



Indiana School for the
Blind & Visually Impaired
ESTABLISHED 1847

Parent/Student Handbook

2025 - 2026

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MISSION OF THE INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

To serve as the Center of Excellence for the state in educating students with blindness or low vision, ensuring they can access specialized vision-specific instruction and supports needed to thrive in school and life. We do this by disseminating knowledge and best practices, partnering with schools to enhance the educational services offered in home districts and providing direct educational services on our historic Indianapolis campus.

CORE VALUES

The following are root beliefs from which ISBVI operates and works to support the individual needs and success of students who are blind or have low vision:

- We foster a culture of high expectations.
- We promote confidence and self-determination.
- We respect ourselves and each other.
- We value diversity and nurture a sense of belonging for all.
- We challenge ourselves to experience and master new skills.
- We continually adapt the learning environment to reflect our changing world.

CONTACT INFORMATION

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

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 Michaels, Superintendent.....	141
Mr. Raouf Estefanos, Assistant Superintendent of Business and Operations.....	134
Mr. Jay Wilson, Principal.....	140
Mr. Jason Askren, Director of Related Services.....	185
Ms. Cara Burchett, Director of Outreach.....	221
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SCHOOL STAFF

Superintendent
Administrative Assistant to Superintendent
Assistant Superintendent of Business & Operations
Principal
Education Secretary
Assistant MS/HS Principal
Guidance Counselor/Assistive Technology
IEP Coordinator
Director of Related Services
Director of Information Technology
IT Assistant
Assistant Director of ECC
Data Coordinator/School Safety/Athletic Director
Accountant
Account Clerk
Account Clerk
Human Resources
Payroll Clerk
Switchboard Operator

Mr. James Michaels
Ms. Karen Keller
Mr. Raouf Estefanos
Mr. Jay Wilson
Ms. Carolyn Hendricks
Mr. Gary Ferguson
Ms. Erin Roush-West
Ms. Mindy Ross
Mr. Jason Askren
Mr. Jeff Frownfelter
Mr. John Moore
Mr. Nick Leon
Mr. David Brown
Ms. Barbara Diemer
Mr. Mark Eastridge
Ms. Lora Summers
Ms. Katie White-Knartzer
Ms. Saquete Boone
TBA

Outreach and Related Services

Director of Outreach
Secretary
Consultant
Consultant
Consultant
Consultant
Consultant
Consultant
Consultant
Consultant
Certified Orientation & Mobility Specialist /Consultant
Outreach Assistant

Ms. Cara Burchett
Ms. Laura Schroeder
Ms. Debbie Diamante
Ms. Monica Fuhs
Ms. Haley Yost
Ms. Jenna Malson
Ms. Robin Murphy
Ms. Cassie Kessler
Ms. Tracy Maier
Ms. Dayna Masih
Ms. Kelly Saylor
Ms. Lori Aldridge

Indiana Educational Resource Center (IERC)

IERC Director
IERC Media Specialist
IERC Program Coordinator
IERC Digital Services Specialist
Braille Production Manager
Braille Production Assistant
Prison Braille Project

Ms. Martha LaBounty
Mr. Josse Smith
Mr. Eric Kindler
Mr. Ryan Malone
Ms. Nonna Cortez
Ms. Kim Burcham
Mr. Howard Parker

Dietary

Dietitian
Food Supervisor
Food Service
Food Service

Ms. Jill Overton
Mr. Casey Miller
Mr. Robert Hampton
Ms. Gina Mitchell

Food Service

Mr. Curtis Burroughs

Physical Plant

Maintenance Supervisor
Maintenance Foreman I
Maintenance Repairperson
Shipping/Receiving
Shipping/Receiving
Laundry Supervisor
Laundry Assistant
Laundry Assistant

Mr. Mark Costlow
Mr. Keith Brown
Mr. Riley Schwedler
Mr. Wesley Murphy
Ms. Jackie Montantes
Mr. William Neal
Mr. Cary Trabue
Mr. Jesse Thomas

Health Center

Nurse
Nurse
Nurse
Nurse
Nurse

Ms. Olive Asiedu, RN
Ms. Kara Hallgarth
Ms. Kimberly Hilton, RN
Ms. Janet Steele, RN
Ms. Jessica Stillwell, RN

