

Superintendent Procedure 4205SP Accessing Communication

Approved by: s/Denise Juneau Date: 7/17/18

Denise Juneau, Superintendent



Seattle Public Schools is committed to non-discrimination and ensuring its District-sponsored programs, events, and activities are accessible to families and members of the community with disabilities. This includes ensuring that communications with families and members of the community with disabilities, including persons who are deaf/hearing impaired and blind/visually impaired, are as effective as communication with other members of the public that participate in District-sponsored programs, events, and activities.

Any member of the general public, including parents/guardians, may request auxiliary aids or services needed for effective communication for any District-sponsored program, event, or activity that is open to the member of the public or requesting parent/guardian. Auxiliary aids and services are available upon request with no cost to the requester.

Auxiliary aids and services include a wide variety of communication services and devices that promote effective communication with persons with disabilities. Examples of auxiliary aids and services include certified sign language interpreters, real-time captioning services, translation services, written materials, large print, Braille, or electronic versions of information. The types of auxiliary aids and services necessary will depend on the length and complexity of the communication, the circumstances, and the needs and desires of the individual requesting assistance.

The District shall provide notice on its website that auxiliary aids and services are available for District-sponsored programs, events, and activities by contacting the persons identified below, under “how to request communication assistance.”

How to request communication assistance:

In order to effectively arrange for auxiliary aids and services at a program, event, or activity, please provide the following information by email or phone to the appropriate contact point detailed below:

Name of Requester

Name of Individual Needing an Auxiliary Aid or Services

Contact Information (phone, email)

Description of Auxiliary Aids and Service(s) Sought (e.g., American Sign Language interpreter, large print, etc.)

Location / School Name / Address where Auxiliary Aid or Service is needed

Room Number or Building (e.g. auditorium or gym)

Date and Start/Finish Times of Event

For a Board Meeting:

Individuals who may need an auxiliary aid or service to participate in a regular or special Board meeting should contact the School Board office as soon as possible and no later than two (2) days before a regular meeting. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a meeting.

Please contact the Board by phone at 206-252-0040 or by e-mail at boardagenda@seattleschools.org.

For School-sponsored programs, events, and activities:

Individuals who may need an auxiliary aid or service to participate in a school-sponsored program, event, or activity (i.e. parent/teacher conference; school play; school athletic event; field trip) should work directly with staff from the specific school to make the appropriate arrangements. The request, which should include the above-detailed information, can be submitted to a school building leader, either a Principal or Assistant Principal, or to the school's designated 504 coordinator. Requests should be submitted no later than two (2) days before the program, event, or activity. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of the program, event, or activity.

For additional assistance regarding a request for an auxiliary aid or service at a school-sponsored program, event, or activity, please contact the District 504 Coordinator by e-mail at 504coordinator@seattleschools.org

For other District-sponsored programs, events, and activities:

Please contact the District's Accessibility Coordinator by phone at 206-252-0178 or by e-mail at accessibility@seattleschools.org as soon as possible and no later than two (2) days before the event, with the above-detailed information. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a the program, event, or activity.

Response to a Request:

In order to be effective, auxiliary aids and services will be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.

The District will give primary consideration to the choice of auxiliary aids and services requested by the individual with a disability. "Primary consideration" means the District will honor the individual's choice unless:

- (a) there is another equally effective means of communication available, or

- (b) the use of the requested means would result in a fundamental alteration to the District's service, program, or activity or is an undue financial and administrative burden.

The decision that compliance would result in a fundamental alteration or an undue financial or administrative burden must be made by the Superintendent or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity and must be accompanied by a written statement of the reasons for reaching that conclusion. The District will take any other action that would not result in such an alteration or such burdens, but would ensure that, to the maximum extent possible, individuals with disabilities receive the District's benefits or services.

Should the District provide an auxiliary aid or service that is different than what is requested by the individual with a disability, the District will provide notice to the requester in advance of the District-sponsored program, event, or activity.

Web Accessibility

Seattle Public Schools is committed to making its electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 504 of the Rehabilitation Act (29 U.S.C. 794d) as amended; Title II of the Americans with Disabilities Act as amended, and the Web Content Accessibility Guidelines (WCAG) 2.0 AA. Section 504 and Title II of the ADA are federal laws that require agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. WCAG 2.0 AA are the technical requirements and criteria that are used to measure conformance with federal laws and guidelines.

Websites

All district websites whether on school/department websites or other websites for parents/guardians or students must be accessible. Before publishing, web pages must be checked for accessibility to ensure features such as alternative text, colors, and tables meet requirements.

External Attachments and Files

All attachments and files that are posted on school/department websites, learning management systems, cloud drives, e-mail, or other sites or services made available to students and parents/guardians must be accessible. For questions, please contact: webmaster@seattleschools.org

Educational Software

All educational software used by Seattle Public Schools' students and/or parents/guardians needs to be usable by persons with disabilities and comply with WCAG 2.0 AA. Seattle Public Schools must not purchase or use any 3rd party or open educational resource products without conducting due diligence for accessibility

compliance as outlined by building leadership and the Accessibility Coordinator. For questions, please contact the [Seattle Public Schools Accessibility Coordinator](#).

For Additional Information:

The District has individuals that coordinate efforts to comply with and carry out the District's obligations of nondiscrimination with respect to persons with disabilities and to investigate any complaint of disability discrimination, which can be raised under Superintendent Procedure 3210SP.B.

For questions or concerns regarding complaints of disability discrimination, please contact:

Office of Student Civil Rights
206-252-0306
oscr@seattleschools.org

For questions or concerns relating to web accessibility, families and members of the community with disabilities, please contact:

ADA/504 Compliance Coordinator
206-252-0335 accessibility@seattleschools.org

The District shall also provide notice on its website of the contact information for the individuals coordinating compliance.

Approved: June 2015

Revised: July 2018

Cross Reference: Policy Nos. 1430; 1430BP; 4205; Superintendent Procedures 3210SP.A; 3210SP.B; 5010SP; RCW 28A.642 Discrimination prohibition; RCW 49.60 Discrimination Human Rights Commission; RCW 49.60.030 Freedom from Discrimination Declaration of Civil Rights; RCW 49.60.400 Discrimination, preferential treatment prohibited; WAC 392-190 Equal Education Opportunity; Unlawful Discrimination Prohibited; 42 U.S.C. §§12101-12213 Americans with Disabilities Act; 28 U.S.C. § 35 title II of the Americans with Disabilities Act; 29 USC § 794 Section 504 of the Rehabilitation act of 1973; 34 CFR § 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance