



Effingham County Schools Accessibility Procedure

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

The district webmaster 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 district/school website and any official district-sponsored web presence which is developed by, maintained by, or offered through third party vendors and open sources, the Effingham County School 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 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 ECSD programs, services, and activities delivered online.

All existing web content produced by the Effingham County 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, or updated equivalents, by **January 30, 2018**. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by ECSD or provided by third-party developers.

The district and school website administrators will be responsible for reviewing and evaluating new material that is published by all district/school staff and uploaded to the website for accessibility on a periodic basis. The district webmaster will be responsible for reviewing all areas of the district 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.

Adobe Acrobat is required to view and print PDF documents that appear on this website. To download this program for free, visit the [Adobe website](#). To read PDF documents with a screen reader, please refer to the [Access Adobe website](#), which provides useful tools and resources.

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 Effingham County School District web presence that is developed by, maintained by, or offered through ECSD, 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 the [Accessibility Complaint/Request online tool](#) or written form (see below), 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 school website administrator.

Whether or not a formal complaint or grievance is made, once the ECSD 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 Accessibility Report tool](#). To file a complaint or grievance regarding the inaccessibility of the district/school'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 district webmaster or another person designated by the Superintendent/Principal. 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 timeline may only be approved by the school principal or district 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 digital record of each complaint and grievance made shall be maintained at the Department of Information & Instruction Technology 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.

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Website Accessibility Complaint/Request Form

Date of Complaint or 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 Effingham 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: _____