Education Staff

Elementary
Elementary
Elementary
Elementary
Elementary
Elementary
Elementary Applied Skills
Elementary Applied Skills
Elementary Applied Skills
Elementary Physical Education
Middle School Language Arts
Middle School Math
Middle School Science
Middle School Social Studies
Middle School Applied Skills
Middle School Applied Skills
MS/HS Braille Resource
MS/HS Physical Education
High School Language Arts
High School Math
High School Social Studies
High School Science
High School Applied Skills
High School Applied Skills
Band/Music
Choir/Elementary Music
Elementary Art/Fine Arts
Horticulture
ECC/STEP Coordinator

Ms. Rebecca Haag
Ms. Peggy Koenig
Mr. Ben Maurer
Ms. Heidi Morris-Cass
Ms. Tara Mueller
Ms. Dena Velpel
Ms. Kelly Kell
Ms. Sarah Sherk
Ms. Tonya Coburn
Ms. Jill Fitzpatrick
Mr. Greg Albert
Ms. Linda Baker
Ms. Randee Owens
Mr. Tim Randolph
Mr. Ben Clark
Ms. Tami Purkey
Ms. Heather Holland
Mr. Josh Baxter
Mr. Eddie Mathews
Ms. Mili Thompson
Mr. Evan Steiner
Dr. Ann Alvar
Ms. Diana Stearns-Porten
Ms. Amanda Bruce
Mr. Sean Bradley
Ms. Janelle Pivec
Ms. Leslie Walsh
Ms. Carmen Breedlove
TBA

Media Specialist
Orientation & Mobility

Psychologist
Physical Therapist
Occupational Therapist
Speech
Social Worker
Social Worker

Mr. Shawn Humphrey
Ms. Jessica Hunt
Ms. Megan DeWester
Ms. Kristen Pierski
Ms. Selina Ho
Ms. Rachael Hawks
Ms. Mikala Poe
Ms. Kaitlyn Olsen
Ms. Emma Guy
Ms. Jenny Thixton-Stoffer

Residential Mentors (Instructional Assistants)

Mr. Taylor Locander	Mr. Christian Kinder
Ms. Mackenzie Colglazier	Mr. Dylan Pope
Ms. Becky Thatcher	Ms. Latosha Radford
Mr. LaRonn Taylor	Ms. Natalie Best
Ms. Alicia Strauss	Ms. Barbara Kowalski
Ms. Lori Stear	Ms. Trish Thomas

Ms. Aisha Coleman
Mr. Alex Purcell
Ms. Jessica Freeman
Ms. Margie Krizic
Ms. Ashley McWhirter
Mr. Willie Rogers

Residential Leaders

Ms. Traesha Reid

Residential Mentors (Residential Services)

Ms. Randa Noller	Ms. Bethany Amerman
Ms. Lydia Hayes	Ms. Evelyn Ryan
Ms. Bernalyn Espique	Ms. Tamara Hopson
Ms. Sandra Mathews	Ms. Jane Walters
Ms. Briana Jones	Ms. Carmen Chur Pedroza
Ms. Melissa Mitchell	

Mr. Christian Marhenke
Ms. Angela Mathis
Ms. April Melton
Ms. Pennie Berryhill
Mr. Kyle Kennedy

