

# **District Sample Procedures for Use of Accessible Instructional Materials (AIM)**

Students with print disabilities are at a disadvantage when given "print-based" educational materials. To meet the requirements of FAPE, Section 504 of the Rehab Act, the Americans with Disabilities Act, IDEA2004, NCLB and the Michigan Merit Curriculum, Charlotte Public Schools will provide curriculum materials in specialized formats (Braille, large print, audio or digital) to print disabled students in a timely manner. The use of accessible instructional materials will enable teachers to provide grade level content within the required timeframe to students who would otherwise be unable to access the curriculum due to their print disability. Charlotte Public Schools may contact the publisher directly to inquire about the availability of accessible format materials. Sources for accessible format materials may include, but are not limited to the Eaton Intermediate School District EARS Project, Recordings for Blind and Dyslexic, Bookshare, NIMAC, and the Accessible Book Collection.

Charlotte Public Schools will:

- 1. Name one staff member as the Primary DRM** (digital rights manager) for each school building in the district. More staff may be identified as Supporting DRMs. The DRM will:

- a) request, receive and distribute accessible materials.
- b) monitor the use of accessible materials and provide information to staff and students in the proper use of those materials, and keep required documentation for all eligible students in the school building.

## **2. Establish student certification guidelines**

- Print disabled students who are blind or visually impaired, physically impaired, or have a learning disability caused by a physician-certified organic condition are eligible to receive free accessible materials according to the 1931 Copyright exception.
- Print disabled students who do not meet the 1931 Copyright exception may still use accessible materials under the Fair Use copyright exception under certain strict circumstances. Print-disabled students who do not meet the 1931 criteria may be certified eligible by educational teams or school staff. School teams (IEP, 504, RTI, other) may certify that a student has a print disability sufficient to require the use of accessible instructional materials in order to progress in the general education curriculum and/or meet the requirements of FAPE, IDEA2004, ADA, or Section 504 of the Rehab Act. Eligibility must be determined through a standardized or criterion referenced reading assessment. Documentation

(eligibility form) must be completed and signed by two or more staff members with at least one of whom is a certified professional in reading.

**3. Establish a process for the procurement and proper use of accessible materials.**

- a. Print disabled students who qualify under the 1931 Copyright exception, as amended: All sources for accessible materials may be used with these students, including RFB&D and NIMAS. Qualifying students may use accessible materials without the requirement of a purchased book in their possession.
- b. Print disabled students who do not meet the Copyright exception: Materials from NIMAC or RFB&D are not available for these students, although some may qualify to use materials from Bookshare. District-created materials, or materials from the Eaton ISD EARS project may be used. All students **must have a purchased hard copy of the book** in their possession.
- c. That all accessible format materials will bear a notice that any further reproduction or distribution in a format other than a specialized format is an infringement.
- d. All accessible materials will include a copyright notice identifying the copyright owner and the date of the original publication.

**4. Establish record-keeping procedures** to show currently eligible students. Records should be maintained by the building level DRM. Records should include the following:

- e. **AIM Eligibility Form**
- f. **Student Parent Agreement Form**