

The Douglas County School District is committed to ensuring that all stakeholders are able to access information through our websites, regardless of disabilities. The following guidelines are intended to ensure that people with visual, auditory, physical, speech, cognitive, and/or neurological disabilities can perceive, understand, and navigate the information/content displayed on our websites.

Imagery

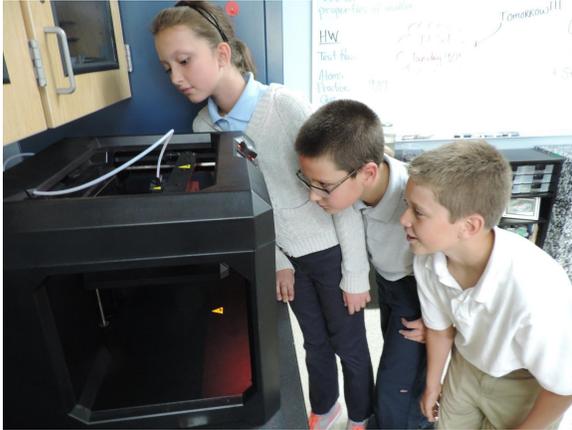
Regardless of format, when an image is added to a webpage, it may be difficult for those with visual disabilities to discern what the image shows. Web content authors must be able to add an *ALT tag/Alternate Text* describing the content of the image. We suggest treating this text as if it were a caption with details regarding the action shown, as well any words that may be displayed or context that may be needed to understand its connection to the story's text.

The detail of this description is at the discretion of the content author, but the intent must be to help those who cannot see the image understand what is being shown.

Example:



Alternate Text: "Become A Bus Driver!" Students smiling as they board a school bus.



Alternate Text: Three Douglas County School District students closely watch a 3D printer during a project.

In the event that the system utilized does not provide an alternate text option, we recommend including a caption with the photo, if possible.

Videos

In most cases, videos include both visual and audio elements. Without captioning, it can be difficult for an individual with a hearing disability to understand the content. For this reason, we encourage anyone that adds video to the Web to caption their material. As a result DCSD's official video channel is YouTube.

YouTube offers a robust captioning system, including automatic captioning and the ability to customize/edit those captions.



Captioning in YouTube

Transcribe and set timings: English - DCSD Publish edits

Actions Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:00.0 Hello everyone! I hope you're enjoying
0:02.3

0:02.3 fall as much as I am. I have spent the
0:05.1

0:05.1 last six weeks going to almost every
0:07.7

0:07.7 school in Douglas County School District
0:09.7

0:09.7 and I've learned a great many things.
0:11.6

Interim Superintendent Message - October, 24, 2016

0:00 / 0:56

Editing captions in YouTube

Captioning should accurately capture not only words spoken during the video, but also sounds that are pertinent to the understanding of the content. For instance, when music plays we suggest adding <music> to captioning. If a dog barks and it relates to the story's content we would suggest adding <dog barks> so that those with hearing disabilities understand what others are hearing.

Livestreaming

The District contracts with Caption Colorado to provide live captioning during all of its livestreaming events.

PDFs

PDF or Portable Document Format is an excellent way to save files for the web, because it provides people with the ability to view content without providing them access to edit. Depending on the way that the document is created and saved, however, it can be difficult for individuals with disabilities to access.

We encourage all content users to check their PDFs to ensure that the text is accessible. The easiest way to do this is to see if you can highlight, copy and paste text from the document. If it doesn't copy and paste properly, the content is not accessible to a person with visual disabilities.

Hyper Links

As a District we encourage content authors to utilize hyper links within content to connect to other resources and webpages. Users with visual disabilities often use page readers, that have the capability to provide the user with an ability to quickly search links on the page. In this situation, the reader only provides the text of the link for the user. For this reason, we encourage content authors to provide text in hyperlinks that reflect/describe the resource linked or provide the name of the organization/website being linked.



RMC Research is conducting a survey regarding the use of Douglas County School District teachers' time -- especially when it comes to non-instructional demands, as a result of a February 2016 [Board of Education resolution](#).

Resources

RMC Research

[BOE Resolution Regarding Maximum Teacher Time Spent on Teacher-Student Face-to-Face Instruction \(Feb 2016\)](#)

Timeline

August 2016

- [RMC Letter to DCSD Teachers](#)
- [DCSD Teacher Letter](#)

As shown in this screen grab, we have linked the Board of Education resolution, and different resources, describing what each link goes to, rather than utilizing only "CLICK HERE," for instance.