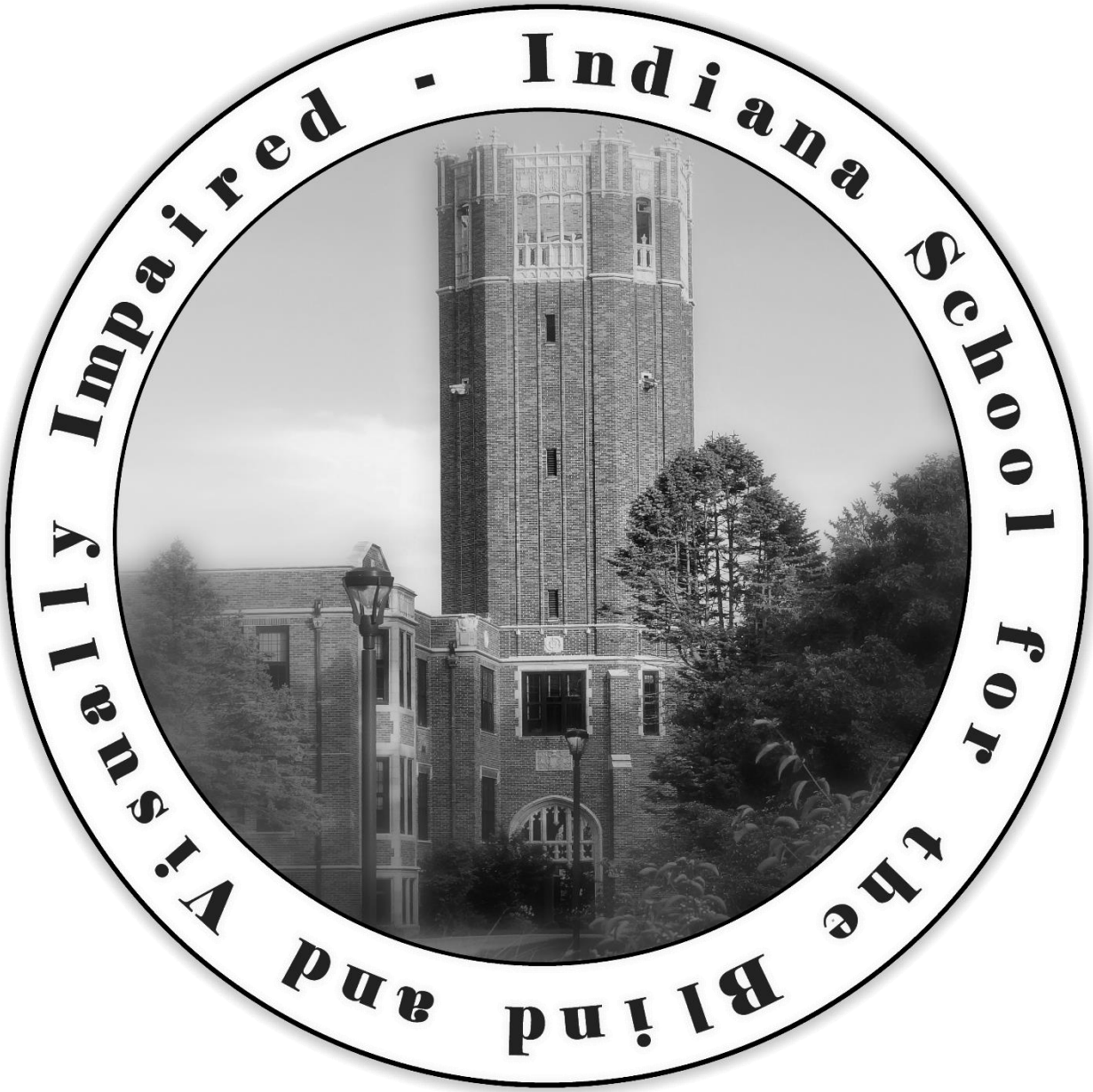

Indiana School for the Blind and Visually Impaired Parent/Student Handbook 2021-2022

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Indiana School for the Blind and Visually Impaired
7725 North College Avenue
Indianapolis, Indiana 46240-2504

Superintendent's Office **(317) 253-1481**
(317) 251-6511 Fax

August 8, 2021

Dear Parents/Guardians:

Thank you for all the support you provided to the school during this unprecedented and challenging time and for providing us with the opportunity to provide your child with educational opportunities and experiences that will assist them in the present and in the future. We look forward to starting the 2021 – 2022 school year with full, in-person learning as we strive to provide the best possible programming both in and out of the classroom and actively solicit your assistance and input. Please feel free to contact me at the above phone number should you have any questions, comments, or issues.

Our school is fully accredited by Cognia formerly known as AdvanceEd. We are a state supported public school that was established in 1847. A ten-member, governor-appointed school board governs us and considers your child's health, safety, welfare, and education of paramount importance. The school board formally meets on a bimonthly basis. I encourage you to attend those meetings to receive information and to provide the board with input and information as you see appropriate. A schedule of the Board meetings can be found on our web site at https://www.in.gov/isbvi/about-isbvi/school-board/ and also in this handbook on page 27.

All children enrolled at ISBVI are assigned a Teacher of Record (TOR) and a Residential Mentor. They should prove to be beneficial to you and your child. The TOR and Residential Mentor will be contacting you throughout the school year to apprise you of your child's progress, issues and/or concerns as they relate to your child. Feel free to contact your child's TOR and Residential Mentor as well. The ideal time to contact teachers is between 7:15 am and 7:45 am Monday through Friday. Residential Mentors can most easily be contacted between 2:30 pm and 3:00 pm. If this is not convenient, you may call and leave a message on their voice mail. Phone numbers can be found on page 10 of this handbook.

We continue to be actively engaged in improving the school through our school improvement plan. Goals have been identified in the core curriculum. While emphasizing these goals, we continue to address all other core and expanded core curriculum areas as well. We will continue to seek your input as we address school improvement issues.

Please note that our campus is a smoke free environment. Please assist us by not smoking on our campus and informing your child and others who may be visiting our campus of this policy.

We look forward to a successful and educationally productive school year. Together, as a team, we can accomplish greater things than we can separately. If we can assist you in any way, please do not hesitate to contact us.

Sincerely,

James R. Durst
Superintendent

GENERAL SCHOOL INFORMATION

SCHOOL STAFF

Superintendent	Mr. James Durst
Administrative Assistant to Superintendent	Ms. Karen Keller
Assistant Superintendent of Business & Operations	Mr. Raouf Estefanos
Interim Assistant Superintendent of Programs	Ms. Tiffany Sanders
MS/HS Principal	Mr. Jay Wilson
Education Secretary MS/HS	Ms. Carolyn Hendricks
Interim Elementary Principal	Ms. Cara Kennett
Education Secretary Elementary	Ms. Lavoris Madden
Assistant Principal/MS & HS/Guidance Counselor	Mr. Joe Fredwell
Director of Residential Services	Mr. Jason Askren
Data Coordinator/Director of Programs	Mr. David Brown
Accountant	Ms. Barbara Diemer
Account Clerk	Mr. Mark Eastridge
Human Resources	Ms. Rachael Burt
Payroll Clerk	Ms. Christina Detro
Social Worker	Ms. Jenny Thixton-Stoffer
Social Worker	Ms. Neale Red Elk
Information Technology	Mr. Jeff Frownfelter
Switchboard Operator	Ms. Hannah Frownfelter

Outreach and Related Services

Director of Outreach	Ms. Toni Hughes
Consultant	Ms. Heidi Morris-Cass
Consultant	Ms. Tara Abella
Consultant	Mr. Kyle Sochia
Consultant	Ms. Monica Fuhs
Consultant	Ms. Ellen Oliver
Secretary	Ms. Pat Hertenstein
Orientation and Mobility Instructor/Consultant	Ms. Kelly Saylor
Short Course Teacher Elementary	Ms. Hannah Waltermann
Short Course Teacher Middle School	Ms. Debbie Diamente
Short Course Teacher High School	Ms. Heather Holland
Short Course Assistant	Mr. LaRonn Taylor
Short Course Assistant	Ms. Lorilee Aldridge
IERC Director	Ms. Leslie Durst
IERC Media Specialist	Ms. Martha LaBounty
IERC Program Coordinator	Mr. Eric Kindler
Braille Production Coordinator	Ms. Betsy Scott
Braille Production Secretary	Ms. Nonna Cortez
Prison Braille Project	Mr. Robert Eutz

Dietary

Dietitian	Ms. Whitney Lazzara
Food Supervisor	Mr. Jerry Gibson

Cook	Ms. Brigitte Swanson
Cook	Ms. Gena Beverly
Food Service	Mr. Harold Copes
Food Service	Mr. Robert Hampton
Food Service	Ms. Gina Mitchell
Food Service	Mr. Anthony Brown
Food Service	Ms. Bernalyn Espique

Physical Plant

Maintenance Supervisor	Mr. Todd Malone
Maintenance Foreman I	Mr. Gary Childers
Maintenance Repairperson	Mr. Keith Brown
Maintenance Repairperson	Mr. Steven Dismon
Maintenance Repairperson	Mr. Bob Baker
Maintenance Repairperson	Mr. Arthur Tillberry
Automotive Mechanic	Mr. Milton Lewis
Maintenance Secretary	Ms. Lora Summers
Stores Clerk IV	Mr. Benjamin Macias
Steam Plant Operator	Mr. Devin Moree
Steam Plant Operator	Mr. Jeff Kimble
Steam Plant Operator	Mr. John Goldsmith
Laundry Supervisor	Mr. William Neal
Laundry Assistant	Mr. Cary Trabue
Laundry Assistant	Ms. Melody Jackson

Medical

Director of Health Services	Mr. Santos Gutierrez, RN
Nurse	Ms. Kimberly Hilton, RN
Nurse	Ms. Georgia Impicciche, RN
Nurse	Ms. Leigh Johnston, RN
Nurse	Ms. Susan Saxe, RN
Nurse	Ms. Olive Asiedu, RN
Nurse	Ms. Janet Steele, RN

Education Staff

Preschool	Ms. Barb Tubbs
Preschool	Ms. Tonya Coburn
Elementary	Ms. Emily Spencer
Elementary	Ms. Cathy Clady
Elementary	Ms. Ali Ardaiolo
Elementary	Mr. Ben Maurer
Elementary	Ms. Tami Purkey
Elementary/Resource	Ms. Jenna Malson
Elementary/ Physical Education	Ms. Jill Fitzpatrick
Middle School	Ms. Julie Beaty
Middle School Social Studies	Mr. Greg Albert
Middle School Language Arts	Ms. Lesly Wymer
Middle School Science	Ms. Randee Owens
Middle School Math	Ms. Linda Baker

High School	Ms. Diana Stearns-Porten
High School	Ms. Melissa VanLue
High School	Ms. Amanda Bruce
High School	Mr. Ronnie Kennett
Band/Music	Mr. Sean Bradley
Braille/Assistive Technology	Ms. Erin Roush-West
STEP Coordinator/Work Study/Spanish	Ms. Judy Reynolds
English	Mr. Jeff Snyder
Health and Wellness	Ms. Kelly Kell
Horticulture	Ms. Elizabeth Garvey
Math	Ms. Lynda Wheeler
Science	Ms. Rafeela Nalim
Media Specialist	Ms. Cindy Cook
IEP Case Conference Coordinator	Ms. Mindy Ross
Occupational Therapist	Ms. Jennifer Phelps
Orientation & Mobility	Ms. Megan DeWester
	Ms. Jessica Hunt
	Ms. Kristen Pierski
Physical Education	Mr. Rob Strauss
Physical Therapist	Ms. Rachael Thomas
Choir/Elementary Music	Ms. Janelle Pivec
Elementary Art/Fine Arts	Ms. Leslie Walsh
Psychologist	Ms. Selina Ho
Social Studies	Mr. Joshua Mathews
Speech	Ms. Julie Emery

Residential Mentors (Instructional Assistants)

Mr. Adel Barsoum	Ms. Lindsay Biddle	Mr. Christian Kinder
Ms. Kaitlyn Knuth	Ms. Karen Edmond	Ms. Sarah Sherk
Ms. Deanna Sheard	Ms. Sherri Woolwine	Ms. Taylor Eutz
Ms. Michelle Zimmerman	Mr. Pete Ballew	Ms. Latosha Radford
Ms. Alicia Strauss	Mr. Charles Nixon	Ms. Lisa West
Ms. Daneisha Clowney	Mr. Wes Murphy	
Ms. Liz Northcutt	Mr. Alex Purcell	

Residential Leaders

Mr. Michael Whitsell-Sherman	Mr. Willie Rogers

Residential Mentors (Residential Services)

Ms. Jackie Blades	Ms. Elaine Baird	Ms. Marie Bonhomme
Ms. June Aparicio	Ms. Lydia Hayes	Ms. Kim Fonseca-Acevedo
Ms. Wendy Reed	Ms. Tamara Hopson	Ms. Latosha Radford
Ms. Sandra Mathews	Ms. Jane Walters	Ms. Teri Lewis
Ms. Traesha Reid	Ms. Bethany Amerman	Ms. Pennie Berryhill
Mr. David Bolling	Ms. Leslie Hicks	Mr. Chris Winns

ISBVI School Calendar 2021 – 2022

MONTH	DAY	SPECIAL NOTES	INSTRUCTIONAL DAYS	CONTRACT DAYS
August				
Aug 2	Mon	Prof Dev & Teachers Report (1/2 day)	17	22
Aug 3	Tues	Professional Development – Teachers		
Aug 4	Wed	Professional Development – Teachers		
Aug 5	Thurs	Prof Dev & Staff Report		
Aug 6	Fri	Professional Development		
Aug 8	Sun	Registration Day (1/2 day)		
Aug 9	Mon	1st Quarter Begins		
September				
Sept 6	Mon	NO SCHOOL – State Holiday	21	21
October				
Oct 8	Fri	1st Quarter Ends (44 days)	16	16
Oct 11	Mon	NO SCHOOL – State Holiday		
Oct 11 – 15	Mon – Fri	NO SCHOOL – Fall Break		
November				
Nov 11	Thurs	State Holiday – School in Session	17	17
Nov 22 – 26	Mon – Fri	NO SCHOOL – State Holidays Thanksgiving Break		
December				
Dec 23		2nd Quarter Ends (44 days) State Holiday – School in Session	17	17
December 24 – 31	Fri – Fri	NO SCHOOL – Winter Break		
January				
Jan 3 – 7	Mon – Fri	NO SCHOOL – Winter Break Continues	15	15
Jan 17	Mon	NO SCHOOL – State Holiday		
February				
Feb 21	Mon	NO SCHOOL Professional Development - Teachers	19	20
March				
Mar 11	Fri	3rd Quarter Ends (43 days)	23	23
April				
April 4 – 8	Mon – Fri	NO SCHOOL – Spring Break	15	16
April 15	Fri	State Holiday – School in Session		
April 18	Mon	NO SCHOOL Professional Development - Teachers		
May				
May 27	Fri	4th Quarter Ends (49 days) Last Day of School – Students Graduation Day	20	21
May 30	Mon	NO SCHOOL – State Holiday		
May 31	Tues	Professional Development - Teachers		
June				
June 1 – 2	Wed – Thurs	Professional Development - Teachers	0	2
			180	**190**

TELEPHONE NUMBERS

All supervisors, staff and students at the Indiana School for the Blind and Visually Impaired can be contacted through the central switchboard by calling 317-253-1481. The hours of operation for the switchboard are:

Sunday	1:00 pm - 9:00 pm
Monday -Thursday	7:00 am - 10:30 pm
Friday	7:00 am - 3:00 pm

A recording device in the Security Office will accept your calls when the switchboard is not open, unless the school is open for a scheduled activity.
On holidays that the school is not in session, the switchboard will not open until 7:00 am on the following day the school is in session.