ISBVI School Calendar 2025 – 2026

MONTH	DAY	SPECIAL NOTES	INSTRUCTIONAL	CONTRACT
July				
July 28	Mon	Teacher Professional Development – 1/2 Day		3.5
July 29	Tue	Teacher Professional Development – Full Day		
July 30	Wed	Teacher Prof Dev Full Day – Residential/Teacher Assts – 1/2 Day		
July 31	Thu	Teacher Prof Dev – Full Day & All Staff Report		
August				
August 1	Fri	Teacher Professional Development – Full Day	20	21.5
August 3	Sun	Registration Day – 1/2 Day		
August 4	Mon	First Quarter Begins		
September				
September 1	Mon	NO SCHOOL – State Holiday	21	21
October				
October 3	Fri	First Quarter Ends (44 days)	17	18
October 6 – 10	Mon – Fri	NO SCHOOL – Fall Break		
October 13	Mon	NO SCHOOL – Professional Development State Holiday		
November				
November 11	Tue	State Holiday (School in Session)	15	15
November 24 – 28	Mon – Fri	NO SCHOOL – Thanksgiving Break State Holidays (November 27 – 28)		
December				
December 19	Fri	Second Quarter Ends (44 days)	15	15
December 22 – 26	Mon – Fri	NO SCHOOL – Winter Break State Holidays (December 24 – 25)		
December 29 – 31	Mon – Wed	NO SCHOOL – Winter Break		
January				
January 1 – 2	Thu – Fri	NO SCHOOL – Winter Break State Holiday (January 1)	19	19
January 19	Mon	NO SCHOOL – State Holiday		
January 23	Fri	eLearning Day		
February				
February 16	Mon	NO SCHOOL – Presidents' Day Professional Development	19	20
March				
March 6	Fri	Third Quarter Ends (43 days)	20	20
March 30 – 31	Mon – Tue	NO SCHOOL – Spring Break		
April				
April 1 – 3	Wed – Fri	NO SCHOOL – Spring Break	18	19
April 3	Fri	State Holiday		
April 6	Mon	NO SCHOOL - Professional Development		
May				
May 22	Fri	Fourth Quarter Ends (49 days) Last Day for Students – Graduation Day	16	18
May 25	Mon	NO SCHOOL – State Holiday		
May 26 – 27	Tue – Wed	Teacher Professional Development – Full Day		
			180	190

ACADEMIC INFORMATION

LUNCH SCHEDULES and MS/HS BELL SCHEDULE

	Monday-Thursday		Friday
Morning Attendance	8:00-8:16	Morning Attendance	8:00-8:12
1 st	8:19-9:04	1 st	8:15-8:55
2 nd	9:07-9:52	2 nd	8:58-9:38
3 rd	9:55-10:40	3 rd	9:41-10:21
4 th	10:43-11:28	4 th	10:24-11:04
Elementary Lunch	11:00-11:30		
MS Lunch/HS Rocket Time	11:31-12:01	5 th	11:07-11:47
HS Lunch/MS Rocket Time	12:04-12:34	Lunch	11:50-12:20
5 th	12:37-1:22	6 th	12:23-1:03
6 th	1:25-2:10	7 th	1:06-1:46
7 th and PM Dismissal	2:13-3:00	Clubs and PM Dismissal	1:49-2:45

GRADING PERIODS (*180 instructional days*)

First Grading Period:

Interim reports due September 5, 2025. The grading period ends October 3, 2025. The report card and dormitory report will be sent out on or about October 17, 2025.

Second Grading Period:

Interim reports due November 14, 2025. The grading period ends December 19, 2025. The report card and dormitory report will be sent out on or about January 2, 2026.

Third Grading Period:

Interim reports due February 6, 2026. The grading period ends March 6, 2026. The report card and dormitory report will be sent out on or about March 20, 2026.

Fourth Grading Period:

Interim reports due April 17, 2026. The grading period ends May 22, 2026. The report card and dormitory report will be sent out on or about June 5, 2026.

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 each 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**
- If possible, please call the school before 7:45 am
- A student's absence can only be reported to the ISBVI Education Office

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 11:30 am may be counted as one half-day absence.
 - Leaving before 11:30 am may be counted as one half-day absence.
 - During school hours, any student arriving late **must** be signed in at the Education Office by their parent/guardian.
 - During school hours, any student leaving early **must** be signed out at the Education Office or the Health Center, in the case of an illness, by their parent/guardian.
 - A pattern of excessive absences may result in actions including, but not limited to:
 - A physician's statement/form may be requested
 - Conference with the Principal
 - Having the parent/guardian sign a contract to improve student attendance
 - Case conference to consider the appropriateness of student's current placement
 - Referral for truancy proceedings or for failure to ensure an education
 - **According to IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS). SEA 282 includes the responsibility for superintendents/attendance officers to report a child's habitual truancy to the prosecuting attorney. IC 20-2-6.5 defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused or being absent under a parental request filed with the school.**

Exempt - Absences authorized and excused by law under certain circumstances. These absences do not count against the student's attendance record.

