INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

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

Policy O-22

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

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

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

ISBVI Policy O-22

Reviewed and Approved: 1/11/10, 10/21/13, 8/20/18, 5/17/21, **8/25/25**

ISBVI Superintendent: _____ _____
Date

ISBVI Board Chair: _____ _____
Date