



School Website Accessibility Policy

SCHOOL WEBSITE ACCESSIBILITY POLICY

The Smackover-Norphlet School District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the Smackover-Norphlet School District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA Conformance, WAI-ARIA 1.0 for Web Content, 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 Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, 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 Smackover-Norphlet School District website and any official Smackover-Norphlet School District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Smackover-Norphlet School District is committed to compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, 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 Smackover-Norphlet School District programs, services, and activities delivered online.

All existing web content produced by the Smackover-Norphlet School District, 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, WAI-ARIA 1.0 for Web Content, or updated equivalents, by July 1, 2017. This Regulation applies to all new, updated, and existing web pages, as well as web content produced or updated by the Smackover-

Norphlet School District or provided by third-party developers or created by using Open Sources.

The Webmaster 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 Webmaster will be responsible for reviewing all areas of the Smackover-Norphlet School District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any nonconforming webpages will be corrected in a timely manner.

WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS, AND GRIEVANCES

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a possible violation of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, related to the accessibility of any official Smackover-Norphlet School District web presence that is developed by, maintained by, or offered through the Smackover-Norphlet School District, third party vendors, and/or open sources may direct questions, complaints, or requests for additional information regarding these laws to the designated Equity/District 504 Coordinator, Teri Philyaw. The initial complaint or grievance should be made using our Website Accessibility Complaint/Request Form; however, a verbal complaint or grievance may be made. When Ms. Philyaw, our Equity/District 504 Coordinator, receives questions, complaints, or requests, she shall immediately inform the district Webmaster.

Whether or not a formal complaint or grievance is made, once the Smackover-Norphlet School District 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 e-mail, or by completing the website complaint form. To file a complaint or grievance regarding the inaccessibility of the Smackover-Norphlet School District's public website content, the Complainant should submit a description of the problem, including:

- Name
- Address
- Date of 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 District Webmaster 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 Smackover-Norphlet Central 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.

WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS, AND GRIEVANCES

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a possible violation of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, related to the accessibility of any official Smackover-Norphlet School District web presence that is developed by, maintained by, or offered through the Smackover-Norphlet School District, third party vendors and/or open sources may complain directly to our designated Equity/District 504 Coordinator, Ms. Teri Philyaw. The initial complaint or grievance should be made using the website accessibility complaint/request form, however, a verbal complaint or grievance may be made. When Ms. Philyaw, our Equity/District 504 Coordinator receives questions, complaints, or requests, she shall immediately inform the District Webmaster.

Equity/District 504 Coordinator Contact Information:

Ms. Teri Philyaw
Central Office
112 East 8th Street
Smackover, AR 71762

Phone: 870-725-1212

E-mail: teri.philyaw@smackover.net

Students, parents, or members of the public who do not wish to submit a formal complaint about a possible violation of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990, may direct their questions, concerns, or requests regarding possible online content or functionality that is currently inaccessible directly to the Webmaster, Ms. Lyn Jackson by Email: lyn.jackson@smackover.net, by Phone: 870-546-2781, or in writing sent to the Norphlet Middle School, Attn.: Lyn Jackson, 600 School Street, Norphlet, AR 71759.

**SMACKOVER-NORPHLET SCHOOL DISTRICT
WEBSITE ACCESSIBILITY COMPLAINT/REQUEST FORM**

Date of Complaint/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 Smackover-Norphlet School District'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: _____

** Please return this form to Ms. Teri Philyaw, Equity/District 504 Coordinator, Central Office, 112 East 8th Street, Smackover, AR 71762**