**HANCOCK CENTRAL SCHOOL** **4510**

**INSTRUCTIONAL MATERIALS**

 The Board of Education affirms its basic responsibility to ensure district students are given a full opportunity for a comprehensive educational program based upon free inquiry. Therefore, the Board asserts its basic responsibility to provide the following materials for all district students and teachers:

1. instructional materials necessary to assist in the fulfillment of the goals of all

district-approved programs;

2. resource materials which will enrich and support district-approved educational programs;

3. support materials which stimulate growth in factual knowledge, literary appreciation,

cultural heritage, aesthetic values, and ethical-moral standards;

4. varied sources of information which will contribute to thoughtful, intelligent,

and meaningful decision making;

5. a balance of materials which appropriately cover opposing sides of controversial

issues for the purpose of critical analysis; and

6. materials representative of the many historical, political, social, ethnic, religious, and

social groups which contribute to American and world heritage.

 Pursuant to Chapter 377 of the New York State Laws of 2001, the Hancock Central School District will give preference to vendors that will be able to provide materials in an alternative format, in a timely manner, provided that the qualities and content of the instructional materials is otherwise the same.

 The Board of Education directs the district administration to create a plan for providing Students with Disabilities instructional materials in alternative formats appropriate to their individual needs. The plan will be reviewed on an annual basis.

 The selection of all district materials shall be made by appropriate instructional staff, (i.e. special and regular education teachers), in consultation with the relevant Building Principal who shall recommend such materials to the Superintendent of Schools for submission to the Board for its approval.

 The Board authorizes the Superintendent to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

ADOPTED: 9/27/93

REVISED & READOPTED: 10/28/02

When the need arises for alternative format materials during the school year, the supervisor/principal will expedite the ordering of the materials to ensure that newly enrolled students, who need an alternative format materials, are provided the necessary materials without delay.

When alternative materials are not commercially available or will take a significant amount of time to be produced/provided, and delivered by the vendor, the Hancock Central School District will make every reasonable effort to create instructional materials for the student that will temporarily serve as alternative format material. (e.g. Large type using a copier to enlarge type, or a home made audio tape)

When students are to be provided alternative format materials on electronic files the Hancock Central School District will provide the appropriate equipment to use the electronic files.

Each year, prior to the completion of the budget process, the selection of all District materials shall be made by appropriate instructional staff, (i.e. special and regular education teachers), in consultation with the relevant Building Principal who shall will assess the needs for alternative format materials for the subsequent school year and use this assessment in developing budgets and orders for instructional materials.

Hancock Central School District Instructional Materials Purchasing Timelines

**June, July and August**

Final orders for next school year

Ordering of alternative materials as need is identified for new students.

**September - December**

Ordering of alternative materials as need is identified for new students

Program planning and material selection for the next school year

**January - May**

Final program planning, including the identification of students who need alternative format materials

Finalizing the selection of the program materials, vendors, and quantities necessary for the next school year

Ordering of alternative materials as need is identified for new students