

**INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

**Driving State and Personal Vehicles on the Campus of the  
Indiana School for the Blind and Visually Impaired**

**Policy O-39**

**Policy:** To fulfill the school’s responsibility for student and staff safety, it is the policy of the Indiana School for the Blind and Visually Impaired (ISBVI) to ensure all staff driving vehicles on the campus of the ISBVI have a valid driver’s license.

**ISBVI Policy O-39**

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

**ISBVI Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISBVI Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **ISBVI Issues/Concerns and Commendations Policy**

### **Policy O-41**

**Policy:** To ensure that ISBVI promotes open, efficient and effective communication with parents and other constituents, and to acknowledge the exemplary performance of staff, it is the policy of the Indiana School for the Blind and Visually Impaired to direct the ISBVI Superintendent to ensure that the ISBVI administration, ISBVI staff, and other appropriate individuals receive timely access to information that may be deemed of a significant nature by parents and other constituents. Per this policy, parents and other constituents will be provided the opportunity to have their issues/concerns and commendations made known by submitting them to the Superintendent in writing. This notification will provide the school with documentation of issues/concerns and exemplary staff performance and provide the opportunity for students, staff and other individuals to respond by 1) taking action as necessary to address the issue or concern in a timely manner; 2) making reports in compliance with all laws and policies; 3) conducting internal fact finding inquiries or cooperating in formal external investigations with state personnel; state fire marshal; local, county, or state police; and agencies responsible for the protection of children and adults; 4) acknowledging exemplary staff performance; and 5) monitoring each specific incident to ensure appropriate resolution and prevention of further occurrence and inform students, staff and other individuals of commendations made on their behalf. The ISBVI Board directs the ISBVI Superintendent to ensure ISBVI parents and other constituents comply with this policy by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy Issues/Concerns and Commendations which shall serve as a notice to ISBVI parents, constituents staff and other individuals, as necessary, and clearly delineate and detail their responsibilities, expectations, and procedures to follow;
- 2) Providing ISBVI parents, constituents, staff and other individuals, as necessary, written notice of the ISBVI Issues/Concerns and Commendations policy;
- 3) Affording initial and periodic notification to parents, constituents, staff and other necessary individuals on the ISBVI Board Policy on ISBVI Issues/Concerns and Commendations accompanying ISBVI Administrative Directives and Procedures.

**ISBVI Policy O-41**

Adopted by ISBVI Board: 3/19/07

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

**ISBVI Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISBVI Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Phone and Personal Cell Phone Use**

### **Policy O-42**

Employees, contractors, and volunteers while on duty are expected to 1) be alert to ensure student, staff, and visitor health, safety and well-being and 2) respond by taking necessary prudent actions such as evacuating students according to fire, tornado, or other disaster procedures; calling fire or paramedic personnel; and implementing other interventions to protect individuals and property from possible dangers, threats, or unsafe conditions or situations. To be alert and responsive to dangerous and hazardous situations that threaten the health and safety of students, employees, contractors, and volunteers shall use school phones and/or personal cell phones for personal business only during break times or in the event of a personal emergency. School phones and personal cell phones may be used throughout the work day provided usage is school related. Using phones/cell phones at non-break times for issues not related to school business, potentially puts students at risk and is defined in this policy as misconduct and therefore constitutes grounds for disciplinary action.

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Phone and Personal Cell Phone Use serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Phone and Personal Cell Phone Use and accompanying ISBVI Administrative Directives and Procedures.

**Adopted by ISBVI Board:** 10/15/07

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

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Service Animals in the School**

### **Policy O-43**

Employees, contractors, students, visitors and volunteers are expected to ensure the health, safety and welfare of all individuals while utilizing service animals and to further comply with the directives identified below:

#### **VISITORS**

- Service animals are allowed on campus under harness.
- Service animals must be kept under control at all times.
- Waste must be properly disposed of where children and other animals will not come in contact with it. For blind users of service animals, a designated area will be provided with appropriate containers for disposal.
- Visitors are to comply if they are requested by a staff member to remove the service animal from a certain area due to a health or safety concern.

