

## **INSTRUCTIONAL MATERIALS -AVAILABILITY OF ALTERNATIVE FORMATS FOR STUDENTS WITH DISABILITIES**

The Board of Education recognizes its responsibility to provide equal access to education and promote educational excellence throughout the District. An essential element of providing all students with equal access to education involves the provision of instructional materials in a usable alternative format, to each student with a disability, in accordance with the student's educational needs and course selections, at the same time such materials are available to non-disabled students. The Board establishes the following plan to ensure that each student with a disability receives materials in a usable alternative format which meets the National Instructional Materials Accessibility Standard as defined in 20 U.S.C. §1474(e)(3)(B).

"Alternative format" is defined as any medium or format for the presentation of print instructional materials, other than a traditional print textbook, that is needed as an accommodation for a student with a disability enrolled in the District, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student and that is available in the District. "Print instructional materials" means printed textbooks and related printed core materials that are written and published primarily for use in elementary and secondary school instruction and are required for use by students in the classroom.

The Board hereby directs the Superintendent to take the following actions:

1. Give preference when purchasing instructional materials to those vendors who agree to provide such instructional materials in alternative formats;
2. When an electronic file is provided, determine how the format will be accessed by students and/or how the District will convert to an accessible format in compliance with the National Instructional Materials Accessibility Standard;
3. Specify the process to be used when ordering materials to identify the needs of students with disabilities residing in the District for alternative format materials;
4. Specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available; and

5. Include procedures so that when students with disabilities move into the school district during the school year, the process to obtain needed materials in alternative formats for such students is initiated without delay.

Legal References: 8 N.Y.C.R.R. §200.2(b)(10)  
34 C.F.R. §§300.172; 300.210-211  
Cross Reference 6700

1st Reading June 19, 2007  
2nd Reading & Adoption July 9, 2007