

SUBJECT: AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES

The St. Lawrence-Lewis BOCES Board of Education recognizes its responsibility to ensure that all the instructional materials used in the BOCES Programs are made available in a usable alternative format for students with disabilities in accordance with their individual educational needs and course selection at the same time as those materials are available to non-disabled students. In accordance with applicable law and regulations, any such alternative format procured by the BOCES will meet the National Instructional Materials Accessibility Standard.

For the purposes of this policy, alternative format will mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a student with a disability enrolled in BOCES programs, 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.

The District Superintendent or his/her appointee will develop a plan to ensure the availability of alternative format materials in accordance with the timeliness requirements of this policy. Such a plan will provide for:

1. Preference to vendors who agree to provide instructional materials in alternative formats, and to reflect this requirement in the bidding specifications used for the procurement of instructional materials. The same preference will be given to vendors of instructional materials ordered for the Regional School Library System.
2. Consultation with appropriate personnel regarding how students will access electronic files. The BOCES technology staff will be notified of any need to convert electronic files into an accessible format such as Braille, large print, audio, or alternative display.
3. The availability of hardware and/or software a student with disabilities in need of alternative format materials might require to access the instructional material.
4. The yearly review of the BOCES ordering timelines for the purchase of instructional materials to ensure sufficient lead time for obtaining needed alternative format materials.
5. Notification to appropriate BOCES personnel, CSE Committee, CPSE, and Section 504 Committee Chairperson whenever it is determined that a student needs instructional materials in alternative format. Such notice also will identify the particular alternative format needed, and any assistive technology devices or services the student might need to access the alternative format materials.

6. Notification by classroom teachers of the books they will be using in class and any list of required readings with sufficient lead time in anticipation of the BOCES timeline for the purchase of instructional materials.
7. Consultation with the Director of the Regional School Library System to ensure that specific library resources required by a student in need of alternative format materials to participate and progress in his or her selected courses are made available to the student in an accessible format.
8. Timely request of state assessments in alternative format.

Refer also to:

#4310 – Purchasing

#6313 – Children with Disabilities

Individuals with Disabilities Education Act (IDEA), 20 USC §§1474(e)(3)(B)

Education Law §§1604(29-a); 1709(4-1); 1950(4-a); 2503(7-a); 2554(7-a); 3602(10)(b)

8 NYCRR §§200.2(b)(10)

State Education Department, Office of Vocational and Educational Services for Individuals with Disabilities (VESID), Policy 02-05

Amendment to Section 200.2 of the Regulations of the Commissioner Implementing Chapter 377 of the Laws of 2001: Plans to Provide Instructional Materials in Alternative Formats for Students with Disabilities, May 2002, available electronically from the VESID website at

www.vesid.nysed.gov/specialed/publications/policy/alterformat502.htm

Adopted: