Franklin Community Schools - Plan for New Content

Overview

Franklin Community Schools (FCS) is committed to ensuring equal access and participation for people with disabilities, including treating people with disabilities in a way that allows them to maintain dignity and independence. We believe in integration, and are committed to meeting the needs of people with disabilities in a timely manner. The District will do so by removing and preventing barriers to accessibility by complying with the accessibility of online content and functionality under the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

FCS promotes a 1:1 device initiative for our students to learn and excel in a digital environment. In turn, the District realizes the importance of being dedicated to providing the most effective communication for our students, their parents and guardians. The District is supportive of keeping our families connected to learning resources outside of the classroom and using those resources as a way to keep parents involved in their student's academic livelihood.

FCS has contracted with Blackboard Web Community Manager to provide a comprehensive website across the District. The many pages of FCS' site provide general District information, links to learning resources, teacher information, schedules and calendars, school news, departmental and campus information, plus much more. FCS has also implemented a web governance platform, Siteimprove, to automatically scan every single web page and identify inaccessible content every five days.

As FCS becomes more ingrained in a digital school environment it is imperative that we look ahead to create the environment as one that can be shared and experienced among all of the people it touches. The District has developed this web governance strategy with accessibility at the forefront. The strategy will address the following elements:

- Overall website expectations/compliance
- Streamline/deletion of outdated content
- Use of provided templates
- Use of photos/videos/graphics/fonts and colors
- Making use of the calendar
- Dedicated commitment/monitoring
- Continued training
- Contact information for troubleshooting

Overall website expectations/compliance

The principal or designee at each campus will maintain their site within FCS Content Management System (CMS). Information that is posted will be current and relevant. Campuses will not add web pages to the campus site, of organizations that are not affiliated with the District. If unclear, consult with the District's Communications Department.

As a general rule and at a minimum, each campus/department site will relay the following information:

- Campus/Department Name

- Welcome and/or Meet our Principal or Staff w/District Email
- Mailing and/or Physical Address
- Phone Number (Main and/or Front Line)
- Photos (Exterior Campus and/or Principal)
- News & Announcement Section
- Links: Calendar/District Home Page
- Social Media Icons (Linking to Campus or District)
- Contact Information for "Webmaster"

Individual campus and department pages should be kept to a minimum. The home page of each campus could include some of the suggested sections below:

- Parent/Student Links
- News Stories/Announcements
- Forms/Enrollment Tools
- Photo Gallery

In order for third-party applications to be used on website, they must comply with the same website accessibility guidelines followed by the District. Therefore, new contracts entered into by the District, for use on the District's website, must include verifiable language of such commitment. The District will implement a Voluntary Product Accessibility Template (VPAT) document to send to third party vendors to identify their level of accessibility compliance, and moving forwards will only partner with vendors who provide accessible products.

Streamline/deletion of outdated content

With the implementation of a new outer-facing template, the District is committed to streamline the layout of the overall website. Consistent patterns of use (templates) will help to maintain a user-friendly baseline that focuses on relevant, accessible content versus quantity of content.

The District expects outdated, irrelevant content to be promptly deleted. Files and folders within FCS CMS should be examined monthly for obsolete material. Attention will be paid to how files are uploaded into FCS CMS to avoid duplicity.

Links within the website will be clearly labeled and placed consistently throughout, allowing all readers to move seamlessly through related pages.

Time-sensitive information, will continue to be updated throughout the website. For instance, changes to calendared dates, must be managed carefully to avoid miscommunication. Scrolling marquees must be updated with current information; however, limited use of such, should be taken.

