whether or not a formal complaint or grievance is made, once the La Pryor ISD has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

Complaints should be submitted in writing, via email, or by completing the website complaint form. To file a complaint or grievance regarding the inaccessibility of the La Pryor ISD's public website content, the Complainant should submit a description of the problem, including:

- Name
- Address
- Date of the Complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
- Contact information in case more details are needed (email and phone number)

The complaint or grievance will be investigated by the technology director or another person designated by the Superintendent. The student, parent, or member of the public shall be contacted no later than five (5) working days following the date the website accessibility compliance coordinator receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.

- The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.
- A record of each complaint and grievance made shall be maintained at the La Pryor ISD office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

If you would like to report any concern or difficulty accessing information on our website, or request access to content that is currently unavailable, please contact Technology Director, Mario Carrillo at [mario.carrillo@lapryor.net](mailto:mario.carrillo@lapryor.net) or (830)365-4000. A copy of the La Pryor ISD's Web Accessibility Complaint/Request form can be accessed [here](#). Please download the form, and use a compatible PDF reader to fill out, provide the URL (web address) of the material you tried to access, and the problem you experienced. Please include your name, email address, and telephone number so we can contact you to address the problem.



## Website Accessibility Complaint/Request Form

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website address (or location) of accessibility problem: \_\_\_\_\_

\_\_\_\_\_

Description of the problem encountered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Solution desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for bringing this matter to the La Pryor ISD's attention. You may be contacted if more information is needed to process your complaint/request. The investigation process is typically completed within fifteen (15) working days from the date it was received.

Signature: \_\_\_\_\_



## Web Site Audit Worksheet

Date: \_\_\_\_\_ Fall/Spring Audit

Error	Page	Correction Action	Technician

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_