

## Exhibit D

### Instructional Materials Accessibility (NIMAS) Procedures

#### A. Procedure for Acquiring Instructional materials

1. Teacher identifies the student(s), the instructional materials i.e. textbook, workbook, teacher made material(s) etc..., grade level, and format needed. [See Form]
2. Teacher completes and submits request form to principal for review and then principal sends to Special Education Director for approval.
3. Special Education Director submits completed and approved form to Instructional Service Center (ISC).
4. Data Coordinator shall input data from the request form into the Pacific CIMAP Student Database. However, if the student is not listed in the database, the Data Coordinator shall verify student qualification with the Data Manager (SPED). If student is not listed with SPED, then the Data Manager checks with RMI Data Office. If qualified, the Data Coordinator shall add the student to the database. A “qualified student” is a student who qualifies under NIMAC eligibility requirements and/or has a provision for accessible instructional materials in his or her IEP. If the student does not qualify under NIMAC, proceed to input into database answering the questions regarding the student appropriately. This will allow us to track the use of CIMAP equipment and materials not necessarily used for CIMAP students.
5. Media Specialist completes request(s) – date request was received; date request completed. The Media Specialist shall contact the principal upon completion of the request.
6. The Principal or designee shall pick up the requested instructional materials from the ISC. The Principal or designee signs appropriate receipt form.
7. The Principal or designee delivers instructional material(s) to the teacher. The teacher shall receive and fill out a “teacher satisfaction” survey form for instructional materials received. Survey form result shall be sent via hard copy to CIMAP Coordinator/SPED Specialist. CIMAP Coordinator/SPED Specialist will then provide a copy of the completed survey to the Principal.
8. Data Coordinator shall input remaining required Request Form information and “teacher satisfaction” survey result on database. A monthly report shall be printed and filed showing all requests completed for the month.
9. The JIT members shall meet monthly to review all requests and teacher satisfaction surveys to make recommendations to SPED Director for improving the system.

#### Procedure for Equipment Use

10. A teacher requesting equipment for student(s) use shall follow same procedure as above, except the Instructional Materials/Equipment Request Form shall reflect the name of the equipment needed, when needed and duration of time needed.
11. If the teacher needs to extend the use of the equipment the teacher shall communicate this need with Principal; Principal shall then communicate with Media Specialist for availability of equipment.

## B. Considerations for File Storage and Back-up

12. Media Specialist shall download the requested materials in the appropriate format from the Accessible Media Producer's (AMP) website. Since high-speed Internet is not available in the ISC, the Media Specialist shall download the files at the RMI Ministry of Education Office using the CIMAP issued laptop.

13. Media Specialist shall transfer the downloaded file to the CIMAP Desktop computer and shall place it in the resource folder.

14. Files shall be organized overall by School Year, then Grade, then Subject (e.g. Folder hierarchy: ...Desktop\Resources\SY2008-2009\8<sup>th</sup> Grade\Social Studies).

15. Media Specialist shall backup the Resource Folder to an external hard drive weekly. At the end of every semester, the Resource Folder shall be backed up to DVD and stored as an archive.

16. Media Specialist shall maintain an Excel Spreadsheet of all downloaded materials, which shall act as a logbook.

17. For all tangible materials (i.e. Embossed Braille materials), Media Specialist shall create a library of these materials, which shall be available for students to check out for a specified duration of time.

# Instructional Materials/Equipment Request Form

## RMI Ministry of Education

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Contact No. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name	Grade	Instructional Materials Needed			Format(s)
		Subject(s)	Title	ISBN	
1. <i>John Doe</i> (SAMPLE)	3	1. <i>Math</i>	<i>Real Math</i>		<i>Braille</i>
		2. <i>LA</i>	<i>Direct Inst Lv 1</i>		
		3. <i>Reading</i>	<i>Direct Inst Lv 1</i>		

Student Name	Grade	Equipment Needed	When Needed (e.g. date)	Duration Needed (e.g. a month, weeks, days)
--------------	-------	------------------	----------------------------	---

Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Education Director: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CIMAP Coordinator/SPED Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Media Specialist: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher Satisfaction Survey RMI Ministry of Education

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Contact No. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name	Grade	Instructional Materials Needed			Format(s)
		Subject(s)	Title	ISBN	
<i>1. John Doe (SAMPLE)</i>	<i>3</i>	<i>1. Math</i>	<i>Real Math</i>	<i>Braille</i>	
		<i>2. LA</i>	<i>Direct Inst Lv 1</i>		
		<i>3. Reading</i>	<i>Direct Inst Lv 1</i>		

Student Name	Grade	Equipment Needed	When Needed (e.g. date)	Duration Needed (e.g. a month, weeks, days)
--------------	-------	------------------	----------------------------	---

Level of Satisfaction: Very Satisfied Satisfied Somewhat Satisfied Dissatisfied

Timeliness

Quality of Materials

Ease of Use

Comments:

---

---

---

Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_