

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Administrative Review of Policies

Policy A-01

Policy: To ensure that ISBVI maintains a safe environment for staff, students, visitors, and contractors, it is the policy of the Indiana School for the Blind and Visually Impaired Administration to review all policies pertaining to the health, safety, and welfare of staff and students on an annual basis and all other policies on a triennial basis.

ISBVI Policy A-01

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Public Relations, Community Education, and Media Policy

Policy O-01

Policy: It is the policy of the Indiana School for the Blind and Visually Impaired (ISBVI) to communicate with the public consistent with Indiana law. Further, ISBVI should cooperate, to the extent allowed in law and policy, with the print and broadcast media that contact the school for information regarding ISBVI, and provide the public with information that furthers their knowledge about the capabilities, achievements, and needs of individuals with visual disabilities. The media have the same legal rights to public records as does the general public.

The ISBVI Superintendent or designee shall be responsible for responding to media inquiries. Therefore, the ISBVI Superintendent will notify the ISBVI Board Chair about requests from the media, as the Superintendent deems necessary. Media requests concerning the ISBVI Board shall be directed to the ISBVI Board Chair for response.

Further, the ISBVI administrative team shall further the public's understanding and acceptance of individuals with visual disabilities. The ISBVI Superintendent and other appropriate members of the ISBVI Administration shall attend ISBVI staff, contractors, and volunteers development training on media relations and interactions. 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 Public Relations, Community Education, and Media 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 staff 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 Public Relations, Community Education, and Media and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-01

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Workplace Harassment of Students and Employees

Policy O-02

Policy Purpose:

To establish workplaces where employees and students are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation, or physical or mental disability and to ensure employees and students have procedures available so that alleged violations of this policy can be investigated and addressed.

Scope:

This policy applies to all employees at the Indiana School for the Blind and Visually Impaired (ISBVI) and students enrolled at the Indiana School for the Blind and Visually Impaired.

Statement of Policy:

ISBVI will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation, or physical or mental disability and to implement this policy in a consistent and vigorous manner. Each employee has the right to work and each student has the right to live and learn in an environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated at the Indiana School for the Blind and Visually Impaired. The Indiana School for the Blind and Visually Impaired will not tolerate workplace harassment whether engaged in by fellow employees, fellow students, supervisors, officers, or by outside clients or other non-employees who conduct business with the Indiana School for the Blind and Visually Impaired. The Indiana School for the Blind and Visually Impaired encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

The ISBVI Board directs the ISBVI Superintendent to ensure staff compliance with this policy by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Workplace Harassment of Students and Employees that shall serve as a) notice to staff, and b) a clear delineation of staff responsibilities and expectations, as well as mandatory procedures to follow;

- 2) Providing staff written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to staff on the ISBVI Board Policy on Workplace Harassment of Students and Employees.

References:

Governor's Affirmative Action Statement (April 26, 2005)
Americans with Disabilities Act of 1990 (ADA) as amended 42 USC § 12101 *et seq.*
Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 USC § 2000e
Pregnancy Discrimination Act, 29 CFR Part 1604. National Origin Harassment Act, 29 CFR Part 1600.
IC 22-9-1-2 (Public Policy on Civil Rights of Citizens)
IC 22-9-5 *et seq.*
Sec. 504 of the Rehabilitation Act of 1973, 29 USC § 794

ISBVI Policy O-02

Adopted by the ISBVI Board: 10/16/06

Revised: 10/21/13, 8/20/18

Reviewed and Approved: 5/17/21

ISBVI Superintendent: _____
Date

ISBVI Board Chair: _____
Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Advocacy for ISBVI Administration Policy

Policy O-04

This policy authorizes the ISBVI Superintendent and the Superintendent's designees to appropriately promote, support, and advocate for the Indiana School for the Blind and Visually Impaired according to this policy and the guidelines established from this policy. For purposes of this policy, "advocacy activities" include fundraising and public, community, and government relations.

This policy requires the ISBVI Superintendent and the Superintendent's designees to 1) exercise good professional judgment in advocacy activities 2) protect and advance the positive image and reputation of ISBVI; and 3) discuss with and receive approval from the ISBVI Board Chair before implementation of any advocacy initiatives related to or involving a) ISBVI Board issues; b) the Indiana General Assembly; or c) any sensitive topic or situation. For advocacy activities related to elected officials, the ISBVI Superintendent or the Superintendent's designee will comply with the advocacy guidelines for state agencies after discussing the advocacy activity with, and receiving approval from, the ISBVI Board Chair.

The ISBVI Board directs the ISBVI Superintendent to ensure staff compliance with this policy by:

- 1) Developing ISBVI Administrative Directives and Procedures for this policy;
- 2) Providing ISBVI employees, contractors, and volunteers with a copy of this policy and the Administrative Directives and Procedures documenting their awareness and receipt of this policy.

ISBVI Policy O-04

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Blood Borne Pathogens Exposure Control Policy

Policy O-05

The purpose of this policy is to provide safe work and learning areas for employees and students who have a reasonably anticipated risk for contact with blood and/or other potentially infectious materials (OPIM). To ensure that staff members, contractors, volunteers, students, and visitors are not exposed to blood borne pathogens or other potentially infectious materials which could endanger their health and that of others, the Indiana School for the Blind and Visually Impaired has established this policy that directs the ISBVI Superintendent to develop an ISBVI Blood borne Pathogen Plan in compliance with the Occupational Safety and Health Administration's Blood Borne Pathogens Standard, the Indiana Universal Precautions Rule, and the Indiana Infectious Waste Rule.

The ISBVI Board directs the ISBVI Superintendent to ensure staff compliance with this policy by:

- 1) Developing the above mentioned Blood Borne Pathogens Exposure Control Plan and ISBVI Administrative Directives and Procedures which shall serve as notice to ISBVI staff, contractors, and volunteers to clearly delineate and detail their responsibilities, expectations, and procedures to follow.
- 2) Providing ISBVI employees, contractors, and volunteers written notice and documenting their awareness and receipt of this policy and accompanying ISBVI Administrative Directives and Procedures.
- 3) Providing initial and periodic on-going training to staff, contractors, and volunteers on the ISBVI Board Policy on Blood Borne Pathogens Exposure Control Plan and accompanying Administrative Directives and Procedures.

ISBVI Policy O-05

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Safe Schools and Emergency Preparedness Plan Policy

Policy O-06

This policy is designed to ensure that the Indiana School for the Blind and Visually Impaired is a safe environment for students, staff, contractors, volunteers, and visitors. This policy directs the ISBVI Administration to have plans in place to 1) prevent and reduce risk and 2) respond appropriately to emergencies.

This policy requires the ISBVI Superintendent, in compliance with title 511 IAC 6.1-2-2.5 of the State Board of Education Rules on Safe Schools and Emergency Preparedness Plan, to:

1. Certify on an annual basis to the Indiana Department of Education within sixty days after the beginning date of each school year that the ISBVI Safe Schools and Emergency Preparedness Plan has been reviewed and revised, if necessary;
2. Develop ISBVI Administrative Directives and Procedures Implementing the ISBVI Safe Schools and Emergency Preparedness Plan Policy that shall detail staff member, contractor, volunteer, and student responsibilities, expectations, and procedures to follow;
3. Provide ISBVI employees, contractors, and volunteers with written notice and document their receipt of this policy and accompanying procedures;
4. Provide periodic on-going training and emergency drills to ensure that each individual knows his or her responsibility in implementing the plan for maximum safety and well-being.