Listed below are the extensions of some of the most frequently called individuals:

Mr. James Durst, Superintendent	141
Mr. Raouf Estefanos, Asst Superintendent of Business and Operations	134
Ms. Tiffany Sanders, Interim Asst Superintendent of Programs	100
Mr. Jay Wilson, MS/HS Principal	140
Ms. Cara Kennett, Interim Elementary Principal	105
Mr. Jason Askren, Director of Residential Services	185
Ms. Toni Hughes, Director of Outreach	221
Health Center in Keever Hall	152
Health Center in Lambert Hall	287
Education Office MS/HS	138
Education Office Elementary	486
Security	179

MISSION OF THE INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

The mission of the Indiana School for the Blind and Visually Impaired (ISBVI) is to serve as a benchmark for educating students who are blind or have low vision or are blind or have low vision with additional handicapping conditions. Students at ISBVI will be guided down their unique path to meaningful adulthood, through appropriate on and off campus learning opportunities and statewide outreach services that promote high standards of academic/vocational achievement. In addition, students will learn independent

and healthy living skills, development of vision specific (expanded core curriculum) skills, use and application of technology, and demonstrate respect for others.

PROGRAM AND SERVICE PHILOSOPHY

In preparing every student to be responsible and successful in school, career, and society, ISBVI is strongly committed to:

- respecting each student as a unique individual;
- designing programs and expectations tailored to the individual student needs;
- providing appropriate, challenging, and realistic learning experiences in a safe and positive atmosphere for maximum achievement; and
- supporting and working cooperatively with parents, families, the community, local school districts, and other agencies.

GUIDING PRINCIPLES AND STANDARDS

The school has adopted guiding principles and standards to encourage staff to achieve the school's philosophy. The programs and services at the Indiana School for the Blind and Visually Impaired strive to ensure that:

- students exit from the school reintegrating into their local education agencies, graduating to higher education, or entering the work force with: healthy self-esteem, the best possible academic, social, vocational, and daily living skills which allow maximum independence, and, realistic expectations and knowledge of their abilities;

- parents, with full and absolute confidence, can entrust the education, care and safety of their children;

- staff are child-centered, positive, and well-trained. In addition, they adapt instruction and expectations to individual student needs, maintain their own professional skills, and work to make the school meet the highest standards;

- administrators provide a positive, cooperative climate in which staff are empowered, receive support and recognition, and exhibit high morale and self-motivation;

- alumni continue to exhibit pride in their alma mater;

- citizens throughout the state view the school as a helpful and cooperative resource for assistance and support;

- facilities are clean, safe, pleasant, and comfortable;

- programs blend innovations with traditional hallmarks which are responsive to the needs of students and their families;

- instruction is individualized, carefully sequenced and reinforced, and is relevant to future needs. Instruction in critical functional skills such as orientation and mobility, independent

living, physical fitness, social competence, vocational readiness, and personal care is strongly emphasized to ensure future success.

STRATEGIC TARGETS

Strategic Targets have been identified for the Indiana School for the Blind and Visually Impaired to comply with statutory mandates, to accomplish its mission in a manner consistent with its philosophy, and to respond to the needs of its constituents.

On an annual basis, the school staff will develop action plans to accomplish goals which lead to reaching the following strategic targets:

- **Programs** on campus and through outreach services will improve and expand.
- **Parent** involvement and support will increase.
- **Facilities** where students learn and live, and where staff work, will attain the highest level of safety, comfort, and attractiveness.
- **Staff** will be provided comprehensive training to ensure quality services.
- **Administrators** will plan, lead, manage, support, and hold others accountable to the highest ethical and professional standards.
- **Constituency** relationships and involvement will be strengthened.
- **Public** awareness, education, and support of ISBVI will be increased.

STUDENT ORIENTED ORGANIZATIONAL STRUCTURE

To assure that students learn to their maximum capability in safe and comfortable surroundings, ISBVI staff has the responsibility to provide: proper and adequate supervision, appropriate and quality programs, and supportive assistance and services.

ELIGIBILITY FOR SERVICES

Who is eligible for services? Any student who experiences difficulty in making progress in school due to impaired vision is eligible for special education services. ISBVI, as part of Indiana's continuum of special education services, can provide services to blind and visually impaired students statewide. ISBVI eligibility criterion for admission is: the student must be a citizen of Indiana; must have an educational visual disability; and placement must be determined by the Case Conference Committee.

Where are services provided? A student may benefit from Outreach services that are designed to provide support while the student is enrolled in his or her local education agency or from placement in ISBVI's on-campus school program in Indianapolis.

When are services provided? A student may be placed at ISBVI if the Case Conference Committee (made up of the parent and the local education agency and ISBVI staff) determines that the local district cannot meet the needs of the student. If ISBVI can meet the needs identified on the student's Individualized Education Plan and the Case Conference Committee agree, the student is placed at ISBVI. Outreach services are available upon request by the child's local education agency.

How long do students stay at ISBVI? The Case Conference Committee determines how long a student stays at ISBVI. By law, at least annually, placements at ISBVI are reviewed to determine if the student can be reintegrated into his or her home school district or if the placement at ISBVI continues to be appropriate.

What does ISBVI provide? ISBVI provides educational instruction addressing Indiana's State Education Standards, realistic living and learning experiences, challenges, intensive instruction in such courses as Braille, orientation and mobility and other vision specific areas which will assist students in addressing their individual and specific needs.

RELATED SERVICES AND FACILITIES

Nurse Practitioner, MAT Lab, and Psychologist: Part-time professionals provide routine and emergency first aid care, assistive technology evaluations, and health education.

Health Center: The Health Center has the responsibility to plan and administer an efficient health program. The program will evaluate and promote student health by emphasizing education, screenings, and prevention of illness and injuries. Treatment of routine illness and injuries, delivery of medications, in-patient services and specialized clinics will be provided.

MAT Lab: The mission of the "Mobile Assistive Technology" (MAT) lab is to provide quality services that encourage Indiana students who are blind or have low vision to be independent in accessing more information in educational, employment, and recreational environments through the use of assistive technology devices. This program offers an assistive technology evaluation, consultation, and recommendation.

Psychologist: The school psychologist assesses the student's intellectual, social, perceptual and behavioral development. Parents or students eighteen years and older are encouraged to confer with the psychologist regarding assessment results and their significance.

Physical Therapy: The physical therapist is involved with the assessment, evaluation and treatment of the students with diminished strength, spasticity, coordination and contractures.

Occupational Therapy: The occupational therapist is involved with the assessment, evaluation and treatment of students with diminished or delayed motor skills.

Social Workers: The primary goal of the social workers is to aid in the adjustment of the student to the classroom and dormitory. This process starts when the student first applies for admission. Family contacts are maintained throughout the student's academic career. If needed, counseling is arranged with students on an individual or group basis.

Outreach Program: This division provides direct and/or consultation services to school corporations who have visually impaired youngsters in their local schools. The areas assessed may include, but are not limited to: orientation and mobility, functional vision, psycho educational reviews and educational and social growth. Assistance in subsequent program planning may be provided.

Outreach Consultants: Outreach consultants provide supports to families of birth through high school age visually impaired children throughout the state of Indiana, as well as, assistance to families and local education agencies throughout Indiana.

Orientation and Mobility: The orientation and mobility staff instruct blind and low vision students in the skills and techniques needed to travel safely and efficiently in school, residential, small and large business environments.

Speech and Hearing: This program provides remediation for speech and language problems and conducts hearing screenings.

Counseling and Guidance: The guidance counselor assists with career counseling and provides information on further educational training. The preparation of an Individual Transition Plan is completed during the student's freshman year and is reviewed annually. This Transition Plan is designed to assist the student with future vocational planning.

Vocational Rehabilitation: Vocational counselors from Indiana State Vocational Rehabilitation help junior and senior students with evaluation, counseling, and future job training and placement.

Media Learning Center: This center provides books and other materials in standard print, large print, Braille and recorded formats. The center has specialized equipment such as computers, phone modem, V-Tek projectors, video projectors, talking books, and cassette tape decks. Students may check out most materials.

ATTENDANCE

Our primary goal is to keep students in school as much as possible in order that they may reap the maximum educational benefits being offered. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach this goal.

Education is an ongoing process, and attendance is a very integral part of that process. We feel it is of utmost importance that students participate in the classroom experience and we realize that there are legitimate reasons for being absent; therefore, we have developed policies and procedures to address attendance issues.

PROCEDURE TO REPORT STUDENT ABSENCE

- A parent/guardian will call the ISBVI Education Office for <u>each</u> day their child will not be at school to report the nature of their child's absence
- The number to call is **(317) 253-1481, ext. 271 – MS/HS** or **ext. 486 – Elementary**
- If possible, please call the school before 7:45 am
- A student's absence can only be reported to the ISBVI Education Office(s)

ATTENDANCE PROCEDURES

Examples of what the school recognizes as an *excused* absence are:

- Medical appointments which cannot be scheduled at non-school times

- Death in the family
- Student illness
- Unavoidable transportation issues caused by weather conditions
- Other just and legitimate causes as determined by the Principal

Examples of what the school recognizes as an *unexcused* absence are:

- Students extending their school breaks
- Going on vacation
- Oversleeping/missing the bus
- Other reasons for absences, which in the judgment of the Principal, are not legitimate or reasonable

- A physician's statement may be requested.
- Arriving after 11:20 am may be counted as one half-day absent.
- Leaving before 11:20 am may be counted as one half-day absent.
- During school hours, any student arriving late **must** be signed in at the age appropriate Education Office by their parent/guardian.
- During school hours, any student leaving early **must** be signed out at the age appropriate Education Office or the Heath Center, in the case of an illness, by their parent/guardian.
  If a student misses 10 or more days in a semester (excused or unexcused) a conference will be held with the principal, guidance counselor, Teacher of Record, student and student's parents, to determine if student will be removed from the class and lose credit. If it is determined for student to remain in class, a detailed plan will be developed to complete the required coursework.
  Make-up work for absences on the middle school and high school level will be allowed as follows:
  - For each day of excused absence, students will be given one (1) day to make up their work.
  - For each unexcused absence, a student may, at teacher discretion, be given one (1) day to make up their work, but only at a rate of one-half of the original credit.
  - It is the student's responsibility to ask for their make-up work from each teacher and to make sure that their work is completed and turned in.

- A pattern of excessive absences may result in actions including, but not limited to:
  - A physician's statement may be requested
  - Conference with the Principal
  - Having the parent/guardian sign a contract to improve student attendance
  - Case conference to consider appropriateness of student's current placement
  - Referral for truancy proceedings or for failure to ensure an education
    - **According to IC 20-33-2-11,** a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

TARDINESS

Parents who transport their child and anticipate a delay in arriving after the start of school should notify the Education Office at 317-253-1481, ext. 138 for MS/HS students and ext. 486 for

elementary students. Upon arriving at school, parents will sign their child in at the **age appropriate Education Office**. All children will then receive an admittance pass. No student who is tardy will be admitted directly into a classroom without an admittance pass.

Students must be punctual to class and should be in their seats in their assigned classrooms when the bell rings at the start of class. It is the teacher's responsibility to inform the student of his/her tardiness and to report students who are tardy through PowerSchool. The Education Office should be notified, via telephone at ext. 138 or 193 for MS/HS students, when a student has not arrived within five minutes of the start of class. Upon his/her arrival, the office should be notified, and the previous procedure used. Teachers who detain students after class should notify the Education Office and send an excuse slip with the student to the next class. The student will not be counted as tardy.

MS/HS Consequences for Tardiness:
1st and 2nd – Teacher conference with student and parent notification by teacher
3rd and 4th – Lunch detention and parent notification by teacher
5th and 6th – Parent meeting with administration
7th and 8th – In-School Suspension and possible loss of credit in class, conference with administration

Students who have orthopedic disabilities and/or orientation & mobility problems will be given consideration, assuming that their tardiness is caused by their handicap or disability and not by willfully choosing to be late to class.

FIRE AND TORNADO DRILLS

Students and staff shall participate in frequent drills of emergency procedures.

