



benefit, or to each the same level of achievement, in the most integrated setting appropriate to the person's needs.

### Training

Personnel responsible for publishing content on the Website will be trained in designing and creating accessible web pages no less than annually. Training will be provided by qualified persons, through online training programs vetted by the Accessibility Coordinator or by a combination thereof. Training will include information on:

- Creating new and revising existing Website pages in conformance with the Guidelines;
- How to ensure accessibility in web design, documents and multimedia content;
- Testing those pages prior to publication for conformance with the Guidelines;
- Accessing the pages after publication through a web browser and testing the pages for conformance with the Guidelines; and
- This Policy.

Testing will include:

Viewing, using and listening to the page through all of these browsers: Internet Explorer 11, Firefox 42.0, Chrome 42.0.2311.152, Safari 6.0.2

## Resolution Procedure

In order to inform, students, prospective students, employees, guests and visitors that they may report violations of accessibility, OHVA will follow the K12 Resolution Procedure which shall be published on the Website. The K12 Resolution Procedure will provide as follows:

Should a user encounter difficulty in accessing the OHVA Website, the user should follow the Resolution Procedure which includes a step-by-step approach to address specific grievances, which inevitability will vary by the type of disability and the technology available to address user accessibility issues. While members of the public in general may experience web accessibility problems, priority is given to issues encountered by students, their parents/guardians and their learning coaches and by persons interested in enrolling in the school.

When experiencing accessibility issues, a user has two (2) options available. First, the user can make direct contact by completing the form at the Accessibility link on the primary entry page of the website. In the alternative, 242 Useak (aE TopTad 0 66 15720250642ak4 (242Tmak) 005(e)9(sat)ns)3( B1 0 0 1 114.98 accessibility through the school's Section 504 and Title II grievance procedures.

Using the first option, information in the form will be submitted to K12's Accessibility Coordinator who will acknowledge receipt of the information within approximately two (2) business days after receipt