Legal Citations: 511 IAC 6.1-2-2.5 of the State Board of Education Rules on Safe Schools and Emergency Preparedness Plan

Effective: 11/20/00

ISBVI Policy O-06

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Food Employee Health Policy

Policy O-08

ISBVI is committed to ensuring the health, safety and well-being of our employees and students and complying with all health department regulations. All food employees shall report to their supervisor if they are experiencing any of the following symptoms:

Diarrhea

Fever

Vomiting

Jaundice

Sore throat with fever

Lesions (such as boils, and infected wounds, regardless of size) containing pus on the fingers, hand, or any exposed body part

Food Employees will also notify their supervisor whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

Salmonellosis

Shigellosis

Escherichia Coli

Hepatitis A virus

or Norovirus

In addition to the above conditions, food employees shall notify their supervisor if they have been exposed to the following high-risk conditions:

Exposure to or suspicion of causing any confirmed outbreak involving the above illness

A member of their household is diagnosed with any of the above illness

A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

Food Employee Responsibility -

All food employees shall follow the reporting requirements specified above involving specified symptoms, diagnosis and high risk conditions. All food employees shall comply with these requirements and any other requirements imposed by Indiana law, and will always follow good hygienic practices.

Supervisor Responsibility -

The supervisor shall take appropriate action as specified in Indiana State Department of Health Rule 410 1AC 7-24 to exclude, restrict and/or monitor food employees who have

reported any of the above-mentioned conditions. The supervisor shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the food code, is presented demonstrating the person is free of the disease-causing agent or the condition has otherwise been resolved.

The supervisor shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The supervisor will ensure that all food employees, whether conditional part-time, or full-time employees, complete the food employee health questionnaire and sign the form acknowledging awareness of this policy and its application to all food employees.

Adopted by ISBVI Board: 1/14/08

ISBVI Policy O-08

Revised:

Reviewed and Approved: 10/21/13, 8/20/18, 5/17/21

Legal Citations: Indiana State Department of Health Rule 410 IAC 7-24

ISBVI Superintendent: _____
Date

ISBVI Board Chair: _____
Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Transportation of Students in Severe Weather Policy

Policy O-09

To fulfill the school's responsibility for student safety, it is the policy of the Indiana School for the Blind and Visually Impaired that, if an emergency situation exists, student travel off-campus for community based learning, extracurricular, or recreation activities be prohibited during periods of severe weather when driving conditions make such travel hazardous. During severe weather, students will not be allowed to depart the campus by city bus, taxi, or by staff, contractors, or volunteers using state or privately owned vehicles. Students may be released to parents, guardians, authorized representatives of the parent or guardian, or the authorized personnel providing transportation to the student. Parents or transportation personnel picking up or delivering students to campus will be accommodated on campus if they decide to stay due to the severe weather making travel conditions hazardous.

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Transportation of Students in Severe Weather to a) serve as notice to staff, contractors, and volunteers; and b) clearly delineate and detail their responsibilities, expectations, and procedures. Specifically, the procedures will include a) criteria for determination of severe weather that would prohibit students from traveling off-campus; b) coordination, arrangements, and on-campus accommodations for parents, guardians, and local school transportation personnel who, because of severe weather, decide that travel is ill-advised;
- 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 Transportation of Students in Severe Weather and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-09

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Severe Weather Staff Leave Policy

Policy O-10

Consistent with State Personnel Department policies and procedures, it is the policy of the Indiana School for the Blind and Visually Impaired that should inclement weather develop during working hours that may be considered severe in nature, the ISBVI Superintendent or his designee has the discretion to allow employees to leave early in order that they might reach their homes safely. The ISBVI Superintendent or his designee has the responsibility to ensure that sufficient personnel are available to provide adequate staffing of essential school services. On-campus housing may be made available to 1) employees needed to maintain essential school functions, and 2) parents and local school transportation personnel who are stranded due to inclement weather.

Only the State Personnel Director may close state government offices or facilities. If conditions are severe enough to warrant the declaration of a weather emergency, leave without pay may be granted to employees by the ISBVI Superintendent upon request. Employees already on sick leave or on other prior approved leave are not eligible. If conditions are severe enough, employees may elect to use lost, vacation, compensatory, or personal time. Employees will be charged in 15-minute increments if they are allowed to leave early.

Employees staying on campus will only be paid overtime and/or credited with compensatory time for the time worked. Sleep and mealtimes (unless the meal is taken with students in a supervisory or instructional capacity) are not included. Employees performing essential functions who do not show up for work at their assigned time will be charged for their absence in accordance with this policy. The decision to allow the use of accumulated time or to charge the employee with lost time is at the discretion of the ISBVI Superintendent.