#### **STAFF AND VOLUNTEERS**

- Service animals are allowed on campus under harness (working) or on a leash (at rest).
- The individual responsible for the animal must provide proof of training from a recognized school.
- A health certificate with annual report of immunizations must be on file at ISBVI.
- Service animals must be kept under control at all times.
- Waste must be properly disposed of where children and other animals will not come in contact with it. For blind users of service animals, a designated area will be provided with appropriate containers for disposal.
- The ISBVI will facilitate education for students and staff about the appropriate way to approach a service animal.
- The staff member or volunteer is responsible for any damage caused by the service animal on school property or vehicles.
- Staff and volunteers are to comply if they are requested by a staff member to remove the service animal from a certain area due to a health or safety concern.
- Concerns with the service animal or student/service animal working relationship will be referred to the service animal school.

## **DAY STUDENTS**

Students are allowed to have service animals on campus and in harness if they can meet the following requirements. The student must:

- Have a certified service animal and proof of training from a recognized school.
- Provide a certificate of health and an annual report of immunizations.
- Have a report from their trainer or school indicating what the student is able to do with the service animal.
- Be able to travel independently on campus with the service animal.
- Ensure that the service animal utilizes the relieving area provided and properly dispose of waste.
- Be responsible for purchase of food.
- Be responsible for feeding and watering the service animal.
- Prepare and implement an effective plan of action when students or others approach to pet or feed the service animal.
- Remove the service animal upon request from an area where a health or safety concern exists for another student.
- Be responsible for any damage caused by the service animal on school property or vehicles.
- Receive instruction from an orientation and mobility specialist to orient the student to campus if necessary, including the relieving and exercise areas.
- Work with the ISBVI to facilitate education for students and staff about the appropriate way to approach a service animal.
- Understand that concerns with the service animal or student/service animal working relationship will be referred to the service animal school.

## **RESIDENCE STUDENTS**

Residential students are allowed to have service animals on campus if they can meet the requirements above and

- Ensure that the service animal utilizes the exercise area provided for off harness exercise. This designated area is the only outside area where the service animal can be off the harness.
- Be responsible for the service animal and its needs on school trips.
- Some students in the residential program may have severe health issues. If such a student lives in a residence hall, a service animal may not be allowed to live in that residence.

## **Additional Items**

- New students admitted with a service animal will be evaluated at intake to determine if the student is independent in the handling and care of the service animal.
- Service animal immunization records, the health certificate and report from the trainer or school must be on file before the admission date.

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

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Service Animals in the School serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, visitors, students and volunteers with written notice and documenting their receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Service Animals in the School and accompanying ISBVI Administrative Directives and Procedures.

**ISBVI Policy O-43**

**Adopted by ISBVI Board:** 8/18/08, 10/27/08

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

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
**Date**



# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Student Use of Motor Scooters while on the ISBVI Campus**

### **Policy 0-44**

Students are expected to ensure the health, safety and welfare of self and other individuals while utilizing motor scooters and/or comparable transportation while on the campus of the Indiana School for the Blind and Visually Impaired. Furthermore, the following requirements must be met:

- Possess a valid Indiana Drivers License, Learner's Permit, OR State ID with MDC endorsement. If possessing a State ID with MDC endorsement, the student must provide documentation from a licensed eyecare professional indicating the operator meets the visual requirements for a Driver's License with or without restrictions and the student's horizontal visual field diameter is 90 degrees or greater.

### **AND:**

- If under 18 years of age provide parental or guardian permission in writing to the education office, granting permission for the student to commute via motor scooter or comparable vehicle;
- If under 18 years of age a helmet must be worn at all times while operating the vehicle;
- Obey all of Indiana's traffic laws and regulations;
- Will not transport other students on the vehicle or allow other individuals to use the vehicle;
- Will only utilize public roadways;
- Will only use vehicle to and from school and will not use the vehicle during the school day;
- Will park the vehicle in the designated parking area;
- Will assume all liability for vehicle, including damage, loss, theft to vehicle and other items and issues associated with a vehicle altercation;
- Obey all ISBVI school rules as they relate to signing in and out of living spaces, restrictions, lights out and return to campus times;
- Will possess a valid ISBVI unrestricted Green Orientation and Mobility Pass.

