

**DETROIT INNOVATION ACADEMY (“ACADEMY”)
WEBSITE ACCESSIBILITY POLICY
(VERSION 2 ~ 02/23/2018)**

The Academy Website Accessibility Coordinator (WAC) 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 Academy web presence which is developed by, maintained by, or offered through the Academy or third party vendors and open sources.

Website Accessibility

With regard to the Academy website and any Academy web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Academy 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 Academy programs, services, and activities delivered online. The Academy is committed to ensuring accessibility of information provided through the Academy's website(s) (Online Content) as well as information obtained through Online Content provided or developed by third parties.

All existing website content produced by the Academy, and new, updated and existing website content provided by third-party developers, will conform to Website 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 website content produced or updated by the Academy or provided by third-party developers. At least once each school year, the WAC shall direct an accessibility audit to determine whether information and content on the Academy's website (including Online Content which may not necessarily be located on the Academy's website) meets the technical standard identified above. All concerns identified in the audit shall be documented, evaluated, and, if necessary, remedied within a reasonable time period. Academy administrators and staff are directed to ensure that any Academy acquisition or use of Online Content provided or developed by third parties (e.g. vendors, video-sharing websites such as YouTube, or other open sources) that the Academy chooses to make available on its website will be accessible.

Annual training shall be provided to all administrators, faculty, and staff responsible for creating or distributing information and content on the Academy's website. Such training shall include a review of this policy and an explanation of the roles and responsibilities of administrators, faculty, and staff to ensure online information and content are accessible to individuals with disabilities. The training shall be facilitated by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard identified above.

Kerri Smith, Vice President at EQUITY Education, is hereby designated as the WAC and will be responsible for reviewing and evaluating new material that is published by Academy staff or WAC and uploaded to the website for accessibility on a periodic basis. The WAC or 3rd party, will be responsible for reviewing all areas of the Academy's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

1. The **WEBSITE ACCESSIBILITY COORDINATOR (WAC)** is KERRI SMITH and may be contacted via telephone at 313-977-9178; email at ksmith@eqeducation.org; or written correspondence to Kerri Smith, EQUITY Education, 13600 Virgil Street, Detroit, Michigan 48223.

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 Academy web presence (including Online Content provided or developed by third Parties) that is developed by, maintained by, or offered through the Academy, third party vendors and/or open sources may complain directly to the WAC. The initial complaint or grievance should be made in writing using the Website Accessibility Complaint/Request Form (http://diachampion.org/accessibility_form).

Whether or not a formal complaint or grievance is made, once the Academy 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 Academy'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
- Website 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 WAC or another person designated by the WAC. The student, parent, or member of the public shall be contacted no later than five (5)

working days following the date the WAC 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 WAC.
- 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 this Academy Board Website Accessibility Policy shall be maintained at the Academy 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 [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 Academy'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:

Hardship Exceptions

The Academy will take all steps reasonably calculated to prevent an individual or entity outside of the control of the Academy from posting on the Academy's website and agrees to promptly remove any inaccessible content once the Academy becomes aware of such Content.

Administrators and staff will ensure that any Academy acquisition or use of Online Content provided or developed by third parties that the Academy chooses to make available on its website will be accessible, except where doing so would impose a fundamental alteration or undue financial and administrative burdens as defined by law.

When fundamental alteration or undue financial and administrative burden defenses apply, the Academy will provide equally effective alternative access as required by law. In providing equally effective alternate access, the Academy will take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, and ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternatives are not required to produce the identical result, but will 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 as required by law.

For any technology-related requirement in this Agreement which creates undue financial and administrative burdens or presents a fundamental alteration defense, such assertion by the Academy will be made by the principal or by an authorized individual designated by the Academy Board President who has budgetary authority after considering all resources available for use in the funding and operation of the service, program, or activity, and will 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 authorized official who will describe in the written statement, to the extent required by law, how the Academy will provide equally effective alternate access that would ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits or services provided by the Academy as their nondisabled peers to the extent required by law.

ADOPTED _____, 2018

EFFECTIVE: _____, 2018

DETROIT INNOVATION ACADEMY
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 Academy'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: _____