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 Severe Weather Staff Leave to a) serve as notice to 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 signature;
3. Affording initial and periodic on-going training to ISBVI staff, contractors and volunteers on the ISBVI Policy on Severe Weather Staff Leave and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-10

Reviewed and Approved: 1/11/10, 8/5/11, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Closing of School Services and Programs

Policy O-11

In the event of severe weather that would threaten the safety of students, staff, and school transportation personnel, and consistent with decisions made in surrounding metropolitan school districts, it is the policy of the Indiana School for the Blind and Visually Impaired Board to authorize the ISBVI Superintendent, in collaboration with the ISD Superintendent, to cancel school programs and services. Other essential ISBVI agency functions may remain open to conduct business; maintain heating; care for students in residence; provide security; or perform other critical operational responsibilities. State policy authorizes only the State Personnel Director to close an agency.

The ISBVI Board directs the ISBVI Superintendent to:

- 1) Develop ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Closing of School Services and Programs to clearly delineate and detail responsibilities, procedures, and school closing decision making criteria.
- 2) Afford initial and periodic on-going training to ISBVI staff, contractor and volunteers on the ISBVI Policy on Closing of School Services and Programs and accompanying ISBVI Administrative Directives and Procedures.
- 3) Provide ISBVI staff, contractors, and volunteers written notice and documenting their awareness and receipt of these documents by obtaining their signatures;

ISBVI Policy O-11

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Evaluation of the Chief Executive Officer (CEO) Policy

Policy O-12

An effective and productive working relationship between the Indiana School for the Blind and Visually Impaired and the ISBVI CEO is essential to the success of ISBVI. The development and advancement of such a relationship is assisted by an annual performance management review and appraisal of the CEO's responsibilities, management, and performance. This review or evaluation of the CEO serves several purposes, which include:

1. Reviewing the responsibilities and performance of the CEO as seen by the ISBVI Board and updating the job description as necessary.
2. Identifying key priorities and objectives to improve the administrative and management leadership of ISBVI through the CEO.
3. Evaluating the performance progress and areas for improvement of the CEO.
4. Developing and maintaining a productive and beneficial working relationship between the ISBVI Board and CEO.

The goal of the performance management review and evaluation is to ensure the improvement of quality education at ISBVI through effective leadership, governance, and management of ISBVI.

The performance of the CEO will be reviewed at least annually in January of each year in accordance with written guidelines and an evaluation instrument developed and/or approved by the Board. However, the Board will not limit its evaluation to those items that appear on the evaluation instrument, since no evaluation instrument can encompass the totality of the CEO's responsibilities.

The CEO's job classification will be that of an Agency Head with compensation recommended by Board and approved by State Personnel and the Budget Agency. The Superintendent will be eligible for salary increases as approved and recommended by the Board and subject to the approval of State Personnel and the Budget Agency.

Adopted by the ISB Board: 12-18-00
Effective: 1-01-2001

Revised: 6-27-05, 5/14/12

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Use of ISBVI Facilities

Policy O-13

It is the policy of the Indiana School for the Blind and Visually Impaired to allow the ISBVI Board, ISBVI Staff, and others to use the ISBVI facilities for civic, educational, cultural, or recreational purposes when application is made, criteria are met as outlined below, and approval from the Superintendent is granted.

The following criteria must be met: 1) application must be made at least 30 days in advance of the proposed use of the ISBVI facilities on approved state forms complete with all required proof of insurance, verifications, documentation, and signatures; 2) the use of the facilities does not interfere or conflict with any ISBVI approved activity; 3) pre-activity planning and preparation, actual use, and post-activity clean-up do not result in disruption or interference with school programs, administration, or activities; 4) the user group(s) can guarantee that they will be responsible for and can provide adequate and responsible supervision of the participants in the activities; 5) the user group(s) agrees to take reasonable care of furniture, equipment and/or grounds and will leave the facility in the same state of cleanliness, order, and condition as it was found; 6) the user group(s) agrees to pay for any damages as a result of negligent, willful damage, or unreasonable use of state property; 7) all user group(s) participants including spectators and organizers agree to follow all school rules, policies, and procedures with respect to traffic control, speed limits, parking, and use or possession of illegal substances, weapons, etc.; and 8) use of the school facilities by commercial groups to promote or sell a product shall not be permitted, but use of the facility by such groups for non-commercial purposes may be approved if all other criteria are met.

