Hanover School District 28 Accessibility Compliance Plan

Hanover School District 28 is committed to ensuring that our website and student software is accessible to all individuals, including those with disabilities. We strive to maintain digital compliance under HB21-1110 and Colorado's Student Data Transparency and Security Act. We plan to follow the Web Content Accessibility Guidelines (WCAG) 2.1, developed by the World Wide Web Consortium (W3C).

This plan will feature three main parts: Spanish translations, student data privacy protection, and accessibility.

Website Compliance Plan:

- Hanover School District 28 to work with Wordpress website platform's Accessibility Checker feature to provide accessibility recommendations to the website.
- Hanover School District 28 to undergo regular Accessibility assessments/checks to rate the website's accessibility features.
- Hanover School District 28 to work on changing files, forms, and documents on the website so that there are Spanish translations available for each item (if the option is available) and so that PDFs are not static and are instead linked to Google Drive/Docs for Google's accessibility options.
- Hanover School District 28 to update plan progress on this document quarterly.
- Hanover School District 28 may purchase a subscription to a website accessibility menu or consider a different platform with better accessibility features once our contract with BlueHost ends.

Software Compliance Plan:

- Hanover School District 28 employees to submit a Software Request form for IT approval.
- Hanover School District 28 to finish out contracts with non-compliant organizations before seeking software or applications with organizations that have better accessibility features.
- Software to meet data privacy (achieved through a signed Data Protection Addendum with the district) and accessibility requirements.
- On-demand service provider tools (apps and extensions through Google Workspace) to be exempt from DPA agreements.

Applicable Tools/Steps for Key Stakeholders:

1. Hanover School District 28 employees to move any scanned PDFs to Word, Google Docs or other Google applications because of the available accessibility features.

2. Hanover School District 28 employees to start to translate documents by using the translation tool in Google Docs, Claude or DeepL when they are able to. Another option is the image/document section of Google Translate.
3. Hanover School District 28 employees to use PAC 2021 the PDF Accessibility Checker and translation tools for all created Canva documents and resources.
4. Hanover School District 28 employees to add video accessibility (enabling captions) to Google Classroom or Zoom. For recorded videos without captions, employees will either upload unlisted videos to YouTube or use CapCut for automated captions and translated captions.
5. Hanover School District 28 to request event holders to provide a copy of posters in Spanish for social media content sharing.

Training

We provide accessibility training and skill-building opportunities to all Hanover School District 28 employees through tutorials.

Additionally, we support our staff through an accessibility area with a variety of resources on site, through Professional Development, and a team dedicated to accessibility.

Staff Training:

1. Hanover School District 28 to provide information at the start-of-the-year to all staff. Staff are responsible for understanding the material.
2. IT staff to provide 1-on-1 with key stakeholders if requested.

Remediation:

1. Changes to be requested via the Website Update form.
2. Complaints to be submitted to the Hanover School District 28 using the currently Board of Education approved Grievance Policy & Procedures form.

Accessibility Maturity

The District is at the following accessibility maturity level for 2025:

Check One	Stage	Criteria
Inactive	Complete	No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments.
Launch	Complete	Recognized need organization-wide. Planning initiated, but activities not well organized.
Integrate	Complete	Roadmap including timeline is in place, overall organizational approach defined and well organized.

Optimize	In Progress	Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

Organizational measures

Hanover School District 28 is currently coordinating the following efforts to remove technology accessibility barriers:

Activity	Status	Target Completion Date
Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for our District	Completed	September 2024
Include accessibility in our procurement process.	Ongoing	December 2025
Establish and maintain an inventory of technology and prioritize.	Ongoing	November 2025
Validate the inventory through testing and address issues that are found in current technology.	Ongoing	December 2025
Create and implement a plan for providing reasonable accommodation and modification until the technology can be made accessible.	Ongoing	December 2025
Provide contact information and support for receiving accessibility feedback and accommodations requests.	Completed	June 2024
Hire people with accessibility skills and train current employees on providing accessible services and technology.	Completed	August 2025
Incorporate accessibility requirements into our technology development stages including design, development, user experience, and quality assurance.	Ongoing	April 2026