INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Administrative Response to Serious Incident Policy

Policy S-01

To ensure that ISBVI maintains a safe environment for ISBVI students, it is the policy of the Indiana School for the Blind and Visually Impaired to direct the ISBVI Superintendent to ensure that the ISBVI administration, ISBVI staff, contractors, and volunteers respond appropriately by 1) taking immediate emergency, therapeutic, or protective action as necessary to prevent students, staff, and visitors involved in serious incidents from further harm; 2) making reports in compliance with all laws and policies; 3) conducting internal fact finding inquiries or cooperating in formal external investigations with state personnel; state fire marshal; local, county, or state police; and agencies responsible for the protection of children and adult and 4) monitoring each specific incident to ensure appropriate resolution and prevention of further occurrence. If an outside agency does not investigate or take action on a reported incident, this does not absolve the ISBVI administration from internal administrative action.

Serious incidents are defined as those involving, but are not limited to: 1) student abuse, neglect, or exploitation; 2) student suicide threats, gestures, or attempts; 3) serious student, staff, or visitor injury; 4) lost student; 5) student or staff sexual harassment; 6) weapons on campus; 7) use, possession, or consumption of illegal narcotics or alcohol by staff or students; 8) fire; and 9) natural disasters.

The ISBVI Board directs the ISBVI Superintendent to ensure ISBVI staff, contractors, and volunteers, compliance with this policy by:

1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Administrative Response to Serious Incident which shall serve as a) notice to ISBVI staff, contractors, and volunteers and b) clearly delineate and detail their responsibilities, expectations, and procedures to follow;
2) Providing ISBVI staff, contractors, and volunteers written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Administrative Response to Serious Incident and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy S-01

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 10/25/21, **10/27/25**

ISBVI Superintendent: _____ _____
Date

ISBVI Board Chair: _____ _____
Date