There may be a fee assessed for expenses related to the use of the facilities. Users must provide a certificate of insurance, if required by the Superintendent, in the amount of \$1,000,000 combined single limit for general liability insurance prior to use of the facility, **particularly if the facility use involves children or involves an area that may be more prone to potential injury or liability, i.e. gymnasium, pool, playground, etc.** The user must name ISBVI as an additional insured on the user's policy.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Use of ISBVI Facilities serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their 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 Use of ISBVI Facilities and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-13

Revised:

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Residential Service Program Eligibility

Policy/Procedure O-14

This policy is designed to ensure the health, safety and welfare of students receiving services provided by the ISBVI Residential Services Department in the ISBVI dormitories or independent living training programs. Not all students who are admitted for placement in the ISBVI special education program are entitled to, or automatically qualify for, ISBVI Residential Services.

The lack of daily transportation due to significant distance and travel time between the student's home residence and ISBVI may make dormitory placement a necessity. The case conference committee will determine the need for ISBVI residential programs based on this need, as well as the need for "local" students to reside in the dormitory on a "part-time" basis due to identified educational needs resulting in delays or deficits. The residential program must have representation at the case conference to articulate the program and assist in determining the most appropriate residential placement.

It is strongly encouraged for all ISBVI students to participate in co-curricular, extra-curricular, and jobs program activities to assist them in determining the importance of choice, enhancing their self-image and building a positive self-esteem, developing appropriate social interactions, and developing and promoting lifelong recreation and leisure skills. Therefore, students who are provided daily transportation services may stay overnight for ISBVI sponsored activities and events such as school dances; parties; track and field, wrestling, cheerleading, bowling, and swimming team sports; Boy or Girl Scouting; jobs programs; or other extracurricular after-school activities. Parents/guardians must make their request in writing to the Residential Services Director one week in advance of the event, activity, or sporting season. Approval for housing is subject to the ability of the school to provide adequate staff for safe supervision and to space availability. Requests for housing will be determined on a first-come, first-serve basis and may be revoked immediately due to staffing issues, student needs, or student behaviors. Further consideration for housing must be re-requested. Students residing outside of the greater Indianapolis area where daily transportation is not available and students whose case conference determined educational need will receive priority in dormitory placements.

In the event that a student is denied housing due to safety reasons or lack of space, parents are encouraged to allow their son or daughter to participate in the activity by providing the transportation home after the event. The decision denying housing may be appealed to the Superintendent for further consideration.

Approval will not be granted for children to stay in the dormitories if the parent request is for personal or family reasons unless emergency circumstances exist.

ISBVI Policy O-14

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Workplace Safety

Policy O-15

It is the policy of the Indiana School for the Blind and Visually Impaired to maintain safe and secure learning, living, and working areas for students, employees, contractors, volunteers, and visitors.

The ISBVI Board directs the ISBVI Superintendent to develop and implement an ISBVI safety and risk management program to include a safety committee, system of regular safety inspections, immediate correction and removal of hazards and dangers, and collaborative initiatives with the State Fire Marshall, local fire and emergency medical response agencies.

ISBVI Policy O-15

Reviewed and Approved: 1/11/10, 8/5/11, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Student Search Policy

Policy/Procedure O-16

Policy: It is the policy of the Indiana School for the Blind and Visually Impaired to provide a safe and violence-free environment for students, staff, contractors, and visitors. To protect the safety and well-being of the ISBVI community, the policy of the Indiana School for the Blind and Visually Impaired is to search students and seize contraband or prohibited items from the student when legally appropriate.