BAND INSTRUMENTS

Students interested in participating in band will need an agreement signed by their parent/guardian stating they agree to ensure the safety of the instrument while in the student's care. All instruments will be assessed when returned at the end of the school year. Any damages beyond normal wear and tear may be passed on to the parent/guardian.

STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)

The Student Training and Employment Program offers students opportunities to learn some of the essential 21st century job skills which will transfer to any future employment after graduation. STEP provides two educational opportunities: the on-campus student work experience and the summer four-week off-campus employment. Both programs are designed to prepare the student for the knowledge, training, and skills necessary to acquire, maintain and keep a satisfying job.

On-campus employment: Students 14+ years can apply for a job on campus. These jobs are usually one or two hours per week. Students are trained and supervised by department staff and progress is monitored quarterly by the job's coordinator. Students have gained valuable skills working in the cafeteria, housekeeping, library, business office, 3-D printing lab, greenhouse, student center, and as braillists or classroom assistants. Students are paid bi-weekly (minimum

wage after 90 days). Applications can be submitted throughout the year by contacting the STEP Coordinator.

Off-campus employment: Students 16+ can apply for a job off-campus. This opportunity will differ from student to student depending on maturity, skills, and independence in travel. A class in Career Exploration and Work Experience is recommended as a pre-requisite. This class covers the fundamentals of work including: resume building, filling out applications, mock interviews, exploring work sites, wages, taxes, and budgeting, and how to balance studies/extracurricular activities with a job

These are mostly after school hours, though some jobs could be arranged during school hours if the student's schedule permits. Interested students need to contact the STEP Coordinator for more details.

Students who have registered for **Pre-Employment Transition Services** will also be afforded job opportunities such as: job exploration counseling, apprenticeships, job shadowing, informational interviews, counseling on postsecondary opportunities, workplace readiness training, and instruction in self-advocacy. More information on these transition services can be obtained by contacting the STEP Coordinator.

STEP Working Hours On-Campus: During the school year, the following guidelines are established to ensure that students are not working excessive hours on school nights. This policy also allows a larger number of students an opportunity to gain work experience.

Age	Hours Per Week	Additional Hours
14 and 15 – year old	1 – 3 hours	None
16 and 17 – year old	3 – 5 hours	maximum 8 hrs with approval
18 years and older	5 – 8 hours	maximum 12 hrs with approval
When appropriate, students 16 years + should consider off-campus employment		

ON-CAMPUS JOBS PROGRAM GRADE GUIDELINES

1. Before starting a job, the student must have satisfactory grades in all subjects. The students will not be allowed to start until the Vocational Jobs Committee gets a note from the teacher of record (TOR) stating that a student's grades are satisfactory.

2. If a student is hired and receives an unsatisfactory grade at mid-term, he/she will be placed on "administrative leave" for two weeks. If the student's grades improve, according to their TOR, he/she will be allowed to return to work. If not, the student will not be allowed to return to work for the remainder of the grading period. If a student's grades improve at the end of the grading period, they may return to work. Otherwise, they must wait until the next mid-term report to be re-evaluated.

3. Employed students receiving an unsatisfactory grade for the grading period, will be placed on "administrative leave" until the mid-term grade reports are released. If the student's TOR informs

the Jobs Committee that the student's grades are passing, then the student may return to work. If not, they must wait until the end of the grading period to be re-evaluated.

4. Students receiving unsatisfactory grades in two consecutive grading periods will not be allowed to participate in the jobs program for the remainder of the school year.

5. The parents/guardians, administration and the Jobs Coordinator reserve the right to decide what constitutes satisfactory grades and may continue job placements based on the individual needs of each student.

Summer STEP
The summer work program offers to students 16+ a balanced schedule of classroom learning, paid work experience and recreational activities. Students develop valuable life skills and learn the basic skills needed to find and keep a job. Students are assigned a job coach who is the liaison between employee and employer, and mentors the student at the job site. Students earn minimum wage and work in the Indianapolis area. Students must meet the following criteria to participate:

- ages 16-21
- display independence, good travel skills, and a capability for self-help
- possess daily living skills and social interaction capability
- follow directions and work independently
- able to commit to one complete step session (four weeks)

The summer STEP program application must be filled out online beginning January 1 and can be found at bosma.org/step. Selected participants will be notified in March. For more information contact the STEP Coordinator.

STUDENT JOBS - OFF- CAMPUS PARTICIPATION GUIDELINES

Students must first get **approval to participate**. They will need to get the following people to sign the "Jobs Program Permission Form":

A. parents or guardian
B. principal

Students must provide the employer with the following hiring documents as required by law:

A. **Birth Certificate**
B. **Social Security Card**
C. **State or School ID** (we strongly recommend a State ID)

Note: The employer will photocopy and return original documents.

The student must be at least 16 years old to work off-campus. Sixteen and seventeen year-old students are required to have a valid work permit. The employer, parent/guardian and student must sign an Intention to Employ card before a work permit can be issued. Work permits can be obtained at ISBVI.

The student will meet with the Job Coordinator to discuss a suitable off-campus position, hours of availability, and transportation to and from the job site. Final placement approval will come from administration and the Job Coordinator.

A student must maintain satisfactory grades in all classes. Failing grades will jeopardize employment status (see below).
Students must agree to abide by the program "Code of Conduct" available to each student worker at the time of application.

OFF-CAMPUS JOBS PROGRAM GRADE GUIDELINES

Participating in the off-campus jobs program is a big step toward independence. With this opportunity there come both rewards and sacrifices. Students will continue to develop job skills in a paid position within the community. They will also need to learn to balance their educational goals, extra-curricular activities and social lives with their job commitments.

- Students must have satisfactory grades in order to be considered for the off-campus jobs program.
- If a student receives unsatisfactory grades for the grading period, he/she will need to terminate the off-campus job. The students will not be able to return to that position or another off-campus job for one full grading period.
- A student receiving unsatisfactory grades for the semester will need to terminate his/her off-campus job. The student will not be able to return to that job or another off-campus job for one full semester.
- The parents, administration and the vocational jobs committee reserve the right to decide what constitutes satisfactory grades and may continue job placements based on the individual needs of each student.

FIELD TRIPS

Students may be involved in field trips either as a part of the Educational, Recreational or Residential programs. Permission from the parent/guardian for these field trips is required at the beginning of each school year. This permission authorizes students to accompany staff members off campus for specific planned activities. Admission fees and other field trip related costs may be asked to be covered by the parent, either directly or via the student's trust fund account. Students may be denied field trip opportunities due to illness, discipline, and behavior issues.

STUDENT SAFETY IN ISBVI VEHICLES

School/Activity bus drivers are to have control of the vehicle when driving students to and from the campus of the Indiana School for the Blind and Visually Impaired. The driver should maintain order on the vehicle by informing student supervisory staff on the bus if behavior is not appropriate or disruptive.
Inappropriate conduct will not be tolerated, and questions or clarification of these rules can be obtained from the driver when on a trip. The supervisory staff is responsible for maintaining discipline and making sure the students stay in their seats, do not litter and do not put anything outside the windows. If the driver sees any action that needs attention, staff will be informed and will be responsible for correcting the situation.

1. Students are expected to behave courteously and appropriately with each other and with each staff member on the trip.
2. Windows or doors will not be opened or closed without permission from the supervisory staff. Supervisory staff should check with the bus driver before opening windows and doors.
3. All passengers will stay in their seats with seatbelt fastened until it has come to a full stop and the door has been opened by the driver.
4. Upon the recommendation of the driver, school authorities will investigate any situation and possibly deny the privilege of riding an ISBVI bus to a student who refuses to conduct him/herself appropriately.
5. All litter is to be cleaned up and disposed of properly at the end of the trip by students and supervisory staff.
6. If there is disruption on the bus, the driver will pull over and inform the supervisory staff of the situation. The supervisory staff member is to act before the driver can proceed. Should the bus be pulled over more than two times on one trip due to inappropriate behavior or disruptions, the trip will be ended, and the driver is to inform the supervisory staff that they are returning to ISBVI.
7. The bus driver's job is to drive; not handle disciplinary matters with students. Supervisory staff will work with the driver regarding safety of the students while on the bus.
8. Students are expected to follow the rules established by the Local School District that provides their transportation to and from school.

TRANSPORTATION GUIDELINES
(Car, Activity Bus and School Bus)

CODE OF CONDUCT

a. Each student shall be seated immediately upon entering the vehicle.
b. No students shall stand or move from place to place during the trip.
c. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
d. Students are not allowed to tease, scuffle, trip, hold, and hit or use their hands, feet or body in any objectionable manner.
e. The throwing of objects is strictly prohibited.
f. It is the responsibility of the trip supervisor to ensure that the vehicle is cleaned of all trash and litter.
g. All passengers must wear seat belts if available. Fines per person would be the responsibility of the driver.

ADDRESS OR PHONE CHANGES

It is the parent's/guardian's obligation to notify the appropriate Education Office of any change concerning address or phone number as soon as possible. This information is essential for home to school contact.

LAUNDRY SERVICES

Students are encouraged to take their laundry home on weekends. A washer and dryer are available for student use in each dormitory area. Older students learn to use these machines as

a part of independent living skills training. Residential Mentors care for the younger students' clothing as needed. The school laundry service is available for special circumstances.

EQUIPMENT / GLASSES REPAIR

If a piece of equipment or glasses that are personally owned by a student become broken, the parent or guardian will be contacted to discuss how repairs will be made. It will be the responsibility of the parent/guardian to assume the financial costs for necessary repairs, unless circumstances necessitate other arrangements.

BOOK BAGS

Please use good judgment in selecting a book bag for use at ISBVI. Keep in mind that overly large bags and cases on rollers can become a mobility hazard for others as well as the student. Book lockers should be used for book storage. If the location of an assigned book locker is inconvenient for use between classes, the Teacher of Record can be contacted for a possible reassignment.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, dormitories, physical education and athletic dressing rooms are the property of the Indiana School for the Blind and Visually Impaired. **Students may not share lockers.**

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Students are expected to keep their lockers in a clean and orderly manner. The student's use of the locker does not diminish the school's ownership or control of the locker. ISBVI retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. All inspections of student lockers shall be conducted by the Principal or a member of the administrative/education staff designated in writing by the Principal.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (including medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items.

The inspection of a student's locker will not be conducted unless the Principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a student's locker is inspected, the student (or students), will be given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the

Principal or his/her designee shall notify the student of such inspection as soon as practical thereafter.

An inspection of all lockers in the school or all lockers in an area of the school, may be conducted if the Principal, Superintendent or Director of Residential Services reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

(1) an interference with school purposes or an educational function,
(2) a physical injury or illness to any person,
(3) damage to personal or school property, or
(4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of lockers are:

(a) When the school receives a bomb threat;
(b) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
(c) To check for missing books, lab chemicals or school equipment at the end of a grading period or before or during school holidays;
(d) Where student violence creates a reasonable belief that weapons are stored in lockers.

If a general inspection of several lockers is necessary, then <u>all</u> lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

The Principal or Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

(1) to identify substances which may be found in the lockers; or
(2) to protect the health and safety of personnel or property, such as to aid in the discovery and disarming of bombs which may be in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant before the inspection. If a law enforcement official requests the Principal to inspect a locker or its contents on behalf or in place of such an official, the request shall be denied. However, upon request of law enforcement officials, the school official may secure the locker and its contents for a reasonable period in order to permit the law enforcement official an opportunity to obtain a search warrant.

Nothing in these locker rules shall affect members of the ISBVI housekeeping or maintenance staff who repair defective lockers or clean out or supervise the cleaning schedule, (a) lockers from time to time in accordance with a posted general housekeeping schedule; (b) the locker of a student no longer enrolled in the school; or (c) a locker during a vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

School locks, available from the MS/HS Education Office, are the only locks permitted for use on school lockers. Students should always keep lockers locked for the protection of belongings. ISBVI will retain access to student lockers by keeping a master combination schedule. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

Students should inform the appropriate staff person if they have not been assigned a locker. If lockers, locker keys and/or locks are not working, students will have the option to lock their belongings in another designated area such as the Residential Mentor's office or the safe in the business office. It is the responsibility of each student to report to the Education Office the need for repairs to their lockers and locks or if their key has been lost. This will help to ensure that repairs are done quickly and efficiently.

A copy of these locker rules shall be provided to each student and his/her parents or guardian at the start of each school year or as soon as practical through the Parent/Student Handbook after the student's enrollment in ISBVI. Copies of these locker rules shall be available in the Principal's Office.

Students are encouraged to refrain from giving their locker combinations to other individuals, as this tends to compound the problem of persons getting into other student's lockers.

STUDENT THEFT

Students are discouraged from bringing large amounts of money to school; however, due to student jobs and other activities, this cannot always be avoided. Students are encouraged to deposit extra money into their school accounts until it is needed. ISBVI cannot be responsible for items or monies left unattended and not safely locked away. If a theft does occur, students are to report it to the appropriate staff member as quickly as possible. For Residential students this would be their Residential Mentor or the Residential Leader. If those individuals are not available, students may report the theft to any ISBVI staff member. Day students should report thefts to their Teacher of Record (TOR). If the TOR is not available, they should report to the appropriate Principal or the Assistant Principal. The appropriate paperwork will be filled out and an investigation of the incident will be done as quickly as possible. Thefts by students will be handled internally with the assistance of ISBVI security, unless a determination is made to bring in an outside agency. Students involved in thefts will be subject to ISBVI's disciplinary policies, which could include but not be limited to suspension, expulsion or arrest.

