Constantine Public Schools Accessibility Strategy

Constantine Public Schools (CPS) is committed to making its website accessible to all persons. We have built and now endeavor to maintain the site in accordance with the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 level AA (or similar or updated) guidelines.

CPS has used an online accessibility auditing tool (such as through AudioEye or similar) and manual audits to update the website to meet the WCAG guidelines. The Webmaster(s) implemented updates to ensure the site displays correctly in current browsers and is compliant with the WCAG guidelines for HTML and CSS. This ongoing compliance with WCAG guidelines should ensure the website's code will display correctly in future browsers. Regular audits will be conducted, as described further below, as a continuing effort to ensure continuing compliance with the WCAG guidelines.

In the process of conforming CPS' website to the WCAG guidelines, current documents that are posted on the CPS website will be reviewed. Documents include, but are not limited to, the following types: pdf, docx, xlsx, and pptx. Documents found to have accessibility barriers will be pulled until they are updated to meet the WCAG guidelines. Moving forward, efforts will be made as new documents are posted to ensure they are accessible. Individuals creating documents for CPS' website will use the origin software's accessibility tools, if applicable, to create documents which are more likely to be uploaded in an accessible format. CPS's online accessibility audit tool will scan the district's site for any documents, in addition to all other website elements, and will make a best effort to catch any items that do not meet the WCAG guidelines.

To manage the many complexities of handling a site that works well with assistive technologies, CPS utilizes a web-based tool (such as through AudioEye or similar) to conduct an accessibility audit monthly. The district's website accessibility audit is done under the direction of the Webmaster(s). The Webmaster(s) will also conduct a manual audit monthly. Any problems found through the monthly website accessibility audit process will be documented, evaluated, and, if necessary, remediated within a reasonable time.

To help ensure compliance with the WCAG guidelines CPS will provide annual training for all district staff who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design and content, including documents and multimedia.

The CPS website features links to external sites. External sites are not under CPS' control and the district is therefore not responsible for content on these external sites which does not relate to the district's services, activities, or programs. CPS can make no assurances regarding the accessibility of any content found on these external sites which are outside the control of the district.

Links to external websites found on CPS' webpage, and which are related to the district's services, activities, or programs, will be required to follow the applicable accessibility guidelines. Upon contracting with vendors, they will be provided CPS' accessibility policy. CPS will notify vendors they are to provide CPS with an accessible product. CPS will require vendors to agree to abide by the applicable guidelines, and CPS will also periodically audit external sites against those

applicable guidelines. If accessibility barriers exist with an external site, CPS will strive to provide an alternative method to obtain any information provided by the external site which pertains to the district's services, activities, or programs.

While CPS endeavors to meet the WCAG 2.0 guidelines, we may miss something. If you find anything on our site which is inaccessible or not in accordance with best practices and/or guidelines for accessibility, let CPS know by contacting our Webmaster(s) through the link on the website or contact information listed below. We will make every attempt to correct or improve the issue at hand. You may also file a formal complaint through CPS' Administration Office.

This policy does not require CPS to take any action that it demonstrates in writing would result in a fundamental alteration in the nature of a service, program, or undue financial and/or administrative burdens.

Constantine Public Schools
Administration Office
1 Falcon Drive
Constantine, Michigan 49042
Telephone: 269-435-8900

Webmaster(s)
Chad Thelen, Superintendent Jim Wisely, and/or Brian Calkins (support through ISD)
1 Falcon Drive
Constantine, Michigan 49042
Ph: 269-435-8900
Email: Webmaster@constps.org

Formal complaints may also be filed with the Office of Civil Rights:

Office for Civil Rights, Cleveland Office
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Telephone: (216) 522-4970
FAX: (216) 522-2573
Email: OCR@ed.gov
Or at: http://www.ed.gov/about/office/list/ocr/complaintintro.html.

For additional information on website accessibility, see the resources below:

Web Content Accessibility Guidelines (WCAG) Overview
Section 508 Information
Section 508 Checklist
Edlio's Accessibility Statement
https://www.w3.org/
https://www.audioeye.com/