The Fourth Amendment to the United States Constitution protects students from unreasonable searches by public school officials on school property, school buses, and at school events. School officials do not need to establish probable cause to justify the search of each student on school grounds, school buses, and at school events; reasonable grounds to justify a search are sufficient. “Reasonable grounds” is an individualized suspicion that is based on reasons that can be articulated. It is more than a mere hunch or supposition.

The following criteria must be met to justify a student search: 1) the search must be justified at its inception; and 2) the search must be reasonably related in scope to the circumstances that justified the initial interference. A student search is justified when there are reasonable grounds for suspecting that the search will reveal evidence demonstrating a criminal law or school rule violation. The scope of the search will be reasonable when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive given the type of infraction and the age and sex of the student.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Student Searches serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their 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 Student Searches and the accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-16

Adopted by ISBVI Board: 2/26/01

Revised: 10/16/06

Reviewed and Approved: 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Staff Alertness Policy

Policy O-17

Employees, contractors, and volunteers while on duty are expected to 1) be alert to ensure student, staff, and visitor health, safety and well-being and 2) respond by taking necessary prudent actions such as evacuating students according to fire, tornado, or other disaster procedures; calling fire or paramedic personnel; and implementing other interventions to protect individuals and property from possible dangers, threats, or unsafe conditions or situations. To be alert and responsive to dangerous and hazardous situations that threaten the health and safety of students, employees, contractors, and volunteers shall remain awake while on duty. Sleeping on duty is defined in this policy as gross misconduct per Indiana State Personnel Rules and Discipline Policy and therefore constitutes grounds for dismissal of ISBVI employees.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Staff Alertness serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their 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 Staff Alertness and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-17

Approved: 1/11/10

Revised: 8/5/11

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Asbestos Recognition and Handling Policy

Policy O-18

This policy establishes guidelines for employees who must come in contact with and/or work in the vicinity of Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM). In the absence of a Physical Plant Director (PPD), the Maintenance Supervisor shall assume oversight responsibilities originally assigned to the PPD. This includes: 1) ensuring compliance with all federal, state, and local laws concerning Asbestos Containing Materials; 2) developing the proper procedures for handling, storage, transportation, and disposal as set forth by federal, state, and local laws; and 3) training employees in these procedures. All employees involved with the handling, storage, transportation, or disposal of Asbestos Containing Materials will receive the initial "Worker Awareness Training" within 14 days after the date of hire and the comprehensive "Asbestos Operations and Maintenance Worker" two-day training course within thirty days of their employment, and yearly thereafter. This training will instruct the employee to recognize asbestos, to know the health effects associated with inhaling asbestos fibers, to having safe work practices for handling asbestos materials, and knowledge of federal, state, and local asbestos regulations.

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Asbestos Recognition and Handling to a) serve as notice to staff 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 documentation of 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 Policy on Asbestos Recognition and Handling and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-18

Revised:

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Procedural Safeguard for Parents

Policy O-21

The Indiana School for the Blind and Visually Impaired shall comply with federal law pertaining to notifying parents and explaining their rights at least annually to ensure awareness of regulations, rules, and procedures involving all phases of the special education process in conjunction and coordination with the student's local educational agency as guaranteed in the Individuals with Disabilities Education Act (IDEA), 34 CFR Part 300; the Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99; the Education Department General Administrative Regulations (EDGAR), 34 CFR Part 76, and 511 IAC 7 ("Article 7").

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Procedural Safeguards for Parents which shall outline in detail parental rights in the special education process related to a) confidentiality, including access to the education records of the parent's child; b) protection in the evaluation procedures; c) additional evaluations; d) individualized education programs; e) least restrictive environment; f) hearing rights; g) mediation; and h) complaint investigations.
- 2) Providing employees, contractors, and volunteers a) written notice, b) clear delineation of their responsibilities, expectations, and procedures to follow, and c) documenting their awareness and receipt of this ISBVI Board Policy on Procedural Safeguards for Parents and accompanying ISBVI Administrative Directives and Procedures;
- 3) Providing initial and periodic on-going training to employees, contractors, and volunteers on the ISBVI Board Policy on Procedural Safeguards for Parents and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-21

Revised: 1/11/10, 10/21/13, 8/20/18, 5/17/21

Reviewed and Approved:

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Identification of Individuals on the Property of the Indiana School for the Blind and Visually Impaired

Policy O-22

This policy is designed to ensure that the Indiana School for the Blind and Visually Impaired is a safe environment for students, staff, contractors, volunteers, and visitors. This policy directs the ISBVI administration to have a plan in place to efficiently and effectively identify individuals when on school property.

