



Mountain BOCES Accessibility Plan June 2024

Mountain 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 Business, Operations, 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 one.

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 that 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 the use of multiple formats and channels.

Key Components and Ongoing Tasks

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.

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.

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

Mountain 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.