

**PLYMOUTH SCHOLARS**  
**CHARTER ACADEMY**  
**WEB ACCESSIBILITY POLICY**

**Introduction**

The School is committed to ensuring that its website is accessible to everyone, including persons with disabilities, and delegates to its Educational Service Provider (ESP) the responsibility to develop and maintain the School's website to comply with this Policy and applicable website accessibility standards.

**Accessibility Compliance Standards**

The School will adhere to the provisions of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 ("Title II") *et seq*, so that the School's website is accessible to visitors with disabilities. "Accessible" as used in this policy means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

The School will adhere to the applicable and existing standards for website accessibility, including Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

The Web Accessibility Coordinator or designee will conduct an annual audit of the School's website and contracted web services to ensure that the content posted on the School's website is accessible and meets the technical standards adopted by the School. The Web Accessibility Coordinator will be responsible for ensuring that all problems identified through the accessibility audits are documented, evaluated, and if necessary, remediated.

**Website Accessibility Coordinator**

The Board authorizes the School Principal to act as the School's Web Accessibility Coordinator (Coordinator). The Coordinator will be responsible for ensuring that the School's website is accessible within the meaning of this policy. A student, prospective student, employee, guest or visitor that is not able to fully access the information on any page of the School's website and/or has questions or concerns regarding the accessibility of the website may contact the Coordinator. The Coordinator's contact information is:

Sabrina Terenzi  
48484 N Territorial Road, Plymouth, MI 48170

734-459-6149  
94.sterenzi@nhaschools.com

### Website Accessibility Complaint Procedures

Any person may report violations of website compliance standards or file a complaint through the School's Section 504 and Title II grievance procedure available in the School's Section 504 Manual, and/or contact the Coordinator with any accessibility concerns. All Complaints must be submitted in writing. The Coordinator shall contact the Complainant within 10 business days, excluding holidays, of receipt of a complaint. Written complaints regarding the inaccessibility of website content must include:

- Name and contact information of Complainant, including telephone number and email address
- Date of complaint
- Description of the accessibility issue
- Web address or location of the problem page
- Proposed resolution

### Website Accessibility Training

The Coordinator along with any other individual responsible for creating or posting content to the School's website will undergo annual training. Training will include review of this policy and the responsibilities related to creating and posting online content. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by this policy.

The annual training requirement for previously trained staff may be satisfied by providing those individuals with written (e.g., via email) notice that includes at least the following: (1) a copy of this policy, (2) a description of any updates or revisions to this policy, and (3) the name and contact information of the Coordinator along with a notation that he/she serves as a resource.

### Accessibility of Third-Party Sites

Some of the pages on the School's website may contain links to third-party sites. The School makes no assurances to any content or open source software that is posted, hosted or offered on the School's website by an individual or entity that is outside of the control of the School. The School or its ESP, however, will take reasonable steps to prevent an individual or entity outside of the control of the School from posting inaccessible information on the School's website. Upon discovery that an individual or entity that is outside of the control of the School or its ESP has posted inaccessible information on its website, the School will take steps to promptly remove the inaccessible information.

Except where doing so would impose a fundamental alteration or undue financial and administrative burden, website content which is related to the School's programs or services and

is developed by, maintained by or offered through a third-party vendor or by using open sources, will be made accessible. The School will take the following steps to ensure accessibility of online content provided by third-parties which relate to School's programs or services:

- Use an approved accessibility validation tool to review the accessibility of the third-party website and conduct annual audits designed to identify inaccessible content posted on the School's website by third parties;
- Notify third-party developers of the School's policy regarding web accessibility; and
- Provide an alternate method to obtain the information provided on third-party websites as it pertains to School programs and services.

#### Undue Financial and Administrative Burden

The School is committed to take steps to ensure that the content on its website is accessible and in compliance with the technical standards adopted by this policy, except where doing so would impose a fundamental alteration or undue financial and administrative burden. In those circumstances where the Coordinator believes that the proposed action would fundamentally alter the service, program, or activity, or would result in undue financial and administrative burden, the School has the burden of proving that compliance would result in such alteration or burden. The decision that compliance would result in such alteration or burden must be made by the School's ESP in consultation with the Coordinator, or his/her designee, after considering all resources available for use in the funding and operation of the service, program or activity and must be accompanied by a written statement of the reasons reaching that conclusion.

In the event of an alteration or undue burden, the School will provide equally effective alternative access. In providing equally effective alternative access, the School will ensure that, to the maximum extent possible, persons with disabilities will be afforded an 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.