REGULATION Descriptor Code: ABDA-BR1

WEBSITE ACCESSIBILITY COMPLAINTS

A student, parent or member of the public who wishes to submit a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official district web presence that is developed by, maintained by, or offered through the District, third-party vendors and/or open sources may complain directly to a school administrator.

Complaints may be submitted in writing, via email, or by completing ABDA-E1. To file a complaint regarding the inaccessibility of the district's public website content, the complainant should submit a description of the problem, including:

1. Complainant's name;
2. Complainant's address;
3. Date of the complaint;
4. Description of the problem encountered;
5. Web address or location of the problem page;
6. Solution desired; and
7. Contact information in case more details are needed (email and phone number).

When a school administrator receives a complaint, they shall immediately inform the Business Manager. The complaint must be investigated by the Business Manager as follows:

1. An investigation of the complaint must be completed within fifteen (15) working days. Extension of the timeline may be approved only by the Superintendent.
2. The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
3. 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.
4. A record of each complaint made pursuant to board policy ABDA must be maintained by the District. The record shall include a copy of the complaint filed, report of findings from the investigation, and the disposition of the matter.

Once the District has been notified of inaccessible content, whether through the filing of a complaint or otherwise, access to the needed information shall be provided as soon as possible to the reporting party regardless of whether an investigation is ongoing.

End of Hope-Page School District 85 Board Reg. ABDA-BR1 ..... Amended:

4/10/2024