

The Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services complies with the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Chapter 504 of the Rehabilitation Act of 1973, Chapter 377 of the Laws of 2001 and the Regulations of the Commissioner. Students with disabilities (SWDs) shall have equal access to instructional materials as the non-disabled students. Therefore, the BOCES' programs will have instructional materials available in a usable format for each SWD in accordance with the student's educational needs and course selection. Materials in alternative formats will be provided at the same time and in the same instructional setting that such instructional materials are available to non-disabled students. The BOCES will give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats.

Legal Ref: NYS Education Law Chapter 377 of the Laws of 2001
8 NYCRR Section 200.2 Proposed

Approved: June 19, 2002

Procedures for Providing Instructional Materials in Alternative Formats for Students with Disabilities

The BOCES' administrators and staff will give preference in selecting instructional materials to be used in programs to those that are available in usable alternative formats for students with disabilities.

Identification of Student Need

BOCES has established procedures by which the student's school district of residence provides to the BOCES appropriate educational records for each school age student enrolled in a BOCES' program. The component school district will identify each SWD and provide BOCES with a copy of the student's IEP or 504 Accommodations Plan at the time enrollment procedures are initiated. The IEP or 504 Plan will identify all appropriate accommodations necessary to provide the student with a disability equal access to instruction including the required alternative format(s) of instructional materials. The BOCES' program supervisor or principal or the designee of the supervisor or principal shall review each IEP or 504 Plan to insure that the identified alternative format(s) are accessible to the student in the BOCES' program. Once an enrolled student is attending a BOCES' program, the BOCES' teachers and related service providers will conduct ongoing assessments of student needs for materials in an alternative format relevant to the program and courses in which the student is enrolled. Recommendations for accommodations will be communicated in writing to the BOCES' program supervisor or principal and to the student's home school district administration and/or Committee on Special Education.

Adult students must self identify. Registration procedures and forms will provide adult students with opportunity to identify accommodations and alternative formats they require to have access to materials.

Materials Procurement

Instructional materials in alternative formats shall be purchased in accordance with the BOCES' policies, procedures and timelines for procuring all instructional materials. Teachers and related service providers requisition materials each spring for the succeeding school year. Materials are ordered and purchased in July and August for availability in September of each new school year. Materials may be purchased throughout the school year as needs arise. The materials procurement process for SWDs who are new entrants to a BOCES' program during the school year will begin immediately upon referral to the program. When it is necessary to order new materials, orders will be executed within 10 school days of the student's date of enrollment.

The Teacher of the Visually Impaired (TVI) shall coordinate the procurement of large print and Braille materials, and books on tape for qualified students. Students who are blind or visually impaired shall be registered with the New York State Resource Center for Visually Impaired. In March of each school year the TVI shall survey schools to identify materials in alternative formats that will be needed for the next school year beginning in September. Material identified will be ordered in April of each school year. The NYS Resource Center for the Visually Impaired and the American Printing House for the Blind are the primary sources of materials. When a Braille book is not available it shall be ordered from The Braille Transaction Center (BTC) at Eastern Correctional Facility or the Helen Keller Braille Library (HKBL). Registration and order forms are included in the appendix.

Books on tape maybe ordered for students with other disabilities who qualify (e.g. severe learning disability in reading) following the procedures outlined above.

BOCES' classrooms shall have access to televisions capable of displaying captioned broadcasts, videotapes, and DVDs. Computers with the capacity to display captioned CD-ROM shall also be accessible in classrooms attended by students who are deaf or hard of hearing. When students who are deaf or hard of hearing attend BOCES' classes, the teacher of the course or program is enrolled shall whenever practicable select video materials that are available in captioned format. Teachers will consult the Captioned Media Program when selecting materials. The Captioned Media Program (CMP) provides a free loan media program of over 4000 titles, maintains a database of captioned media available for purchase, and is a clearinghouse of information and materials on the subject of captioning.

Electronic files and instructional software shall be available on the PC and Macintosh platform and accessible on the host school's LAN. When a SWD cannot access electronic files using standard means, accommodations will be provided using specially designed assistive technology hardware and software listed in appendix A. The BOCES shall identify and conduct business with vendors who provide materials in alternative formats. A list of preferred vendors is found in appendix B of this plan.

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