RECREATION-EXTRACURRICULAR ACTIVITIES

Residential and day students are encouraged to participate in extracurricular activities. The dorms and staff of college aides provide a full program of on and off campus activities in the evening. Furthermore, the following clubs and special activities may be offered throughout the school year: (LIST IS NOT ALL INCLUSIVE)

Scouts BSA	Forensics	Wrestling	Cub Scouts
Chess Club	Cheerleading	Chorus	Track and Field
Rocket Nation	Goalball	Swimming	Rocket Girls
Talent Shows	Art Shows	School Dances	Leo Club
Ukulele Club	Beekeeping Club		

EXTRACURRICULAR AND CO-CURRICULAR PARTICIPATION

Co-curricular and extracurricular participation is actively encouraged for all students. Participation in these activities greatly enhances self-esteem, promotes skill development and encourages the acquisition of leisure skills for the future. It is expected for students to be involved in co-curricular activities, which are part of the school program in which they are scheduled. Examples of these types of co-curricular activities include, but are not limited to, piano recitals, band concerts, choir performances, etc. Failure to participate in these scheduled events may subject the student to academic consequences. In order to participate in after school, extracurricular activities, a student must be physically present, in school, for at least half of the day on the day of the scheduled activity. The student must also be in good standing academically and socially.

STUDENT CENTER

The purpose of the Student Center is to aid in the socialization of the students. It also provides students in the Student Center Training Program with skills in handling money, stocking, customer relations and small business operations.

OFF CAMPUS TRAVEL WITH A MOBILITY PASS

Students who are 13 years of age or older are encouraged to work on independence by traveling off campus to the stores and services located within a two-mile radius of the school. Students may travel independently or in small groups. In order to assure that the students travel in appropriate areas in a safe manner, a pass system with specific rules has been established. To obtain a pass, a student must be approved for travel by the parent/guardian, orientation and mobility instructor, Principal, and Residential Supervisor. The student must also be the correct age to travel in the area, know the general layout of the area and pass an independence evaluation. During this evaluation, the student travels along a specific route while the O & M instructor observes from a distance.

To be eligible for a blue, red, or green pass, students must demonstrate how to cross streets at traffic lights and deal with heavy traffic. To be eligible for a green pass, students must also demonstrate how to use public transportation (buses).

White Pass	- 13 years old or older - must use a sighted guide - can only travel to area marked on back of pass
Blue Pass	- 13 years old or older - to 86th and College Ave 1-1/2 miles from school
Red Pass	- 14 years old or older - to Broad Ripple Village 2 miles south of school and along the Monon Trail to the north of school

Green Pass	- 16 years old or older - to Glendale Mall or downtown

A student with a blue, red, or green pass and functional travel vision may act as a sighted guide for other students if it is marked on their pass.

Some important travel rules:

1. Designated students must carry a cane for identification or use the cane when traveling off campus when deemed necessary by the O & M Instructor. All students must carry their travel pass and student ID when off campus.
2. A student who is acting as a sighted guide should only help one person who has a white pass.
3. Students who go off campus via travel pass should not accept rides with teachers, parents, residential mentors, staff members or members of the public. Emergency aid may be requested from the school at any time a student is off campus.
4. Students who travel off campus should not go to the homes of friends or people they meet.
5. Students may miss dinner on school nights if they notify the houseparent and the dining room 24 hours in advance.
6. All students must return to school by 6:00 pm or dark, whichever is first.

ADMINISTRATIVE AND LEGAL/NON-DISCRIMINATION POLICY

The Indiana School for the Blind and Visually Impaired (ISBVI) is committed to equal opportunity. ISBVI is an equal opportunity-affirmative action employer and does not discriminate based on age, race, color, religion, sex, nationality or handicapping condition, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs, written inquiries about procedures that are available are for consideration of complaints alleging such discrimination should be directed to:

Superintendent	Mr. James Durst 7725 North College Avenue Indianapolis IN 46240-2504 (317) 253-1481 Ext# 141

For further information, clarifications, or any complaints, please contact the following persons:

Title IX Coordinator:	Ms. Rachael Burt Human Resources Office 7725 N. College Avenue Indianapolis IN 46240-2504 (317) 253-1481 Ext# 137
Section 504 Coordinator:	Ms. Rachael Burt Human Resources Office 7725 N. College Avenue Indianapolis IN 46240-2504 (317) 253-1481 Ext# 137

PARENT/ADULT STUDENTS' RIGHTS

The rights of parents and adult students are described in the pamphlet "Notice of Procedural Safeguards." This pamphlet is available from the Education Office.

SCHOOL BOARD MEMBERS

Mr. James Michaels, Chair
Brownsburg, IN

Ms. Kathy Botkin, Vice Chair
Indianapolis, IN

Mr. Don Koors
Indianapolis, IN

Ms. Tracy Hackleman
Indianapolis, IN

Mr. John Kissling
Indianapolis, IN

Mr. Tom Adams
Monticello, IN

Senator Liz Brown
Fort Wayne, IN

BOARD MEETING SCHEDULE
2021 – 2022
All meetings are held in the Elementary gym at 9:30 am

Date
August 30, 2021
September 13, 2021
October 25, 2021
January 24, 2022
March 21, 2022
May 9, 2022

ACADEMIC INFORMATION

Elementary Schedule

Mon – Thur Schedule	
Special Areas	7:45 – 9:00
Academic Block	9:00 – 11:00
Lunch/Recess/ECC	11:00 – 1:00
Academic Block	1:00 – 3:00

Friday Schedule	
Special Areas	7:45 – 9:00
Academic Block	9:00 – 11:00
Lunch/Recess/ECC	11:00 – 1:00
Academic Block	1:00 – 2:45

MS/HS Bell Schedule

Mon – Thur Schedule	
Breakfast Bell	7:41
1st period	7:45 – 8:35
2nd period	8:39 – 9:29
3rd period	9:33 – 10:23
4th period	10:27 – 11:17
HS Rocket Hour/MS Lunch	11:17 – 11:47
MS Rocket Hour/HS Lunch	11:51 – 12:21
5th period	12:25 – 1:15
6th period	1:19 – 2:09
7th period	2:13 – 3:03
Advisory	3:07 – 3:15

Friday Schedule	
Breakfast Bell	7:41
1st period	7:45 – 8:32
2nd period	8:36 – 9:24
3rd period	9:28 – 10:16
4th period	10:20 – 11:08
HS Rocket Hour/MS Lunch	11:08 – 11:38
MS Rocket Hour/HS Lunch	11:42 – 12:12
5th period	12:16 – 1:04
6th period	1:08 – 1:56
7th period	2:00 – 2:45

GRADING PERIODS

(*180 instructional days*)

First Grading Period:

Interim reports due September 8, 2021. The grading period ends October 8, 2021. The report card and dormitory report will be sent out on or about October 22, 2021.

Second Grading Period:

Interim reports due November 16, 2021. The grading period ends December 23, 2021. The report card and dormitory report will be sent out on or about January 6, 2022.

Third Grading Period:

Interim reports due February 8, 2022. The grading period ends March 11, 2022. The report card and dormitory report will be sent out on or about March 25, 2022.

Fourth Grading Period:

Interim reports due April 22, 2022. The grading period ends May 27, 2022. The report card and dormitory report will be sent out on or about June 10, 2022.

ILEARN + / I-READ 3

ILEARN measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students and assesses:

- English/Language Arts (Grades 3-8)
- Mathematics (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)
- Biology (High School)
- U.S. Government – Optional (High School)

The 2021 – 2022 assessment window is April 18 – May 13, 2022.

ILEARN is a computer-adaptive test for Mathematics and English/Language Arts. Computer-adaptive assessments adjust the test questions that students see based on their performance. This adaptation allows each student to receive an individualized assessment that provides more precise data about student achievement. For Science and Social Studies, ILEARN is an online fixed form assessment. This means that all students within a grade level will receive the same test questions when taking these assessments. The primary test mode is online. Paper, Large Print, and Braille materials will only be available for students as an accommodation.

End of Course Assessments (ECA)

As part of Indiana's school accountability system under Public Law 221, Core 40 ECAs are designed to ensure the quality, consistency and rigor of Core 40 courses across the state. Aligned with Indiana's Academic Standards, ECAs are final exams measuring what students know and can do upon completion of targeted Core 40 courses. In order to qualify for a high school diploma, the student must pass an ECA in Algebra I and English 10 and meet all state and local graduation requirements. Each ECA will be administered upon completion of necessary work in each course. Winter ECA testing will be administered November 29 – December 16, 2021, and February 7 – 24, 2022. Spring ECA testing will be held April 18 – May 20, 2022.

In the case of a student with a disability (as defined in IC 20-1-6-1), the student's **case conference committee** may determine that the student is eligible to graduate if it finds the following:

(1) The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. The recommendation must:
   (A) Be concurred in by the principal of the student's school; and
   (B) Be supported by documentation that the student has attained the academic standard in the subject area based upon:
      (i) Tests other than the graduation examination; or
      (ii) Classroom work.

(2) The student meets all the following requirements:

(A) Retakes the GQE/ECA in each subject area in which the student did not achieve a passing score as often as required by the student's individualized education program.
(B) Completes remediation opportunities provided to the student by the student's school to the extent required by the student's individualized education program.
(C) Maintains a school attendance rate of at least ninety-five (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance.
(D) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the board.
(E) Otherwise satisfies all state and local graduation requirements.

For more information about Indiana's required assessments please visit: https://www.doe.in.gov/assessment.

ISBVI HIGH SCHOOL GRADUATION REQUIREMENTS

Core 40 Requirements:

English	8 credits
US History	2 credits
Government	1 credit
Economies, Sociology or Psychology	1 credit
World Cultures (or equivalent)	2 credits
Science (Physical, Life)	6 credits
Math (including Algebra I)	6 credits
Directed Electives (World Languages, Fine Arts)	5 credits
Health and Wellness	1 credit
Physical Education (1.0 credit – state)	2 credits
(ISBVI/recommended)	3 – 4 credits
Electives	10 – 13 credits

A minimum of 40 credits is required for graduation. In order to earn the necessary credits for a diploma, a student must show proficiency in the academic standards established by the Indiana Department of Education for each course.
For more details about Indiana's graduation requirements, visit: https://www.doe.in.gov/school-improvement/student-assistance/indiana-graduation-requirements.

GRADING SCALE

A	93 - 100	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
C+	77 – 79	F	59 and below

MS/HS ACADEMIC HONOR ROLL

To be eligible for the Honor Roll a student must have a grade point average of 3.2 for regular Honor Roll and a grade point average of 3.5 for High Honor Roll. Grade points are as follows:

A	4	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	.67
C+	2.33	F	0

Any student who is on school probation, has an unsatisfactory citizenship grade, has a D or an F grade, or has been suspended during the nine-week period will not be eligible for Honor Roll.

MS/HS FUNCTIONAL ACADEMIC HONOR ROLL

Students in the Life Skills Program must have all E's & G's to be eligible for the Life Skills Honor Roll. See grading scale below:

Grade	***Effort/Citizenship***
E – Excellent	Puts forth strong effort; consistently demonstrates responsibility; helps others majority of the time
G – Good	Consistently puts forth good effort; demonstrates responsibility most times; helps others.
A – Average	Does good work; needs reminders; needs redirection but complies
P – Poor	Effort not shown in work; needs constant reminders; has some discipline issues.

ELEMENTARY HONOR ROLL

High Honors: All A's and at least a 4 in conduct.
Honors: All A's and B's and at least a 4 in conduct.
Improvement Award: This award goes to the student(s) who shows a marked increase in improvement in one or more academic areas, effort or behavior.
Teacher Choice Award: This award goes to a student who shines in an area(s) not otherwise described; but, is recognized and marked by the classroom teacher.

MS/HS ACADEMIC PROBATION

A student is on academic probation if:

- He/she has a failing grade at the end of the quarter in any scheduled subject area; and/or
- He/she has any poor (P) from the citizenship grade

Students on academic probation at the midterm will be required to attend a minimum of thirty (30) minutes extra study time above and beyond the required one hour study time but will be allowed to continue to participate and travel with the team upon verification of attendance in extra study time. Students on academic probation as a result of a quarter grade, may come off probation at mid-term if passing all classes. In this case, the student will continue with extra study time until grades are reviewed at the end of the quarter. Students with one or more D's will not be considered on academic probation but will be required to attend the extra thirty (30) minutes study time in addition to the mandatory one-hour study time. NOTE: ISBVI does not retain students based on a student's athletic performance.

VALEDICTORIAN

To be eligible for senior class valedictorian, a student must attain a cumulative grade point average of 3.2 or better from academic classes. Valedictorian will be determined at the end of the seventh semester. If there are multiple students meeting this requirement, the student with the highest-grade point average will be the valedictorian. The valedictorian will present his/her address at the graduation ceremony. A copy of the address should be presented to the Principal and Superintendent ten days prior to graduation. If no students meet the eligibility requirements, a class spokesperson will be selected by the senior class and approved by the ISBVI administration.

SALUTATORIAN

The senior student who has attained the second highest cumulative grade point average of 3.2 or better from academic classes will be named salutatorian. Salutatorian will be determined at the end of the seventh semester. The salutatorian address will be given during the senior recognition convocation. A copy of the address should be presented to the Principal and Superintendent ten days prior to the honors convocation.

TEACHER OF RECORD

All students have been assigned a Teacher of Record. If the student is enrolled in pre-K through grade four or is in an elementary ungraded class, the Teacher of Record is the classroom teacher. If the student is enrolled in grades 5-12, or MS/HS Life Skills, a teacher from the middle school/high school will be assigned to each student. The purpose of the Teacher of Record is to ensure that the individual needs of each student are being addressed, that progress is being monitored (academic, social and behavioral), and that assistance is given regarding the selection of courses, that parent contact is made and that each student has an advocate. Each student will meet with his/her Teacher of Record daily.

HOMEWORK GUIDELINES

Homework shall be turned in on the day it is due unless previous arrangements have been made with the teachers. Suggestions for daily homework are:

Grades 1 – 2	30 minutes
Grades 3 – 4	45 minutes
Grades 5 – 6	1 hour
Grades 7 – 12	2 hours (time may vary depending on type and number of

subjects student is taking)

FAILURE NOTICES

Teachers are required to report students who are in jeopardy of failing their courses to the Principals and Teachers of Record in writing as early as possible in the grading period. No report card or semester failing grade should be given without the Principal being notified and the Teacher of Record notifying the parents. Interim progress reports are scheduled to be mailed to parents at each mid-term; see calendar for specific dates.

