

## **EAST QUOGUE UNION FREE SCHOOL DISTRICT**

### **AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES**

**POLICY 4321.3**

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The Board of Education recognizes its responsibility to ensure that all the instructional materials used in the District's schools 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 School District will meet the National Instructional Materials Accessibility Standard.

For 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 the School 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.

The Superintendent of Schools or his/her designee 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 school library.
2. consultation with appropriate school personnel regarding how students will access electronic files. The School District's 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 School District's ordering timelines for the purchase of instructional materials to ensure sufficient lead time for obtaining needed alternative format materials so that alternative format materials are available at the same time as regular format materials.
5. notification to appropriate school personnel by the CSE, CSE subcommittee, 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

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required readings with sufficient lead time in anticipation of the School District's timelines for the purchase of instructional materials.

7. consultation with the library media specialist to make sure 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.

As soon as the School District is made aware that a student with a disability in need of materials in an alternative format will be moving into the School District during the school year, the School District shall initiate the procedures to obtain such materials.

Cross-ref: Policy 4321, Programs for Students with Disabilities *et. seq.*

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1474(e) (3)(B)  
Education Law § 1709(4-a)  
3602(10)(b)  
8 NYCRR §§200.2(b)(10)

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