

Bennett Valley Union School District Website Accessibility Policy

The District is committed to ensuring that individuals with disabilities have full and equal enjoyment of and access to District programs, services, and activities offered on its website and in related web-based content, in compliance with Title II of the Americans with Disabilities Act (“ADA”) and/or Section 504 of the Rehabilitation Act of 1973 (“Section 504”).

District Website Accessibility

To the extent practicable, all new and newly modified online content and functionality on the District’s website will conform to the Website Content Accessibility Guidelines (“WCAG”) 2.0 Level AA standards by January 2018. The District is also evaluating and planning for accessibility with regard to existing web-based content and functionality, and will establish a plan to identify and update current online content or functionality that is inaccessible to individuals with disabilities. To the extent the District’s website offers online content or functionality that is inaccessible to individuals with a disabilities, the District will provide the information in an alternative format upon request.

District technology staff who maintain web content and functionality will receive regular training on website accessibility.

Website Accessibility Concerns or Complaints

An individual who is unable to access content or functionality on the District’s website may request such content in an alternative format by emailing the webmaster at webmaster@bvusd.org or by contacting the Superintendent at 707-542-2201.

An individual may also file a complaint with the District with regard to website accessibility by using the Website Accessibility Complaint/Request Form. Alternatively, a complaint may be submitted via email to the webmaster at webmaster@bvusd.org, to include the following information:

- Complainant’s name
- Complainant’s address
- Date of the Complaint
- Description of the problem encountered
- Web address or location of the inaccessible content
- Solution desired
- Contact information (email and phone number) in case more details are needed

The Superintendent, or another individual designated by the Superintendent, will investigate the complaint utilizing the following procedures:

- An investigation of the complaint shall be completed within fifteen (15) working days. An extension of the timeline may be granted only by the Superintendent. If such an extension is granted, the Complainant shall be notified in writing.
- 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 made pursuant to this complaint procedure shall be maintained at the Bennett Valley Union School District office. The record shall include a copy of the complaint filed, a report of the findings and conclusions of the investigation, and the disposition of the matter, including any actions taken by the District or any remedies provided to the Complainant.

Alternatively, an individual may file a discrimination complaint regarding website accessibility using the District's Uniform Complaint Procedures outlined in Board Policy 1312.3 and Administrative Regulation 1312.3.

Whether or not a formal complaint is filed, once the District has been notified of inaccessible content or functionality on its website, the information shall be provided in an alternative format to the reporting party. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was attempting to access.