

Residential Handbook



Indiana School for the Blind and
Visually Impaired

2026 - 2027

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

DORMITORY RESPONSIBILITIES

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

CLOTHING SUGGESTIONS

Each student should be provided with an ample amount of clothing suitable for school. Students travel about campus to attend activities and classes. Students will need suitable clothing and footwear for inclement weather. Please ensure that all clothing is labeled regardless of age. The following is a suggested clothing list for residential students. Please send enough clothing to ensure the needs of your child are met.

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

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

LAUNDRY SERVICES

Students are encouraged to take their laundry home on weekends. A washer and dryer are available for students' use in each dormitory area. Older students learn to use these machines as a part of independent living skills training. Residential Mentors care for the younger students' clothing as needed. The school laundry service is available for special circumstances.

CURFEW AND BEDTIME GUIDELINES

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

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

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

ELECTRONIC EQUIPMENT

Privately owned electronic equipment is allowed in the dormitories. Expensive electronic equipment is discouraged and at the students' own risk. All electronic equipment is to be inspected by the Maintenance Department to ensure proper wiring and reduce the risk of electrical shock. Students are responsible for ensuring the maintenance and security of the electronic equipment. All equipment should be labeled, and serial numbers given to the Residential Mentor's office. Students should secure all electronic equipment during the school day and when they are not in their rooms.

BORROWING AND LOANING

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

STUDENT TRUST FUNDS

Each student should have a student trust fund established by his/her parent/guardian upon enrollment. Parents/guardians are requested to maintain a minimum balance of \$25.00 in their child's account. For many students, the minimum balance in the trust fund should be increased by the amount needed to cover the costs of necessary prescriptions. The student may withdraw funds on Tuesdays only between 3:15 pm and 3:45 pm, unless otherwise notified. Parents may send money directly to the school to deposit into their child's account. If a child needs money exceeding the amount in his/her trust fund, a school official will notify the parents. Students are discouraged from carrying large

amounts of money on their person or in their room. ISBVI cannot be responsible for lost or stolen money.

ORDERING OUTSIDE FOOD

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

STUDENT DATING

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

STUDENT VISITATION IN DORMITORIES

Students of the opposite sex who are visiting another dormitory are allowed on the main dormitory level only. Visitation shall be with the permission of Residential Mentors from both dormitories. Middle School students are limited to visitation in Middle School dormitories and High School students are limited to visitation in the High School dormitories. In certain situations, permission may be granted by the Residential Leader for Middle School students to visit High School dormitories and vice versa for High School students. Visitation is based upon the behavior of each student and completion of his/her educational and dormitory responsibilities. All visits will be subject to monitoring by Residential Mentors and/or administration.

CAMPUS VISITORS AND VISITATION

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

Family Visitation

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

Off Campus Visitors after Hours

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

- Visitors are required to contact the Residential Services Director or designee to discuss purpose of visit prior to arrival.
- Visitors are required to visit an area designated by the Residential Services Director.
- Visitors may not freely walk around campus and must be escorted throughout the school.

- Visitors must follow all school rules and regulations while on campus.

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

Day Student Visitations After School Hours

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

SPECIAL VISITATION REQUESTS

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

DORMITORY SIGN IN/SIGN OUT PROCEDURE

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

The following rules also apply:

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

TRANSPORTATION

Parents picking their children up should do so no later than 3:00 pm on Friday. The dormitories will open at 6:00 pm on Sundays. Students should return to school before dormitory curfews when signed out by parents or others. Special arrangements will need to be approved in advance by the Residential Leader regarding late arrivals. Alternative travel arrangements for any given weekend must be confirmed no later than Wednesday evening of each week. Students may ride home with the families of other students only after the appropriate forms have been completed by the parent or guardian of both students.

DORMITORY REQUESTS FOR DAY STUDENTS

The lack of daily transportation due to significant distance and travel time between the student's home residence and ISBVI may make dormitory placement a necessity. The case conference committee will determine the need for ISBVI residential programs based on this need, as well as the need for "local" students to reside in the dormitory on a part-time basis due to identified educational needs. Students who are provided with daily transportation services may stay overnight in the dormitory for ISBVI sponsored activities and events such as school dances and parties, athletics, Scout programs, job programs, and other approved extracurricular school activities based on available supervision.

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

COMMUNICATIONS HOME

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

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

DORMITORY REPORTS

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