This policy requires the ISBVI Superintendent and his/her designees to:

1. Certify on an on-going basis that all staff, visitors, and contractors physically display school identification when on the Indiana School for the Blind and Visually Impaired property and that students in middle school and high school, who are cognitively capable, have proper identification on their person at all times.
2. Develop ISBVI Administrative Directives and Procedures implementing Identification of Individuals on the Property of the Indiana School for the Blind and Visually Impaired that shall detail staff member, contractor, volunteer, and student responsibilities, expectations, and procedures to follow.
3. Provide ISBVI employees, contractors, and volunteers with written notice and document their receipt of this policy and accompanying procedures.
4. Provide periodic on-going training and checks to ensure that each individual knows his or her responsibility in implementing the plan for maximum safety and well-being.

ISBVI Policy O-22

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Loading and Unloading of Students from Vehicles

Policy O-23

To fulfill the school's responsibility for student safety, it is the policy of the Indiana School for the Blind and Visually Impaired to provide an environment that is free from danger when students are loading and unloading from common carriers and privately owned vehicles. This includes daily and weekly transportation provided by local school corporations, parents, staff, private contractors and others.

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Loading and Unloading of Students from Vehicles to a) serve as notice to staff, contractors, and volunteers; and b) clearly delineate and detail their responsibilities, expectations, and procedures. Specifically, the procedures will include a) turning off the ignition of the vehicle while students are loading and unloading; and b) identifying acceptable on campus routes during "bus times".
- 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 Loading and Unloading of Students from Vehicles and accompanying ISBVI Administrative Directives and Procedures.

ISBVI Policy O-23

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Assignment of Responsibilities and/or Locations

Policy O-26

Policy: The needs of students enrolled at the Indiana School for the Blind and Visually Impaired are ever changing. To ensure these needs are adequately met and to further ensure students have maximum opportunities to grow, learn and mature in a healthy, safe and positive environment, staff members may be assigned or reassigned to new or different locations or shifts within their working classifications with two weeks notice providing an emergency situation does not preclude a more timely transfer.

ISBVI Policy O-26

Revised: 1/11/10, 10/21/13, 8/20/18, 5/17/21

Reviewed and Approved:

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Limited Personal Use of State Property/Resources

Policy 0-27

I. PURPOSE

Effective July 1, 2015, IC 4-2-6-17 prohibits state employees and special state appointees from using state materials, funds, property, personnel, facilities, or equipment for purposes other than official state business unless the use is expressly permitted by a general written agency, departmental, or institutional policy or regulation that has been approved by the State Ethics Commission. This policy established guidelines for limited personal use of state property/resources by state employees and special state appointees of the Indiana School for the Blind and Visually Impaired. This policy was approved by the State Ethics Commission on June 11, 2015.

II. APPLICABILITY

This policy applies to all state employees and special state appointees of the Indiana School for the Blind and Visually Impaired. This policy replaces/rescinds any previous limited use policies adopted by the Indiana School for the Blind and Visually Impaired.

III. POLICY STATEMENT

The Indiana School for the Blind and Visually Impaired recognizes that state employees and special state appointees are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and special state appointees occasionally need to use state property/resources for emergencies and other infrequent personal activities that cannot reasonably be handled away from work. These activities might include communicating with schools, child-care providers, physicians and others. The Indiana School for the Blind and Visually Impaired believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Such limited, personal use of state property/resources should not be considered a violation of the Indiana Code of Ethics.

