Revised Uncompahgre BOCES Accessibility Plan- DRAFT

Introduction

Uncompahgre BOCES is committed to ensuring that all digital content, services, and resources are accessible to individuals with disabilities. This plan outlines our commitment to accessibility, key objectives, and specific measures to integrate accessibility into our operations.

Organizational Measures

To strengthen our commitment to accessibility, we will incorporate the core criteria outlined by the Colorado Office of Information Technology (OIT):

1. **Leadership Commitment**: Establish a leadership team responsible for overseeing and promoting accessibility initiatives. This team will include representatives from key departments, including IT, HR, and Educational Services.
2. **Policy Development**: Develop and implement an accessibility policy that aligns with state and federal regulations. This policy will be reviewed annually and updated as needed.
3. **Training and Awareness**: Provide ongoing accessibility training for staff at all levels. This includes training on how to create accessible content, use assistive technologies, and understand the importance of accessibility.
4. **Accessibility Champions**: Identify and support accessibility champions within each department who can provide guidance and support to their colleagues.

Core Criteria Implementation

To meet the accessibility planning core criteria, we will focus on the following key areas:

1. **Accessibility Statements and Procedures**
    - **Developing Statements**: Create clear and concise accessibility statements for our website and digital resources, ensuring they are easily accessible to all users.
    - **Requesting Accommodations**: Establish a robust procedure for requesting accommodations, including a dedicated contact person, a streamlined request process, and clear timelines for response and implementation. This will be a priority for year 1.
2. **Evaluation and Monitoring**

- **Regular Audits**: Conduct regular accessibility audits of our digital content and services. These audits will be performed by internal staff trained in accessibility standards and external experts as needed.
- **Feedback Mechanisms**: Implement feedback mechanisms to allow users to report accessibility issues and suggest improvements.

3. **Accessibility in Procurement**
    - **Vendor Requirements**: Ensure all vendors and third-party providers comply with our accessibility standards. Include accessibility requirements in all contracts and procurement processes.
    - **Vendor Training**: Provide training and resources to vendors to help them meet our accessibility standards.
4. **Emergency Preparedness**
    - **Accessible Communication**: Ensure that all emergency communications are accessible to individuals with disabilities, including using multiple formats and channels.

Key Components and Ongoing Tasks

1. **Year 1: Establishing Foundations**
    - **Accessibility Policy**: Finalize and adopt the accessibility policy.
    - **Accommodation Procedures**: Develop and implement procedures for requesting accommodations.
    - **Training Programs**: Launch initial accessibility training programs for staff.
    - **Accessibility Statements**: Publish accessibility statements on the website and digital platforms.
2. **Years 2-3: Building Capacity**
    - **Accessibility Audits**: Begin regular accessibility audits and address identified issues.
    - **Feedback Systems**: Implement and refine feedback mechanisms for accessibility concerns.
    - **Expand Training**: Continue to expand and update training programs based on emerging best practices.

3. **Years 4-5: Sustaining and Enhancing**
    - **EEAAP Development**: Develop and implement the Equally Effective Alternative Access Plan (EEAAP).
    - **Advanced Training**: Offer advanced accessibility training and certification for staff.
    - **Continuous Improvement**: Regularly review and update the accessibility policy and procedures.

Conclusion

Uncompahgre BOCES is dedicated to creating an inclusive environment for all individuals. By embedding accessibility into our operations and continuously improving our practices, we aim to ensure that our digital content and services are accessible to everyone. We appreciate the guidance provided by OIT and are committed to achieving the highest standards of accessibility.

Statements and Procedures for Requesting Accommodations

Accessibility Statement

Uncompahgre BOCES Accessibility Statement

At Uncompahgre BOCES, we are committed to providing an inclusive and accessible environment for all individuals, including those with disabilities. Our goal is to ensure that our digital content, resources, and services are accessible to everyone. If you encounter any barriers to access or require accommodations, please reach out to us so we can assist you.

Procedure for Requesting Accommodations

Step 1: Identify the Need for Accommodation

Individuals requiring accommodations to access Uncompahgre BOCES digital content, resources, or services should identify their specific needs. This could include:

- Accessible documents or formats (e.g., large print, braille, audio)
- Assistive technology or software
- Physical access to facilities

- Any other reasonable accommodations

Step 2: Submit a Request

To request an accommodation, individuals can choose from the following methods:

1. **Online Form**: Complete the Accessibility Accommodation Request Form, which is available on our website.
2. **Email**: Send an email to our Accessibility Coordinator at unbocs@ridgway.k12.co.us
3. **Phone**: Call our Accessibility Coordinator at (970) 626-2977.
4. **In Person**: Visit the Uncompahgre BOCES main office at 1115 Clinton Street, Ridgway, CO 81432.

Information to Include in the Request:

- Full name and contact information (email, phone number)
- Description of the accommodation needed
- Specific details about the barrier or issue encountered
- Preferred method of communication for follow-up

Step 3: Confirmation and Assessment

Upon receiving the request, the Accessibility Coordinator will:

1. **Acknowledge Receipt**: Send a confirmation email or call within two business days to acknowledge receipt of the request.
2. **Assessment**: Review the request to understand the specific needs and determine the best course of action. This may involve consulting with the individual to clarify details or discuss potential accommodations.

Step 4: Implementation

1. **Determine Feasibility**: Assess the feasibility of the requested accommodation. If the requested accommodation is not feasible, identify alternative solutions that provide equivalent access.
2. **Coordinate Resources**: Work with relevant departments and external vendors (if necessary) to coordinate and implement the accommodation.

3. **Timeline**: Aim to implement the accommodation within 10 business days. If additional time is required, the Accessibility Coordinator will communicate the timeline and reasons for the delay to the individual.

Step 5: Follow-Up and Feedback

1. **Follow-Up**: Contact the individual within five business days after implementing the accommodation to ensure it meets their needs and resolves the accessibility barrier.
2. **Feedback**: Encourage the individual to provide feedback on their experience with the accommodation process. Use this feedback to improve our procedures and services.

Contact Information

For any questions or additional information regarding accessibility and accommodations, please contact our Accessibility Coordinator:

Name: Accessibility Coordinator – Zoe Denison
Email: unbocs@ridgway.k12.co.us
Phone: (970) 626-2977
Office Address: 1115 Clinton St., Ridgway, CO 81432

Review and Updates

This procedure will be reviewed annually to ensure it remains effective and aligned with best practices. Feedback from individuals who have requested accommodations will be used to make continuous improvements.

By establishing these procedures, Uncompahgre BOCES aims to provide timely and effective accommodations, ensuring that all individuals have equal access to our digital content, resources, and services.