STUDENT CONDUCT

Parents are to read and know the terms in the ISBVI Parent/Student Handbook, to be supportive of ISBVI's code of conduct, and to assist the school in dealing responsibly with students who violate this code. ISBVI students are expected to:

1. Demonstrate the school's character values of Respect, Responsibility and Ready to Learn.
2. Show Respect and consideration for self, others and property always. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, other staff members, and volunteers. Take responsibility for learning by being on time to class, by being prepared with assignments and materials, by participating in class activities, by actively listening, and by making their best effort.
3. Attend school daily and remain for the entire school day.
4. Obey all school regulations and local, state, and federal laws, including those pertaining to possession, use, transmission, and/or selling of weapons, drugs, alcohol, tobacco products, cell phones, and other portable communication devices.
5. Refrain from language that is profane, inflammatory, degrading, or that provokes disruptive behavior.
6. Dress in a manner that does not distract from a normal school environment, or disrupt or interfere with learning.
7. Follow the rules of appropriate bus behavior as specified by the local education association to ensure the safety and welfare of themselves and others.
8. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after school activity.
9. Refrain from fighting or any other act of violence against person or property.
10. Refrain from participation in bullying, and/or harassment of any kind.

ISBVI STUDENT CODE OF CONDUCT

1. Students are to comply with the directives of teachers or other school personnel during any period when the student is properly under their supervision. Failure to do so constitutes insubordination.
2. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students are to engage in no activity that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways.
4. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Urging other students to engage in such conduct is also prohibited.
5. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures.
6. Anti-Bullying:
   a) Bullying is prohibited by ISBVI. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

b) Definition: “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
    1) places the targeted student in reasonable fear of harm to his or her person or property;
    2) has a substantially detrimental effect on the targeted student’s physical or mental health;
    3) has the effect of substantially interfering with the targeted student’s academic performance; or
    4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

a) participating in a religious event;
b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
e) participating in an activity undertaken at the prior written direction of the student's parent; or
f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
g) Applicability: ISBVI prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. ISBVI prohibits bullying using data, software or apps that are accessed through any computer, computer system, or computer network, cell phone or any other mobile device.
h) Education: ISBVI will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.
i) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to

make a report to, he or she should report directly to the building Principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. ISBVI will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

j) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within two (2) school days of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

k) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. ISBVI will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. ISBVI shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

l) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

m) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying,

social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1. Legal Citations: IC 5-2-10.1-12, IC 20-20-8-8, IC 20-26-5-34.2, IC 20-30-5-5.5, IC 20-33-8-0.2, IC 20-33-8-13.5, IC 20-34-6-1, IC 21-39-2-2.1

7. Students are always to refrain from physical conduct of a sexual nature . This includes Public Displays of Affection (PDA) which includes, but is not limited to, holding hands, hugging, and/or kissing (during the school day).
8. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal persecution, and lifetime inclusion on sexual offender registries.
10. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
11. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, herbal incense, K2, “Spice”, synthetic marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students are forbidden from possessing drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students are forbidden to sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco or nicotine delivering devices such as electronic cigarettes, ~~and~~ nicotine patches, vape pens and juul pods. Students are to refrain from engaging in the selling of a controlled substance and/or look-alike substance or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Students are not to use, possess, or transmit dangerous articles such as firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to report the incident to school personnel. Board policy states that firearms or destructive devices are prohibited on school property. This does not apply to law enforcement officers performing their official duties. Under Indiana law, a student bringing a firearm or destructive device to school or on school property or in possession of a firearm or destructive device on school property <u>must be expelled</u> from school for a period of at least one calendar year (I.C. 20-33-8-16(d)). Under another Indiana law, a student bringing a deadly weapon, other than a firearm, to school or on school property or in possession of a deadly weapon on school property <u>may be expelled</u> for a period of not more than one calendar year (IC 20-33-8-

16(f)). The Superintendent or his/her designee will immediately notify the appropriate law enforcement agency when a student is expelled under this rule. A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion (I.C.35-47-1-5). A destructive device is any device described in I.C.35-47-5-2-4.

13. Any behavior or symbolism denoting gang membership or affiliation is strictly forbidden. Related hand signs, handshakes, drawings and graffiti are prohibited, as is any recruitment effort.
14. Students are not to bring cameras, toys, electronic games, collectible cards, laser pointers, balloons, or other distracting items to school from home or the dormitory.
15. All electronic devices are to be turned off and put away during the school day except at breakfast and lunch times. Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian. The school is not responsible for any lost or stolen items. Students may not use any device to photograph or record the activities [audio or video] of other students or district personnel while on school property or a school-sponsored activity unless expressly authorized in advance by the building principal or designee, and with the consent of the individual(s) being recorded. Students who violate this expectation may face appropriate disciplinary consequences.
16. Students are not permitted to ride bicycles, scooters, skateboards, rollerblades, or wear shoes that contain rollers/wheels, etc. during the school day.
17. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
18. During the school day, food, including candy, is only to be consumed in the cafeteria or under the direct supervision of a staff member. Food and other items may be used as a reward if permission is granted by the Principal in writing.
19. Students are expected to turn in all original work for school assignments. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain.
20. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
21. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
22. Students are expected to attend all classes and be on time prepared with appropriate materials.
23. Students are to only be in supervised areas throughout the school day and during school functions.
24. When in the hall during class time, students are to possess a hall pass or office request.
25. Students can leave school grounds during the school day only with permission of parents and school officials and after signing out at the Education Office. Failure to do so constitutes truancy.
26. Students are expected to walk on the right side of the hallway in the building.
27. Flowers, balloons or gift deliveries of any kind are not to be sent to students during the school day. Deliveries will be kept in the business office and can be picked up after school.
28. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school

purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property.

Discipline will be addressed by:

Conferences
For first or minor school infractions, a conference with the teacher will be held with the student. Administration may be in attendance depending on the infraction. Parents may be called to participate in conferences as well.

Teacher Assigned Detentions:
These are assigned by a teacher for minor school infractions. Teacher assigned detentions can be before or after school or during lunch. Failure to comply with any detention policy will result in stronger disciplinary action.

Administration Assigned Detentions:
These are assigned by administration for repeated school infractions that have occurred after teacher assigned detentions haven't changed the behavior. Administration assigned detentions can be before or after school or during lunch. Failure to comply with detention policy will result in stronger disciplinary action.

In-School Suspension (ISS)
In-School Suspensions are assigned by administrators for repeated minor infractions or more severe infractions. A student may be placed in ISS for one to three days. Students assigned to ISS will be provided work during their assigned time.

Suspension/Expulsion
In cases of major school infractions, students may be suspended from school for a period. If a student's suspensions reach 10 days, a case conference will be held to determine placement options.

CANE USE

Students who have received formal orientation and mobility training in cane usage are required to use their canes when traveling on and off campus. The intent of this training is to provide more independent travel. The routine use of the cane during travel will reinforce skills taught and promote independence in a safe and efficient manner. Staff members will encourage and promote the use of canes as appropriate.

STUDENT DRESS GUIDELINES

The appearance and dress of any student is the primary responsibility of both the student and the parent. ISBVI students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest, or distracting to the educational environment, the student will be asked to make the necessary accommodations.

The following are examples of clothing or items that are inappropriate:

- Clothing displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, and references to drugs, alcoholic beverages or tobacco products
- Clothing revealing bare midriffs, shirts and tops must be “tuckable”
- Sleeveless shirts and blouses
- Clothing which reveals undergarments or the lack of undergarments
- Gloves
- Hats or headwear
- Heavy and/or long coats
- Pajamas and house slippers
- “Sagging” pants or shorts worn more than two inches below the hips or navel
- Shorts, skirts, and dresses of an inappropriate length (A good guide to use is the length of the fingers as the arm hangs down the sides)
- Strapless, spaghetti strap or tank tops
- Studded or spiked items, chains, or any item that might cause a concern for student safety
- Teeth covers/grills

Students who violate the dress code will face disciplinary action.

Note: A student may wear a hat if he/she has an educational need (i.e.: photophobic) and if it is included in the student’s IEP. All other hats will be confiscated and turned in to the Education Office.

LOST OR DAMAGED BOOKS/EQUIPMENT

If a student loses or damages a book, piece of equipment, or other school property and it is not directly related to his/her documented disability, the parent/guardian will be responsible for replacing the item. Books will be replaced at a prorated value using five years as the usable time frame for a book. If restitution is not made, legal proceedings will be initiated. For example: if a book costs $100.00 new and it is lost or damaged during the third year of use, the parent/guardian will be assessed a fee of $60.00.

STAR DANCE

All students who are fourteen years of age the year of the Star Dance are eligible to attend. **Semi-formal attire** is required; dress pants and collared shirts for boys, dresses or nice slacks and dressy tops for girls. Students are expected to wear appropriate shoes (no tennis shoes, etc.). **Students not wearing appropriate attire may not be admitted.**

PROM/SPRING FORMAL

All students who are sixteen years of age and are in 10th grade or higher on the date of the Spring Formal/Prom are eligible to attend. Semi-formal attire is required. Students inviting guests from off campus will need signed permission forms turned into the Education Office and Residential Services no later than one week prior to the dance. Guests must also be at least sixteen years of age and be in 10th grade or higher on the date of the Spring Formal/Prom. All off-campus dates for this dance must receive approval from the Principal. A form for this purpose will be available to all students eligible to attend the prom.

DINING ROOM RULES

Students should enter the dining room quietly and speak only in conversational tones. Shouting and calling to others at another table is very poor manners and will disrupt the desired quiet, peaceful atmosphere. Appropriate dining room etiquette should be followed, i.e. no hats. Students should remain in their seats during mealtime. Students are expected to remain seated, display good table manners, be polite and courteous, and be respectful of others. Middle School students are required to sit at the same table throughout the semester. The first week of each semester will allow time to select individual tables. Students not exhibiting appropriate behavior will be asked to sit at a separate table and may not be dismissed for lunch free time for one or more days.

STUDENT RESTRICTED AREAS

Students are not permitted on the 1st floor (Education Office level) of buildings E and F or 2nd floor (classrooms) of E, F and G buildings before 7:45 am or after 3:15 pm, with the following exceptions:

A. Scheduled school activities
B. Make-up exams or tests, tutoring, etc.
C. Traveling to or from the Student Center
D. Students traveling to Social Services or similar offices

Students are also not permitted in the dorms during the school day without a staff member. Lunchtime restricted areas include offices, classrooms, upper floor of E, F, or G building and gym locker rooms. Students are not allowed in the sub tunnels of any other dormitories other than A, C, H, and I.

USE OF TELEPHONES

Students may not use telephones during the school day. Parents are encouraged to telephone their children in the evenings unless, of course, this is not possible and/or an emergency or other important situation exists. If an emergency arises, the students will be permitted to use a school phone. If the call is a long-distance call, the student and/or the family are responsible for the charges.

USE OF VENDING MACHINES

Students may not use the vending machines during school hours, unless it is part of an instructional or behavioral program and is approved and on file in the Education Office.

MEETING WITH ADMINISTRATORS

Students who have concerns, problems, or other business are encouraged to meet with the appropriate Principal. Students will <u>not</u> be excused from classes for these meetings. These meetings will be scheduled before or after school or during lunchtime at the discretion of the administrator.

Students are encouraged to discuss problems or concerns first with their teachers, teacher of record, and/or residential mentors. If the problem or concern is not resolved after speaking to the teachers or residential mentors, then a meeting with administrators is appropriate.

LOST AND FOUND

If students lose or find an item, they should contact the Education Office. An announcement will be made to return the lost item to the owner.

INTERNET USAGE

ISBVI encourages students to access the internet in a responsible and appropriate manner. High School students will have access to a limited amount of sites from 3:30 pm to 10:00 pm on campus computers or their personal computer. High School students under the age of 18 or those students who are not their own guardians must have a parent permission form signed and on file with the Education Office. Students 18 years or older must sign the permission form and ISBVI will inform the student's parents/guardians of the internet access. The sites include Facebook and YouTube with the possibility of other sites with approval from ISBVI administration. Internet usage is a privilege, not a right, and may be revoked if not used in an appropriate manner.

RESIDENTIAL

Students who live beyond a reasonable distance to be transported to school daily reside in the dormitory. Students have a sense of belonging and know that they are accepted as individuals; while living in a community setting. Living within this community setting allows for development of necessary life skills, problem solving, acceptance and compromise. Each dormitory is staffed with Residential Mentors who provide leadership and role modeling to students under their supervision. Residential Mentors are responsible for ensuring that daily routines are completed, maintaining order within the dormitory while implementing necessary disciplinary procedures, performing daily inspections of rooms and common area, and monitoring and instructing individual student needs.

DORMITORY RESPONSIBILITIES

Student rooms are assigned by the Residential Mentors in each dormitory. It is the responsibility of each student to keep his/her room and/or area clean and orderly. Dormitory rooms may be decorated with pictures, posters and other personal items to create a more personal effect. Students are encouraged to bring personal bedding and pillows. Good taste and judgment should be exercised in selecting décor and personal effects. Posters, pictures or other items deemed inappropriate by residential services will be removed and sent home. In order to keep clean and sanitary living quarters for students, ***no food or drink (except for water) in bedrooms is allowed.*** Kitchens are available for use by the students in each dormitory. All food and beverages are to be labeled and stored in the kitchen/dining room areas in the dormitories. Students are encouraged to prepare their own snacks and may be required to participate in the cooking program. In addition to dormitory rooms, students are responsible for the general cleaning and up keeping of the common areas. Students are assigned dormitory responsibilities on a rotating basis by the Residential Mentors assigned to their dormitory to assist in this up keeping.

SEMI – INDEPENDENT LIVING PROGRAM

ISBVI supports the need to develop independent living skills for students who will be transitioning soon from ISBVI. This program is designed to provide instructional assistance in a realistic environment in order to develop this skill set. Students work on cooking, cleaning, basic home maintenance skills, money and time management, and general organizational skills in a home setting. Junior and Senior students interested in these experiences should fill out a Residential Housing Application and submit it to the Residential Services Director.