The parameters of permissible use under this policy are as follows:

- 1) The use must not interfere with the performance of official duties and work responsibilities;
- 2) The use must be infrequent, of short duration and, unless not reasonably practical, made on the state employee's or special state appointee's personal time;
- 3) The use must not be for the purpose of conducting business related to an outside commercial activity;

- 4) The use must not be for an illegal activity;
- 5) The use must not be for a political purpose. A political purpose does not include handling or disposing of unsolicited political communications;
- 6) A state employee or special state appointee shall not make private use of any state property which has been removed from state facilities or other official duty stations, even if there is no cost to the state, unless otherwise approved;
- 7) The use must be in accordance with the current version of the Information Resources Use Agreement (“IRUA”). The restrictions in the IRUA apply to all Information Resources including, but not limited to, state hardware, software, data, information, network, personal computing devices, phones and other information technology;
- 8) The use must not violate any other ethics rules or agency policies.

IV. COMPLIANCE

Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property/resources within their areas of supervision and for referring matters for investigation and/or discipline to the Office of Inspector General. Employees and special state appointees who violate this policy are subject to disciplinary action by both the Indiana School for the Blind and Visually Impaired and the Office of the Inspector General & State Ethics Commission.

V. LEGAL REFERENCE

42 IAC 1-5-12 Use of State Property
42 IAC 1-5-13 Ghost Employment
IC 4-2-6-17
IC 4-2-7-5

VI. EFFECTIVE DATE

July 1, 2015

VII. ENDING DATE

Upon rescission

Adopted by ISBVI Board: 3/19/07
Revised: 10/21/13, 8/31/15, 10/22/18
Reviewed and Approved: 5/17/21

ISBVI Superintendent: _____

Date

ISBVI Board Chair: _____

Date

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Clocking In and Out of Assigned Work Areas

Policy O-3

To ensure adequate and timely supervision of students and timely and efficient progress regarding individual and group work assignments and responsibilities, it is the policy of the Indiana School for the Blind and Visually Impaired (ISBVI) for individuals who are overtime eligible to clock in and out of the school using time clocks located in various work areas. Individuals who are disciplined for tardiness may also be included in this policy. The Human Resources Director will not be included, based on the nature of their job and responsibilities, unless a pattern of tardiness is established.

ISBVI Policy O-3

Reviewed and Approved: 1/11/10, 10/21/13, 10/22/18, 5/17/21

ISBVI Superintendent: _____ **Date** _____

ISBVI Board Chair: _____ **Date** _____

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Tobacco/Vaping Use on Campus

Policy/Procedure O-38

Policy and Procedure: The Indiana School for the Blind and Visually Impaired Administration and School Board recognizes that the use of tobacco and vaping products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The administration and board believe that the use of tobacco and vaping products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The administration and board acknowledge that adult employees and visitors serve as role models for students. The administration and board recognize that it has an obligation to promote positive role models in schools and promote a healthy learning, living and working environment, free from unwanted smoke, vaporized material and tobacco use for the students, employees, and visitors on the school campus. Finally, the administration and board recognize that it has a legal authority and obligation pursuant to the federal *Pro-Children's Act of 2001*, 20 U.S.C. §§ 7971 *et seq.*

Tobacco/Vaping Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco or vaping product at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Indiana School for the Blind and Visually Impaired;
- on any school grounds and property – including athletic fields and parking lots owned, leased, rented or chartered by the Indiana School for the Blind and Visually Impaired; or
- at any school sponsored or school related event on campus or off campus.

In addition, school employees, school volunteers, contractors or other persons performing services on behalf of the school are also prohibited from using tobacco and vaping products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco or vaping product while in any school building, while on school grounds or property, at any school-sponsored or school related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in the school.

Staff found to be in violation of this policy will be subject to the disciplinary process, up to and including dismissal from employment.

Students found to be in violation of this policy will be subject to discipline as deemed appropriate per the ISBVI Discipline Chart.

ISBVI Policy O-38

Approved: 8/17/09

Effective: 8/19/10

Reviewed and Approved: 1/11/10, 10/21/13, 10/22/18, 3/18/19, 5/17/21

ISBVI Superintendent: _____ **Date**

ISBVI Board Chair: _____ **Date**