Examples:

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on election day
- Subpoenaed to testify in court
- Serving with the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for up to 5 days
- Approved educationally related non-classroom activity
- Exhibiting or participating in the Indiana State Fair for educational purposes

Make-up Work Policy

Make-up work for absences at the middle school and high school level will be allowed as follows:

- For each day of absence (excused or unexcused) a student will be given the opportunity to submit any missed work by the next scheduled class.
- It is the student's responsibility to ask for their make-up work from each teacher and to ensure that their work is completed and turned in.

New Indiana State Law**5 Days Unexcused Absence**

Mandatory parents/guardians conference with school attendance officer, administrators, school counselor, social worker(s), Teacher of Record, and student to create an attendance intervention plan.

10 Days Unexcused Absence

Legal notice of student's truant status and mandatory referral to the Marion County Prosecutor's Office.

Habitual Truancy

Legal intervention by the Marion County Prosecutor's Office:

- Failure to Ensure School Attendance – Class B Misdemeanor
- Educational Neglect – Level 6 felony

Credit Bearing Classes

If a student misses 5 or more days in a semester (excused or unexcused) a conference will be held with the Principal, school counselor, social worker(s), Teacher of Record, student and student's parents/guardian.

If a student misses 10 or more days in a semester (excused or unexcused) a conference will be held with the Principal, school counselor, social worker(s), Teacher of Record, student and student's parents/guardians. For students in credit bearing classes, the determination will be made if student will be removed from the class and/or lose credit. If it is determined for student to remain in class, a detailed plan will be developed to complete the required coursework.

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. Upon arriving at school, parents will sign their child

in at the **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, 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 disability and not by willfully choosing to be late to class.

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 Applied 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.

ILEARN + / IREAD-3 / I AM / WIDA ASSESSMENTS

Indiana's Learning Evaluation and Assessment Readiness Network (ILEARN) is the summative accountability assessment for Indiana students in grades three through eight and high school biology. ILEARN measures student achievement and growth according to Indiana Academic Standards for English/Language Arts for grades three through eight, Mathematics for grades three through eight, Science for grades four and six, and Social Studies for grade five.

The Indiana Reading Evaluation and Determination (IREAD-3) is a grade three reading assessment developed in accordance with state legislation. IREAD-3 is designed to measure foundational reading skills based on Indiana Academic Standards through grade three. The Indiana State Board of Education set forth guidance schools must use when making decisions about grade-level promotion, instructional plans, and Good Cause Exemption eligibility for individual students.

Indiana's Alternate Measure (I AM) measures student achievement and growth according to Indiana's Content Connectors aligned to the Indiana Academic Standards. I AM is the summative accountability assessment for students with significant cognitive disabilities in grades 3-8 and high

school. It assesses English/Language Arts (Grades 3-8 and 10), Mathematics (Grades 3-8 and 10), Science (Grades 4, 6, and Biology), and Social Studies (Grade 5).

World-Class Instructional Design and Assessment (WIDA) testing helps identify students who are English learners. WIDA provides the English language proficiency placement and annual assessments administered in Indiana. WIDA Screener assessments are used to identify and inform initial programmatic placement of ELs. WIDA ACCESS summative assessments are administered annually to determine an EL's current level of English proficiency and to monitor students' progress in learning academic English.

The primary test mode for all assessments is online. Paper, Large Print, and Braille materials will only be available for students as an accommodation.

[2025 – 2026 Indiana Assessment Windows](#)

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

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 APPLIED SKILLS ACADEMIC HONOR ROLL

Students in the Applied Skills Program must have all E's & G's to be eligible for the Applied 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.

HIGH SCHOOL GRADUATION REQUIREMENTS

Beginning with the graduating class of 2023, students must satisfy all Graduation Pathway Requirements found at: <https://www.in.gov/doe/files/graduation-requirements.pdf>. Contact the

school's guidance counselor, Erin Roush-West, at Ext. 749 with any questions about requirements or courses.

Core 40 Requirements:

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

A minimum of 40 credits is required for graduation. 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.

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 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.

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 Principal 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.

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.