CLOTHING SUGGESTIONS

Each student should be provided with an ample amount of clothing suitable for school. Students travel about campus to attend activities and classes. Students will need suitable clothing and footwear for inclement weather. Please ensure that all clothing is labeled regardless of age.

The following is a suggested clothing list for residential students. Please send enough clothing to ensure the needs of your child are met.

Clothing Items	Personal Items
5 Matched outfits*	Backpack
5 Pairs of socks*	Cane
1 Dress outfit	Cosmetics
2 Pairs of shoes	Toothpaste*
1 Jacket/sweater	Toothbrush*
1 Bathrobe	Deodorant*
1 Winter coat*	Shampoo*
Clothing Items	**Personal Items**
1 Swimsuit*	Nail clippers
	Sanitary supplies*
	Razor
**Required Items*	Tissues
	Hairbrush/Comb*

Please periodically check student clothing to ensure that it is deemed appropriate, fits properly and is still in good condition. A more comprehensive list may be obtained from the Residential Services Department.

CURFEW AND BEDTIME GUIDELINES

To encourage that each student gets plenty of sleep, each dormitory has guidelines set forth for curfews and bedtimes. Students should report to the bedrooms no later than thirty (30) minutes before lights out in order to prepare for the following day or unwind from the current day. Students are to be in their rooms thirty (30) minutes prior to lights out. Exceptions to reporting to their rooms may be given for special circumstances from the Residential Mentors. For example, students who are working on a school related project together may do so with the permission of the Residential Mentor but should be completed in the common areas of the dormitory.

Listed below are the curfew times and bedtime guidelines set forth in the dormitories.

Students In	Report to Dorm	Report to Room	Lights Out
Lambert	7:30 pm	8:00 pm	8:30 pm
Middle School	7:30 pm	9:00 pm	9:30 pm
High School/Houses	7:30 pm	10:00 pm	10:30 pm

ELECTRONIC EQUIPMENT

Privately owned electronic equipment is allowed in the dormitories. Expensive electronic equipment is discouraged and at the students' own risk. All electronic equipment is to be inspected by the ISBVI Maintenance Department to ensure proper wiring and reduce the risk of electrical shock. Students are responsible for ensuring the maintenance and security of the electronic equipment.

All equipment should be labeled, and serial numbers given to the Residential Mentor's office. Students should secure all electronic equipment during the school day and when they are not in their rooms.

BORROWING AND LOANING

Borrowing, loaning, trading and selling of items is discouraged by ISBVI. Students who wish to engage in such actions must have written permission from the parent/guardian of both parties involved. Parents are urged to question their child regarding possessions or items brought home on the weekend when they are not fully aware of how the child came into possession of the item. If items are willingly loaned or traded, it is the responsibility of the student and parent to recover any items. Money should not be borrowed from or loaned to other students or adults.

STUDENT TRUST FUNDS

Each student should have a student trust fund established by his/her parent or guardian upon enrollment. Parents are requested to maintain a minimum balance of $25.00 in their child's account. For many students, the minimum balance in the trust fund should be increased by the amount needed to cover the costs of necessary prescriptions. The student may withdraw funds on Tuesdays only between 3:15 pm and 3:45 pm, unless otherwise notified. Parents may send money directly to the school for deposit into their child's account. If a child needs money exceeding the amount in his/her trust fund, a school official will notify the parents. Students are discouraged from carrying large amounts of money on their person or in their room. ISBVI cannot be responsible for lost or stolen money.

ORDERING OUTSIDE FOOD

Residential students can order food from off campus restaurants or eateries. Students must place the order before 7:30 pm. Students should make sure to give accurate detailed information to the delivery person. Students must remain in the dormitory until the food arrives. Students should keep in mind that tipping is customary and delivery fees may be charged.

STUDENT DATING

Students may date when they are at least sixteen (16) years old and have parental permission to do so. Students who are at least seventeen (17) years old are eligible to go off campus for dates with parental permission slips to the movies, mall, dinner, etc. Dating will be contingent upon students' behavior and academic standing. Students who are on the "D and F" list will not be eligible for off campus dates. Students will need to give 72 hours' notice to the Residential Leaders and have the appropriate Orientation and Mobility passes. Residential Leaders will determine the appropriateness of the destination of the students and the expected time of return. All students are expected to report back before their dormitory curfew.

STUDENT VISITATION IN DORMITORIES

Students of the opposite sex who are visiting another dormitory are allowed on the main dormitory level only. Visitation shall be with the permission of Residential Mentors from both dormitories.

Middle School students are limited to visitation in Middle School dormitories and High School students are limited to visitation in the High School dormitories. In certain situations, permission may be granted by the Residential Leader for Middle School students to visit in High School dormitories and vice versa for High School students. Visitation is based upon the behavior of each student and completion of his/her educational and dormitory responsibilities. All visits will be subject to monitoring by Residential Mentors and/or administration.

CAMPUS VISITORS AND VISITATION

Student safety is one of our highest priorities at ISBVI. Students, faculty, and staff should attend school feeling that they are in a safe and secure environment. The primary goal of ISBVI visitation procedures is to not limit student visitation but rather provide students, faculty, and staff with such an environment. Any person who wishes to visit must observe the following procedures:

Family Visitation

ISBVI encourages immediate families of students to visit after school hours. Advance notice is not required for family members but is appreciated for operations and security measures to flow in a smooth manner. Student family members may visit in the dormitory and are required to sign in at the Business Office and in the visitation log in the dormitory.

Off Campus Visitors after Hours

ISBVI reserves the right to limit and/or refuse visitations by non-students. Visitors under the age of eighteen (18) are at the invitation of the ISBVI only. Visitors age eighteen (18) and older are required to follow the procedures listed below.

- Visitors are required to contact the Residential Services Director or designee to discuss purpose of visit prior to arrival.
- Visitors are required to register at the Business Office, visibly display a visitor badge and return to the Business Office at departure.
- Visitors are required to visit in the Student Center during the hours of 3:15 pm to 5:00 pm or 5:30 pm to 7:30 pm.
- Visitors may not freely walk around campus and must be escorted throughout the school.
- Visitors must follow all school rules and regulations while on campus.

Anyone requesting to take/transport a student off campus must present written permission from the student's parents/guardians to the Residential Services Director and must be on the student's visitor list. Violation of rules may result in the denial of future visitation requests, and the privilege to attend school sponsored events open to the public.

Day Student Visitations After School Hours

Day students are encouraged to participate in after-school programs and events. Day students may be on campus after hours for specific educational or program purposes, not for just socialization. If a student stays for an event or function but is not staying the night, they must be picked up no later than 9:00 pm from their respective dorm unless event hours dictate otherwise. It is the responsibility of the parent/guardian to make appropriate and timely arrangements with the local transportation agency and/or driver. This should be initiated only after receiving approval for the late stay from the Residential Services Director**.** Permission is subject to availability of staff to provide appropriate supervision and responsible behavior by the student. Day students

are expected to sign in at the appropriate dormitory and are expected to follow all rules and policies. Day students are expected to leave campus when the scheduled activity concludes. Parents are responsible for transportation home.

SPECIAL VISITATION REQUESTS

Overnight and weekend visitation among students, with the approval of their parent/guardian, will be permitted during the school year. In order to ensure student safety, the Parent Permission for Student Visitation form should be completed by the parent/guardian of each student and sent directly to the Education Office or Residential Director for approval no later than 48 hours before the scheduled visit. ***In addition, many school districts have specific requirements for visitors riding the bus and parents/guardians should contact your child's travel arrangements to receive permission prior to completing the Parent Permission for Student Visitation form.***

WEEKEND ATHLETIC EVENTS

Through the course of the school year, there are weekends scheduled with athletic events. *Students who participate on athletic teams may be required to stay to attend these events based on availability and the ability to provide supervision*. Written permission from the student's parents or guardians is required for the student to participate in these events. All permission forms must be turned in at least one week prior to the event.

DORMITORY SIGN IN/SIGN OUT PROCEDURE

Student sign out is tracked for safety and security purposes and completed on a spreadsheet daily. All students are expected to check in and out with their assigned Residential Mentors when leaving their dormitory areas, whether going home, attending school sponsored events, going to recreational activities, the Health Center, off campus, etc. Residential Mentors may deny permission to leave the dormitory contingent upon homework or dormitory responsibilities being completed or behavior. Hours of independent off campus privileges vary according to the age and abilities of the student and are limited to daylight hours as approved by the Orientation and Mobility passes. ***Parents/guardians must check in at the Business Office prior to reporting to the dormitories.*** Parents/guardians must make sure to meet with the student's Residential Mentor prior to signing a student in or out from the dormitory. In addition, parents and guardians must sign in and out on the visitation log located near the Residential Mentor's office in each dormitory. Information will be recorded electronically and logged daily.

The following rules also apply:

- Students may be signed off campus only by those persons whose names appear on their registration form.
- Students who are signed out during school days must return by curfew to their respective dormitories unless they are in the company of their parent or guardian.
- Any deviation from the above procedure must be cleared through the Residential Services Director or his/her designee.

TRANSPORTATION

Parents picking their children up should do so no later than 3:00 pm on Friday. The dormitories will open at 6:00 pm on Sundays. Students should return to school before dormitory curfews when signed out by parents or others. Special arrangements will need to be approved in advance by the

Residential Leader regarding late arrivals. Alternative travel arrangements for any given weekend, must be confirmed no later than Wednesday evening of each week. Students may ride home with the families of other students only after the appropriate forms have been completed from the parent or guardian of both students.

DORMITORY REQUESTS FOR DAY STUDENTS

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. Students who are provided daily transportation services may stay overnight in the dormitory for ISBVI sponsored activities and events such as school dances and parties, athletics, Scout programs, job programs, and other approved extracurricular school activities based on available supervision.

Parents/guardians must make their request in writing on the appropriate dormitory request form. Forms must be completed in their entirety and have a parent/guardian signature. Failure to complete the dormitory request form in advance will result in the student being denied the ability to stay after school. ***Students will not be allowed to stay in the dormitory and will be sent home on the bus without an approved form in the Education Office.*** In addition, ***dormitory requests must be made for <u>each activity</u> that a student wishes to participate in for <u>each date</u>***. Blanket forms ***<u>will not</u>*** be accepted, excluding dormitory requests for Athletics. Once a student has been approved to stay in the dormitory for the duration of the athletic season, that student is committed, and space is reserved. Failure to stay on a consistent basis will result in the student not being eligible to stay in the dormitory. If a parent/guardian of a local student has requested and been granted permission for their child to stay in the dormitory, the child will not be sent home on a given day without a written permission or verbal request from that parent/guardian. Changes in arrangements ***<u>will not</u>*** be accepted via student request. ISBVI does not provide respite services for families who may be traveling or unable to provide supervision of their child for personal reasons. Approval for dormitory housing is subject to the ability of the school to provide adequate staff for safe supervision and to space availability. Request 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. Any student that stays in a dorm without following the above procedure may not be allowed to stay overnight for the remainder of the semester. Residential Services reserves the right to cancel any pre-approved overnight stay depending on overall population and staffing numbers. Any exceptions to this policy will be at the discretion of ISBVI.

COMMUNICATIONS HOME

Telephones are available in each dormitory for students to make and receive calls. Students have access to these telephones with the Residential Mentor's permission. Long distance calls may be placed from the dormitory telephone by use of pre-paid calling cards. It is up to the Residential Mentor to determine if a student is monopolizing the phone. We ask that parents not call after bedtime unless it is an emergency. Students may receive mail on campus. Residential Mentors are responsible for delivering the mail to students each day after school. ***Residential Mentors will make phone calls home to parents and guardians a minimum of one time a quarter in***

order to keep an open line of communication and share student information. Residential Mentors will contact parents and guardians to make them aware of behavior concerns, dormitory needs, and other pertinent information.

DORMITORY REPORTS

Student Dormitory Reports are filled out by the Residential Mentors every nine (9) weeks. These reports are sent home with student report cards. Information includes progress the student is making in such areas as hygiene, eating, dressing and clothing, health and safety, orientation and mobility, social and emotional development, recreation and leisure, life management and career awareness.

STUDENT RIGHTS

In a democratic society, students have rights. To be entitled to these rights, however, students must meet certain responsibilities. These responsibilities are to follow school rules, and in general, to conduct themselves as mature, responsible individuals. A mature, responsible individual would not willfully do anything that would interfere with the rights of others. Students enrolled at ISBVI have numerous rights.

RIGHT TO ORGANIZE STUDENT GOVERNMENT

Student government, in the form of a Student Council, affords students the opportunity to participate in the formation of general school policies, to discuss matters of student concern, and to provide students with experience in participating in the democratic process. These opportunities should enhance the general emotional, social and intellectual development of individual students. The Student Council, under the supervision of faculty advisors and the Principal, may make recommendations for the general operation of the school, but may not actually prescribe regulations and rules. Each class in grades 9 – 12 and HS Ungraded, elects two representatives to serve on the Student Council for a total of 10 members. A Student Council President, Vice-President, Secretary and Treasurer will be elected. The Student Council may sponsor campus activities. Student Council will have input with school, classroom, dormitory, dining room, and other campus-wide student concerns.

RIGHT TO COMPLAINTS AND GRIEVANCES

Students are guaranteed avenues through which they may channel complaints and suggestions concerning school rules, policies and regulations. Students with complaints and grievances should follow this procedure. First, discuss the problem or concern with a counselor, teacher(s) and/or Residential Mentors. If the concern or problem is not resolved, students should then bring it to the attention of the appropriate Principal and/or Residential Leader who with the student may approach the appropriate Principal. If the student is not satisfied after speaking with these individuals, the student has the right to make an appointment within three school days to discuss his/her complaint with the Superintendent. At this level, students must file a written grievance or complaint. The Superintendent within ten (10) days of receiving the student's grievance will meet with the student to discuss the complaint. The Superintendent will decide in writing within five (5) days regarding the student complaint.

