



Mountain BOCES Accessibility Statement and Procedures for Requesting Accommodations

Mountain BOCES Accessibility Statement

At Mountain 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 Mountain 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 available on our website
2. Email: Send an email to our Accessibility Coordinator at mwilliams@mtnboces.org
3. Phone: Call our Accessibility Coordinator at 719-398-3509
4. In Person: Visit the Mountain BOCES main office at 27900 Cty Rd 319 Buena Vista, CO 81211

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: Michele Williams

Email: mwilliams@mtnboces.org

Phone: 719-398-3509

Office Address: 27900 Cty Rd 319 Buena Vista, CO 81211

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, Mountain BOCES aims to provide timely and effective accommodations, ensuring that all individuals have equal access to our digital content, resources, and services.