GRADUATION ATTIRE

Graduation from high school is an event which comes only once in a lifetime. Students, parents, relatives, and friends deserve a graduation ceremony that is dignified and memorable. The following guidelines explain what is expected of students:

- 1) Students are required to wear school sanctioned graduation attire, (i.e., gowns, stoles, tassels, honors cords, and caps).
- 2) The following are not permitted on graduation attire: signage of any kind, symbols, and/or other messaging. Any deviation from the traditional attire that would draw undue attention to the individual is inappropriate for the occasion.
- 3) Exclusion from the ceremony will result if:
 - a. A student attempts to deviate from wearing school sanctioned attire;

- b. A student displays any behavior that draws attention to themselves or detracts from the dignity of the ceremony itself.

GENERAL SCHOOL INFORMATION

SCHOOL BOARD MEMBERS

Mr. Michael Bridwell, Chair	Don Koors, Vice Chair	John Kissling
Matt Butler	Andrew Cummings	Julie Thacker
Adam Rodenbeck	Nancy Holsapple	Senator Liz Brown

BOARD MEETING SCHEDULE 2025 – 2026

Date	Time	Location
August 25, 2025	9:30 AM	School 83
October 27, 2025	3:30 PM	School 83
January 26, 2026	9:30 AM	School 83
March 16, 2026	3:30 PM	School 83
May 11, 2026	9:30 AM	School 83

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.

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 agrees, the student is placed at ISBVI. Outreach services are available upon request by the child's local education agency.

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.

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 using 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 children 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.

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 braille transcribers 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)

For more information, visit [Bosma Enterprises-Youth Employment Services](#) or contact the Education Office to be directed to 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. **Parent 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 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.

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.

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 in the vehicle by informing student supervisory staff on the bus if behavior is not appropriate or disruptive.

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.

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.

TRANSPORTATION GUIDELINES (Car, Activity Bus and School Bus)

- 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 Education Office of any change concerning address or phone number as soon as possible. This information is essential for home-to-school contact.

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.

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.

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

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. 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.**

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 all 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 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 Education Office 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 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	Art Shows
School Dances	Leo Club	Bowling	

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.

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.

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 Michaels Administrative Office of the ISBVI 5050 E 42 nd Street Indianapolis IN 46226 (317) 253-1481 Ext# 141
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For further information, clarifications, or any complaints, please contact the following persons:

Title IX Coordinator:	Ms. Katie White-Knartzer Human Resources Office Administrative Office of the ISBVI 5050 E 42 nd Street Indianapolis, IN 46226 (317) 402-5170
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Section 504 Coordinator:	Ms. Katie White-Knartzer Human Resources Office Administrative Office of the ISBVI 5050 E 42 nd Street Indianapolis, IN 46226 (317) 402-5170
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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 being Respectful, Responsible and Ready to Learn.
2. Always show respect and consideration for self, others and property. 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 will 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 will refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students will engage in no activity that is disruptive to classroom instruction, the educational environment, or the order and purpose of hallways.
4. Students will 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 will show respect to all school personnel and fellow students and will refrain from fighting or other aggressive or violent acts including the use of obscene language/gestures.
6. 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.
7. 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 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 will 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/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
 - l) **Parental Involvement:** Parents/guardians are encouraged to be involved in the process of minimizing bullying. Parents/guardians should report suspected acts of bullying to an appropriate school official. In addition, parents/guardians of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents/guardians 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/guardian notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents/guardians 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
8. 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).
 9. 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.
 10. 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.
 11. 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.

12. 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, 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.
13. 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 must be expelled 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 may be expelled 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.
14. 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.
15. Students are not to bring cameras, toys, electronic games, Bluetooth speakers, collectible cards, laser pointers, balloons, or other distracting items to school from home or the dormitory.
16. 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.
17. Students are not permitted to ride bicycles, scooters, skateboards, or wear shoes that contain rollers/wheels, etc. during the school day.

18. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
19. 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.
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/guardians 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/guardian. 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 in classrooms 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, and classrooms.

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 not 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.

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. 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 student use on school premises remain the property of the school 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 or guardian of the student consent to the search of that vehicle when there is reasonable suspicion for the 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 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.