RIGHT TO PRIVACY AND SECURITY AGAINST UNLAWFUL INTERROGATIONS AND SEARCHES

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and responsibilities of the school, the Indiana School for the Blind and Visually Impaired adopts the following procedure:

1. General: Administrative level staff and security personnel may search a student's person, locker, dorm room or vehicle if there is reasonable suspicion for that search. As used in the Student Search Policy, reasonable suspicion for search exists if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

2. Search of Student's Person: A search of a student's person may occur only if reasonable suspicion exists for the search. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student's possession, such as a purse, briefcase, backpack; or (3) a "pat down" of the student's clothing (administrative level staff and security personnel of the same gender).

3. Search of Student Lockers/Dorm Room: All lockers, storage areas and dorm rooms provided for students use on school premises remain the property of ISBVI and are provided for the use and convenience of the students. School provided dorm rooms, student lockers and rooms where students stay during school related trips may be subject to search where there is reasonable suspicion that a law or school policy is or has been violated and may also be subject to canine sweeps. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. Searches will be conducted by administrative level staff and security personnel. If possible, the student whose locker, dorm room or room where the student is staying on a school related trip is to be searched, the student shall be present at the time of the search.

4. Search of Motor Vehicles: A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable suspicion for that search. If possible, the student whose vehicle is to be searched shall be present at the time of the search. Administrative level staff and security will conduct the search. Students must submit to questioning when school officials have reasonable suspicion to believe that they are involved in activities which violate any law, regulation or school policy. Searches shall be conducted by the appropriate school Principal or his/her designee with at least one more professional staff member present. The student will be present, if possible.

RIGHT TO APPROPRIATE DISCIPLINE

In all instances, discipline of a student should be of a nature appropriate for that student, in view of the seriousness of the offense, its potential effect upon other students, the facts and circumstances existing at the time of the offense, and the desire of school officials to maintain and enhance an educational environment conducive to carrying out its educational mission. In no event shall any type of discipline be imposed which holds a student up to ridicule or scorn. In addition, no discipline shall be administered maliciously or for the purpose of revenge.

RIGHT TO DUE PROCESS BEFORE DISCIPLINE BEING IMPOSED

"Due process" is a course of legal proceedings employed to assure a student a fair hearing, a fair judgment, and notice of the right to appeal. First, students and parents shall have the opportunity to know rules, policies, and regulations which govern student conduct. Additionally, they shall be informed of the possible penalties for infractions of the school rules. Secondly, a student charged with violating a policy, rule, or regulation shall be informed of the specific nature of the infraction (i.e. what rule was violated and what the specific conduct was which allegedly constituted the violation). He or she will be asked to sign a discipline referral or suspension notice to indicate they have been informed of the reasons for disciplinary action. Signing indicates they have been informed, not necessarily that they agree. Thirdly, the student charged shall be afforded an opportunity to confront those charging him/her and explain their actions.

MEDICAL

PARENTAL RESPONSIBILITY FOR MEDICAL CARE

Health care of students is primarily a parental concern and responsibility. The ISBVI Health Center will cooperate with parents by providing extended health services. Health conditions (especially chronic illnesses) will be referred to parents and family physicians for evaluation and follow-up.

PRESCRIPTION MEDICATIONS USED AT ISBVI

Given the potential danger and possible harm of 1) a student unknowingly or knowingly taking medication prescribed for another student, or 2) students not taking or exceeding the dosage of medication prescribed for them, the Superintendent is charged with implementing this policy through the school Health Center to assure controls to prevent student harm. The school recognizes the desirability of student independence in self-medication. However, given the number of students enrolled who are on medication, and the developmental level and medically fragile status of many of the students, the school cannot allow students to maintain, carry, store, or self-administer their own prescribed medications.

Students will be instructed, encouraged, and carefully monitored by the nursing staff in the Health Center to assume as much independence as possible in development of independent and responsible self-medication skills. The Nurse on duty shall discuss the medications, the side effects, the benefits, and the dangers with students on an individual basis as appropriate. Designated staff members, acting on special instructions from the Health Center staff and approved by the Director of Residential Services or Principal, may dispense medication on field trips or special off-campus activities per IC 34-4-16.5-3.5. and ISBVI policy S-05. Special in-service training opportunities provided by the Health Center staff shall be given to staff prior to their serving in the capacity of designated medical aides.

All prescription and non-prescription over-the-counter medications, including vitamins, must be kept in the Health Center. *When sending medications from home to ISBVI, parents, guardians or persons authorized by parents/guardians will seal medications in an envelope marked ISBVI Common Carrier Transportation Medicine Form and give it to the driver of the common carrier. Upon arrival to ISBVI, the driver may give the envelope to a residential services staff person, who will deliver it to the Health Center, or the driver may deliver the envelope to the Health Center. When sending medications from ISBVI to home, the Health Center will seal medications in the same type of envelope and give it to the driver of the common carrier, or place the envelope containing the medication in the student's luggage. Upon arrival to the destination of the student, the driver will give the envelope to the parent, guardian or the person who is authorized to receive the student. All information must be completed on the Transportation Medicine envelope State Form 52209 (R /4-09) for each trip. The sender of the medication fills out all lines. The front of the envelope will appear as follows:*

ISBVI COMMON TRANSPORATION
MEDICINE CARRIER

Student's Name _____

From Parent or Nurse _____

_____ **Medication Enclosed** _____ **Refill Needed** _____ **Paper Enclosed**

Per Indiana law, ISBVI cannot send medicines back and forth to home. The school is to have a 30-day supply in the Health Center. By request, pharmacists will provide two bottles, one with the medication and one with just a label. Medications may then be divided into two separate bottles – one for home and one for school. If two bottles are not provided, an older, saved prescription bottle may be used for home use and the most current bottle may be sent to school with meds. All medications are to be labeled clearly from the pharmacy. These medications will be given to a student only per label directions unless the Health Center has a written communication from the doctor with different directions. Please do not ask staff to give medicines that are not properly labeled, have been crossed out or changed from the original directions without a doctor's order, are in unlabeled containers or more than one medicine is in a container.

Please mark your calendar for the time that you have sent in a 30-day supply in order to remember to refill the medicine. If your prescription is current, then you should notify your pharmacy of your need. You do not need to have the old bottle in order to obtain a refill. You may request that we send a reminder home or call you.

Non-prescription medicines must be sent in original packaging and will be given according to package directions unless we have a written order from a doctor. Written parental/guardian consent must be included. If there is no doctor's order and the medicine is deemed contraindicated for your child, the medicine will not be given.

Medications should be given at home for day students except for doses required during the school day, unless it will adversely affect classroom performance.

A student with a doctor's written permission, parental/guardian written permission and approval by the Superintendent and Health Center, may carry certain emergency medicines. All other medications must be kept in the Health Center.

High School (9 – 12) students may transport medications home if the Health Center and the Principal have written permission from the parent on file. For all other grade levels, a parent must bring and pick up the medication or send it in the medication envelopes. If a medicine does not fit in the envelope it must be given to designated transportation personnel.

PHYSICAL AND EYE EXAMINATIONS

All students will be required to have a physical examination, at a minimum of once every two (2) years. The physicals are to be completed by the student's primary care provider. Students in grades 7 – 12 participating in athletics are required to have a yearly IHSAA examination. This yearly examination should be given by the student's family healthcare provider, as well. Information from all exams should be sent to the ISBVI Health Center for inclusion in the student's education file.

To maintain eye health the school requires an eye examination every year. This is to ensure that your child's eyes are seen and evaluated by an ophthalmologist or optometrist on a regular basis.

IMMUNIZATIONS

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students at the beginning of each school year about meningitis and the vaccines available to prevent one type of this serious illness. Infections caused by *Neisseria meningitidis* bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11 – 18 years of age. Children ages 2 – 10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

Beginning with the 2014 – 2015 school year, one dose of Menactra (MCV4) will be required for students in grades 6 – 11 and two doses of this vaccine for students in grade 12. This is a new legal requirement (Indiana Administrative Code 410 IAC 1-1-1). All students entering grades 6 – 12 will need to have a record of this immunization(s) in the state immunization registry (CHIRP) or a signed written statement from a medical provider prior to the start of the school year. Check with your doctor to see if your child's record is available in the state immunization registry (CHIRP).

Many local health departments and private healthcare providers offer this vaccine.

Additional information about meningococcal disease can be found at: The Indiana State Department of Health at https://www.in.gov/isdh/25455.htm.

2021 – 2022 School Year Immunization Requirements

NOTE: Immunization documentation must include: the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization, and the signature of a medical provider.

Appropriate documentation that students have received the following immunizations is required for the 2020 – 2021 school year:

3 – 5 Year Olds (entering preschool at an accredited K-12 school, not a daycare):	**Kindergarten – 5th Grade:**
• 4 doses of DTaP/DTP/DT/Td vaccine;	• 5 doses of DTaP/DTP/DT/Td vaccine;
• 3 doses of Polio vaccine;	• 4 doses of Polio vaccine;
• 1 dose of Measles/Mumps/Rubella (MMR) vaccine;	• 2 doses of Measles/Mumps/Rubella (MMR) vaccine;
• 3 doses of Hepatitis B vaccine;	• 3 doses of Hepatitis B vaccine;
• 1 dose of Varicella (chickenpox) vaccine	• 2 doses of Varicella (chickenpox) vaccine
• 2 doses of Hepatitis A	• 2 doses of Hepatitis A

6th – 11th Grade:	**12th Grade:**
• 5 doses of DTaP/DTP/DT/Td vaccine;	• 5 doses of DTaP/DTP/DT/Td vaccine;
• 4 doses of Polio vaccine;	• 4 doses of Polio vaccine;
• 2 doses of Measles/Mumps/Rubella (MMR) vaccine;	• 2 doses of Measles/Mumps/Rubella (MMR) vaccine;
• 3 doses of Hepatitis B vaccine;	• 3 doses of Hepatitis B vaccine;
• 2 doses of Varicella (chickenpox) vaccine	• 2 doses of Varicella (chickenpox) vaccine;
• 2 doses of Hepatitis A	• 2 doses of Hepatitis A
• 1 dose MCV4 (Meningococcal conjugate)	• 2 doses MCV4 (Meningococcal conjugate)
• 1 dose Tdap (Tetanus & Pertussis)	• 1 dose Tdap (Tetanus & Pertussis)

Indiana State Department of Health, Immunization Division (800) 701-0704, stipulates these requirements as necessary because of the continuing outbreaks of vaccine preventable diseases which occur among students. The ONLY exception to these requirements is children for whom the vaccines are medically contraindicated or children whose parents have filed a written statement of religious objection. All exemptions must be renewed with the school YEARLY.

Indiana law 20-34-4-5 (c) requires written proof of immunizations. Immunization reports will be evaluated by the Health Center. Missing immunizations or immunizations not up to date must be completed before a student may enter school. Indiana Code 20-34-4-5 (c) "A child <u>may not be permitted to attend school</u> beyond the first day of school without furnishing proof of immunization or complying with the rules for immunization exemption as stated above."

MEDICAL ADMISSIONS IN HEALTH CENTER

The nursing staff may admit a student as an inpatient, using Guidelines for Admissions in the Health Center Standing Orders.

Guidelines for Admission to the Health Center are:

1. Temperature over 100.4F
2. Severe vomiting
3. Severe diarrhea
4. Rash of unknown origin
5. Seizures
6. Post E.R. care -- leg elevations, etc.
7. If nurses' evaluation indicates close observation

STAFF NOTIFICATION OF ADMISSION TO HEALTH CENTER

Depending on the time of day, the Health Center will notify the Education Office/Dorm of any Health Center admissions. In case of an admission after 4:00 p.m., the Health Center will notify the houseparent and Residential Mentor by phone. In any such admission, the residential mentor is responsible for providing clothing and articles for personal hygiene for the student. Depending upon the time of day, meals will be delivered and consumed in the Health Center.

PARENT NOTIFICATION PROCEDURES

The nursing staff is responsible for notification of parents/guardians when their child is sent to the Health Center for medical problems other than routine visits. The nurse on duty will notify the parents/guardians by phone as soon as possible in all cases, however, when:

1. A student is to be retained in the Health Center overnight. If the Health Center is unable to contact parents by 10:00 p.m., a call will be made the following morning.
2. A student is taken to a local hospital for evaluation of an injury that may require sutures, x-rays, etc. A nurse will call until a parent is reached, or the nurse is able to leave a detailed message.

<u>THE NURSE WILL ATTEMPT TO CONTACT PARENTS/GUARDIANS BY PHONE PRIOR TO OFF CAMPUS TREATMENT USING PHONE NUMBERS PROVIDED ON THE REGISTRATION FORM.</u>

MEDICAL DISMISSALS FROM HEALTH CENTER

DISMISSALS TO HOME

The nursing staff arranges for students to go home when deemed necessary, using Guidelines for Dismissal Home in the Standing Orders for the Health Center:

1. Child has been observed in the Health Center and it has been determined that symptoms persist which excludes him/her from attendance in class or dorm.

2. When a child is to be released from the Health Center to parents or guardian, he/she is to be released from the Health Center and not from classroom or dorm. Parents must sign a sign out sheet when taking child home.
3. If a child is admitted to the Health Center or sent home during the school day, the education office and/or the dorm are notified.
4. Attempts to send a child home are made with consideration of the child's age, home situation, i.e. distance, and available transportation.

DISMISSALS (RETURN) TO SCHOOL/DORM

When a student has been an inpatient in the Health Center and is determined to be medically able to return to school/dorm, the nurse on duty will notify the school or dorm.

RETURN TO SCHOOL AFTER ILLNESS

Students returning to school after being absent due to illness may be required to check in with the Health Center. The student should be fever free. Information about illness is needed for his/her medical record.

MINOR ACCIDENTS

Students with minor accidents are evaluated and treated by the nurse. Instructions to student on proper care will be given. Parents will be notified of these accidents and any treatment provided, as well as follow-up care instructions.

