

## **WEBSITE ACCESSIBILITY POLICY**

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

### **Website Accessibility**

With regard to the Peru Community Schools District website and any official Peru Community Schools District web presence, which is developed by and maintained by Peru Community Schools, or offered through third party vendors and open sources, the Peru Community Schools District 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 can independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same time-frame 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 Peru Community Schools District programs, services, and activities delivered online.

All existing web content produced by the Peru Community Schools 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, or updated equivalents. This regulation applies to all new, updated, and existing web pages as well as all web content produced or updated by the Peru Community Schools District or provided by third-party developers.

The designated responsible personnel or department will be responsible for reviewing and evaluating new material that is published, and uploaded to the website for accessibility on a periodic basis. The designated responsible personnel or department will be responsible for reviewing all areas of the Peru Community Schools District website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming web pages 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 violation of the Americans with Disabilities Act (ADA), Section 504, or Title II related to the accessibility of any official Peru Community Schools District web presence that is developed by, maintained by, or offered through the Peru Community Schools District, third party vendors, and/or open sources, may complain directly to a school administrator or to the school or district webmaster. The initial complaint or grievance should be made using the Website Accessibility Complaint/Request Form here:

<https://www.peru.k12.in.us/f/?f=2425> .

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 responsible persons or department.

Whether or not a formal complaint or grievance is made, once the Peru Community Schools 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 Peru Community Schools District 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 (e-mail and phone number)

The complaint or grievance will be investigated by the persons or department responsible, or another person designated by the Peru Community Schools District. 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.
- 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 pursuant to Governing Board Policy KE Public Concerns and Complaints shall be maintained at the Peru Community Schools District 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.