Use of provided templates

The District provides each campus with the main template for use. Adjustment to that template will only be done at the District level. The main template will include the District's non-discrimination and website accessibility statement as follows:

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment. For inquiries regarding the non-discrimination policies, contact: Section 504 Coordinator:

Mindy Staton

statonm@franklinschools.org

317-346-8902

Franklin Community Schools is committed to making its electronic and information technologies accessible to individuals with disabilities. If you wish to report an issue related to the accessibility of content on this website, or to request access to any content that is currently unavailable, please contact webmaster@franklinschools.org. We will try to provide the information to you in an alternate format and/or make the necessary improvements to make the information accessible. If you wish to file a grievance under Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, information about the grievance process is available within the Franklin Community School Corporation Bylaws and Policies, policy 3122. Any grievance may be filed with the district's Section 504 coordinator, Mindy Staton, by email at statonm@franklinschools.org, by calling 317-346-8902, or by sending a letter to Mindy Staton, Section 504 Coordinator, 998 Grizzly Cub Drive, Franklin, IN, 46131.

The above information will be prominently displayed via a link to a "Non-Discrimination and Website Accessibility Statement" in the footer of the district's home page and each page throughout the website, including all subordinate pages and intranet sites owned and managed by FCS.

Campuses may choose to use templates provided by FCS CMS or create new, when setting up new content pages or applications, understanding that all provisions provided by WCAG 2.0 Level AA and WAI-ARIA must be adhered to.

Use of photos/videos/graphics/fonts and colors

Photos, videos, and other graphics can be difficult to absorb in a screen reader or other accessible device used by those with a disability. The District is committed to posting multi-media with care to ensure readability, when necessary to the logistics of the page.

Photos and graphics must be accompanied by alternative text, unless used solely for decorative purpose and are not needed as an essential descriptor on the page. When possible, users will avoid using images of text. If a text graphic is used, it must have appropriate alternative text. Avoid using animated GIF files.

Long-standing District policies/guidelines on use of photos/videos/graphics, include:

- Unless denied by parent or guardian of a student, a child's name, photo, voice or artwork, a student's name and/or image may be used on the District's website.
- Unauthorized use of copyrighted material is prohibited.

- Official logos, including colors and fonts, of the District may only be resized to maintain aspect ratio.

All videos and audio files:

- Must be evaluated for long load times and compressed when appropriate.
- Must also include closed-captioning and an accompanying script.
- Must also include video descriptions when appropriate.

Selecting fonts/colors will include:

- Avoid using white text (difficult to print).
- Avoid selecting specialized fonts. Stick to basics, such as Times New Roman, Arial, Helvetica, or Times, depending on the type of computer you use.
- Avoid color schemes that make pages difficult to read.

Making use of the calendar

Making use of the calendar is an essential part of how the District communicates with parents, students, and across the District. The focus is to list all events, activities, and information that can be valuable externally for families and can be used as informative material for District planning.

Each campus and department will utilize and maintain the calendar, abiding by all guidelines regarding accessibility. Any collateral uploaded for reference into the calendar will also need to be accessible to anyone with a disability.

Dedicated commitment/monitoring

As previously stated, FCS is committed to ensuring equal access and participation for people with disabilities, including treating people with disabilities in a way that allows them to maintain dignity and independence. We believe in integration, and are committed to meeting the needs of people with disabilities in a timely manner. The District will do so by removing and preventing barriers to accessibility by complying with the accessibility of online content and functionality under the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

The District has contracted with Siteimprove to provide a weekly comprehensive listing of errors related to accessibility that are present on the website. The service also provides suggestions on how to repair said issues. The Community & Public Relations Specialist has been designated by the District to monitor the maintenance related to keeping the website accessible for those with disabilities.

Continued training

All staff members in the District's Communications Department have completed accessibility certification and are able and will provide accessibility training to staff annually during professional development tracks.

District Webmasters are required to complete accessibility certification within 30 days of assuming responsibility for campus/department website.

Contact information for troubleshooting

For assistance or additional training on FCS CMS, contact the District Webmaster at webmaster@franklinschools.org.

Any variance request to procedures will be made through the Community & Public Relations Specialist or designee in the District's Communications Department.

NOTE: Review of the New Content Strategy regularly. As technology evolves, guidelines could change frequently.