ACCIDENTAL BLOOD EXPOSURE

If a student or staff member is exposed to blood through a human bite or other source, both parties will be required to be tested for HIV Antibody Screen, Hepatitis B Surface Antigen, and Hepatitis C, A, B. Parents will be required to take student for testing within 72 hours of incident; a prescription for the testing will be provided.

HEAD LICE

When a student is identified as having head lice, parents will be notified. Children with lice will not be permitted to return to school until they are lice free. The Nursing Staff will not treat children with head lice who live in Marion County or those counties contiguous with Marion County, (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties). It will be the responsibility of the parents to pick their child up at school and treat them for head lice. Residential students residing outside those counties contiguous with Marion County, the nursing staff will treat the child for head lice one time, the parents will be billed for the supplies used. On the second occurrence, parents of children living in counties <u>not</u> contiguous with Marion County will be required to pick the child up from school and provide treatment. The Nursing Staff will provide information concerning the most current treatment of head lice to the parents when they pick up their child.

RINGWORM

Ringworm was identified prior to the invention of the microscope and was thought to be caused by a worm due to the shape of the lesions. Ringworm is not a worm it is a fungal infection. Dermatophytes are fungi that cause skin, hair, and nail infections. Infections caused by these fungi are also sometimes known as "ringworm" or "tinea." Despite the name "ringworm," this infection is not caused by a worm, but by a type of fungus. Fungus can live on moist areas of the skin, on environmental surfaces, and on household items such as clothing, towels, and bedding. Fungal infections are usually spread through direct contact with an infected person or animal. Clothing, bedding and towels can also become contaminated and spread the infection. Symptoms typically appear between 4- and 14-days following exposure (Centers for Disease Control and Prevention).

Staff members who see a suspicious skin lesion should send the student to the health center. The nurses will evaluate and identify the lesion, if it is suspected to be ringworm the parents will be notified. If the lesion is on the chest, arms or legs and it is suspected to be ringworm, topical antifungal medications will be applied. Treatment usually lasts about two to four (2- 4) weeks. Some antifungal creams that contain Clotrimozole 1% are available without a prescription; examples are Micatin, Tinactin, Mycelex, and Lamisil. If the lesion is in the hair, groin, or face the parents will be notified of the need to have the lesion evaluated by an advanced health care practitioner for evaluation and treatment. No items of clothing, towels, or bed linens will be shared with anyone else. Once treatment has begun the student may rejoin his classmates, except in cases of participation in wrestling, swimming or any activity involving physical contact.

PRESCRIPTION COSTS

If a student is prescribed medication by the Nurse Practitioner, parents will be notified. The cost of the prescription is the responsibility of the parents. Arrangements for payment will be decided at the time parents are notified.

ATHLETICS

2021 – 2022 Athletic Schedule

Track and Field			
Sep 16	12:30 pm	at Indiana	Indiana Invitational
Sep 22	8:00 am (D)	at Illinois	Eberhardt Classic
Oct 1 – 3	11:00 am	at Tennessee	NCASB Conference

Goalball			
Oct 19	8:00 am (D)	at Illinois	SASED Goalball Tournament
Oct 22 – 24	11:00 am (D)	at Tennessee	Tennessee Invitational
Oct 28	8:00 am (D)	at Illinois	Illinois Invitational
Nov 2	12:00 pm	at Indiana	Indiana Intersquad
Nov 5 – 7	11:00 am (D)	at Missouri	NCASB Conference

Wrestling / Cheerleading			
Dec 3 – 5	11:00 am (D)	at Tennessee	Tennessee Invitational
Dec 9	7:00 am (D)	at Wisconsin	MO, WI, IL, IN
Jan 13	12:00 pm	at Indiana	Indiana Invitational
Jan 21 – 23	1:30 pm	at Kentucky	NCASB Conference

Jr. Varsity Wrestling, Cheerleading, Swimming, Goalball			
Mar 10	7:00 am (D)	at Kentucky	Junior NC Tournament (JV)

Swimming / Forensics			
Mar 24	12:00 pm	at Indiana	Indiana Invitational
Mar 31	8:00 am (D)	at Illinois	MO, WI, IA, IL, IN
Apr 12	3:00 pm	at Indiana	NCASB Virtual Meet
Apr 13	7:00 am (D)	at Kentucky	Bill Roby Games
Apr 14	3:00 pm	at Indiana	NCASB Virtual Meet
Apr 20	7:00 am (D)	at Wisconsin	MO, WI, IA, IL, IN
Apr 29 – May 1	12:30 pm (D)	at Illinois	NCASB Conference

***(D) notes departure time

Indiana School for the Blind and Visually Impaired

Athletic Handbook

Indiana School for the Blind and Visually Impaired
Sportsmanship Code

The ISBVI Athletic Community (athletes, coaches, spectators, volunteers, and athletic administration) will exhibit a high standard of sportsmanship. We define sportsmanship as respect; respect for ourselves, our school, our opponents, and the officials.

Our Athletic Community will:

- Exercise self-control at all times regardless of the outcome
- Commit to fair play and the observance of all rules
- Interact with officials in a dignified and respectful manner
- Accept the responsibility of representing our school in a positive manner

Eligibility Requirements

A student is on academic probation if:

- He/she has a failing grade at the end of the quarter in any scheduled subject area
- He/she has any poor (P) from the citizenship grade

Students on academic probation at the midterm will be required to attend a minimum of thirty (30) minutes extra study time above and beyond the required one hour study time but will be allowed to continue to participate and travel with the team upon verification of attendance in extra study time. Students on academic probation as a result of a quarter grade, may come off probation at mid-term if passing all classes. In this case, the student will continue with extra study time until grades are reviewed at the end of the quarter. Students with one or more D's will not be considered on academic probation but will be required to attend the extra thirty (30) minutes study time in addition to the mandatory one-hour study time. NOTE: ISBVI does not retain students based on a student's athletic performance.

**** Coaches may choose to have more stringent requirements (subject to principal and superintendent approval) but, these previously mentioned requirements are the bare minimum. Coaches can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of the grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant.****

Physical Examinations

Every student-athlete is required by The Indiana School for the Blind and Visually Impaired and the IHSAA to have an ***annual*** physical examination completed and on file with the health center *before* practicing or participating in organized team activities. Physical exams are the responsibility of the student-athlete and his/her parents. ***Exams are in effect for the next school year ONLY if the exam is taken after May 1st.***

Insurance

The Indiana School for the Blind and Visually Impaired does not provide insurance coverage for student-athletes. The Indiana School for the Blind and Visually Impaired's administrators and coaches are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent/legal guardian retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents/legal guardians are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED IS OBLIGATED TO CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.

Code of Conduct

The following Indiana School for the Blind and Visually Impaired (ISBVI) athletic rules are in accordance with the Indiana High School Athletic Association Constitution. The conduct of participants in athletics at The Indiana School for the Blind and Visually Impaired, in or out of school, shall be such as: 1) not to reflect discredit upon our school, and: 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

Enforcement of the Code of Conduct

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter, the Code) for student-athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. The student-athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported to the principal. The principal will then immediately inform the superintendent. Violations may be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

Expected Standards of Conduct for Student Athletes

- All ISBVI student-athletes must comply with the standards of the athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of the Indiana School for the Blind and Visually Impaired. The good of the team is first and foremost.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being true sportsmen.
- All student-athletes will care for all school issued equipment as though it was their own personal property.
- If equipment is destroyed through repeated use, it will be replaced by the school. If equipment is lost or stolen, the student-athlete(s) will fulfill their responsibility by paying for the replacement of item(s).

- All student-athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Student-athletes should not engage in the following: Drinking alcohol, taking controlled drug substances that have not been prescribed by a licensed physician or in excess of the prescribed amount, illegal drugs or “look alike” drugs, using tobacco products, using profanity and being disobedient or harmful to athletes and their team.
- Student-athletes and support students of the team must pass five credits each grading period to be eligible to participate in athletics. This does not include the school-to-work program.
- Student-athletes should be a positive influence in all they attempt to do. They are to work for the betterment of ISBVI and set a good example by doing what is right and good.
- Officials deserve courteous respect. Officials do not lose a game or contest. They are there for the purpose of insuring both teams have a fair contest.
- Student-athletes should appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.

Anti-Hazing Policy

The Indiana School for the Blind is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as “forcing or requiring another person (1) with or without the consent of the other person and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” The *American Heritage Dictionary, Fourth Edition*, defines hazing as: “To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon.” The ISBVI Athletic Department will not tolerate actions by student-athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, “swirlies”, forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary action will be taken against student-athletes who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

Overnight Trip

Students who travel represent the school, their team, their community, their family and themselves. The following guidelines, procedures and processes will be in effect at all times. Students are expected to conduct themselves in an exemplary manner. The following list is not all inclusive.

- All school rules and school board policies are in force during the entire duration of the trip.
- Luggage is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- The room the student stays in is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- The student is expected to report any violation of rules, policies or state/federal law to school personnel or a chaperone.

- The student is expected to obey all state and federal laws.

**An athlete who is in violation of any of the above is subject to disciplinary action.

Rules of the Code of Conduct

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Rule violations may be subject to additional consequences above and beyond what is listed based on the nature and severity of the offense. Conduct that is not covered by these specific examples but that violate the principles of the Code of Conduct is subject to disciplinary measures.

Rule 1-
Student-athletes (hereafter student managers, forensics participants, and cheerleaders are included in the term 'student-athletes') shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, controlled drug substances that have not been prescribed for them by a licensed physician or in excess of the prescribed amount, illegal drugs or "look alike" drugs, or use/transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician and taken per the prescribed amount shall not constitute a violation of this rule.)

***Consequence:**

1st Offense: Student-athletes will not be able to participate in the rest of the current athletic season plus the next athletic season they compete. For example, student-athlete participates in track, goalball, and swimming. Student-athlete violates the rule during track season, the student-athlete would miss the rest of track season and goalball and would be eligible for swimming if no other discipline occurs.

2nd Offense: Student athlete will not be able to participate in practice or competition for (1) calendar year (12 months) from the date of the incident. For example, student-athlete is caught October 10, 2011. The student-athlete will not be able to compete until October 10, 2012.

3rd Offense: Student athlete is no longer able to participate in athletics while at ISBVI.

Rule 2-
Student-athletes shall not partake in any degree or be in possession of alcoholic beverages or tobacco products.

***Consequence:**

1st Offense: Student-athletes will not be able to participate in competition for the next 4 meets. For example, student-athlete competes in track, goalball, and wrestling. There are 4 scheduled meets for track and student-athlete is caught drinking after the 2nd meet. The student-athlete would miss the last 2 track meets plus the first 2 goalball meets.

2nd Offense: Student-athletes will not be able to practice or participate for that current season and the next two seasons that the athletes participate in. If a student athlete participates in one sport a year, then at the end of the current year the punishment will end and not carry over to the next year.

3rd Offense: Student-athlete will not be able to participate in practice or competition for (1) calendar year (12 months) of incident.

4th Offense: Student-athlete will not be able to participate in athletics while at ISBVI.

Rule 3-
Student-athletes shall not commit felonies, misdemeanors, acts of delinquency, or status offenses.

***Consequence-** Any student-athlete arrested or detained as a juvenile on such a charge will be suspended from participation pending investigation of the incident. Conviction of any of the offenses outlined in rule three at any time shall exclude the student-athlete from athletic participation for one full year (12 months) from day the violation is confirmed.

Rule 4-
Student-athletes shall not commit acts of disrespect, vandalism, and/or theft.

***Consequence-** The first offense will result in automatic suspension from participation in athletics and from the athletic squad or team for 25% of the contests for such team or squad. Practice for the student-athlete is at the discretion of the coach. Second offense will result in athletic suspension for a minimum of one (1) calendar year (12 months) from the day the violation is confirmed.

Rule 5-
Any student-athlete who is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already-established school rules. The student-athlete may further be dealt with within the structure of each coach's rules for their sport. If a student-athlete is suspended out-of-school for any reason, they will be ineligible for all contests during the term of his/her suspension.

Rule 6-
Specific team rules may be set forth by the coach of each sport, subject to principal and superintendent approval. These rules and the penalties for breaking them will be given to the student-athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file with the Athletic Director.

Athletic Season Defined

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series (for Wrestling), in order of competition.

Forfeiture of Awards

If the violation of the Code occurs in the last one-third (1/3) of the sport season, the student-athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

Equipment

All student-athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice, it will be replaced by the school. If equipment is lost or stolen, the student-athlete(s) will fulfill their responsibility by paying for replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home, or on the streets without approval of the coach of that sport. All issued equipment and uniforms remain the property of the Indiana School for the Blind and Visually Impaired and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete. Graduation or next year's registration will be affected until all fees are paid.

Lettering Standard

A student athlete must meet 3 of the 5 criteria in order to receive a varsity letter.

1. **Attendance** –Athletes must be at all scheduled practices and contests. Illnesses are excused absences but can only be excused by the health center. Other absences must be preapproved by coach. **Dorm outings are not excused absences!!**
2. **Attitude** – Athletes must follow all team rules and expectations that the coach and athletic department have set forth. Athletes must be good ambassadors for our school and show a positive attitude no matter the outcome of the contest.
3. **Ability** – Athletes must show a good knowledge of the sport in which they are competing in and based on coaches' observations throughout the season.
4. **Conference** – If a student is on the roster and competes during a NCASB Conference Championship the athlete will meet one of the criteria in order to receive a letter.
5. **Coaches/Athletic Director Decision** – If an athlete meets two of the criteria and are close to meeting the third criteria, then it will be the coaches and athletic director's decision to determine whether the athlete will get a letter for that sport.

Lettering Breakdown

1st letter- Gold Bar
2nd letter-Gold Bar
3rd letter- Gold Bar
4th letter- Gold Bar
5th letter- Letter Jacket
6th thru 11th letter- Sport Pin and Gold Bar

7th grade- athletes will receive a silver medal for the sport that he or she competed in
8th grade- athletes will receive a gold medal for the sport that he or she competed in.