**ISBVI Policy O-44**

Adopted by ISBVI Board: 8/18/08, 10/27/08

**Revised:**

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

**ISBVI Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISBVI Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Physical Intervention of Students

### Policy O-46

**Policy:** The primary responsibility of staff is to ensure student safety. For those students who exhibit exceptional behavior, it is imperative that necessary steps be taken to provide a safe environment for the student and others. To ensure that the Indiana School for the Blind and Visually Impaired (ISBVI) maintains a safe environment for ISBVI students; it is the policy of the ISBVI to direct the ISBVI Superintendent to ensure that the ISBVI administration and ISBVI staff respond appropriately to situations involving student health, safety and well-being when physical intervention is deemed necessary and appropriate.

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

- 1) Developing ISBVI Procedures to implement the ISBVI Board Policy on Physical Intervention of Students which shall serve as a) notice to ISBVI staff and b) clearly delineate and detail their responsibilities, expectations, and procedures to follow;
- 2) Providing ISBVI staff written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff on the ISBVI Board Policy on Physical Intervention of Students and accompanying ISBVI Procedures.

### ISBVI Policy O-46

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

ISBVI Superintendent: \_\_\_\_\_ **Date** \_\_\_\_\_

ISBVI Board Chair: \_\_\_\_\_ **Date** \_\_\_\_\_

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Use of Non-Exclusionary and Exclusionary Time-Out

### Policy O-47

**Policy:** The primary responsibility of staff is to ensure student safety. For those students who exhibit exceptional behavior, it is imperative that necessary steps be taken to provide a safe environment for the student and others. To ensure that the Indiana School for the Blind and Visually Impaired (ISBVI) maintains a safe environment for ISBVI students; it is the policy of the ISBVI to direct the ISBVI Superintendent to ensure that the ISBVI administration and ISBVI staff respond appropriately to situations involving student health, safety and well being.

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

- 1) Developing ISBVI Procedures to implement the ISBVI Board Policy on the Use of Non-Exclusionary and Exclusionary Time-out of students which must serve as a) notice to ISBVI staff and b) clearly delineate and detail their responsibilities, expectations, and procedures to follow;
- 2) Providing ISBVI staff written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff on the ISBVI Board Policy on Use of Non-Exclusionary and Exclusionary Time-Out and accompanying ISBVI Procedures.

### ISBVI Policy O-47

**Adopted by ISBVI Board:** 8/17/09

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

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Volunteers

### Policy O-48

**Policy:** The School Board and Administration of the Indiana School for the Blind and Visually Impaired recognize that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the professional staff responsible for the conduct of those programs and activities.

The Superintendent and/or his/her designee(s) shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The school shall not be obligated to make use of volunteers whose abilities are not in accord with school needs.

The Superintendent and/or his/her designee(s) are to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and school guidelines while on duty as a volunteer;
- B. shall not be provided any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the school of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to complete a school application and be subject to any and all background and reference checks as deemed appropriate by school policy and/or state laws;
- E. must be 21 years of age, and if a graduate or former student, be removed from the school and programs for a period of at least three years;

The Superintendent shall also ensure that each volunteer is properly informed of the school's appreciation for his/her time and efforts in assisting with the operation of the school.

### ISBVI Policy O-48

**Adopted by ISBVI Board: 1/11/10**

**Revised:**

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

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_  
Date

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
Date

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Policy for the Use of Seat Belts in State Vehicles and Private Vehicles While Transporting Students and Staff**

### **Policy O-49**

**Policy:** The primary responsibility of staff is to ensure the safety of students and others. While state law does not require the use of seat belt/restraint systems in a school bus or a public passenger bus, best practices indicate that injury in the event of an accident is greatly diminished when seat belts/restraints are used. Therefore, for individuals transporting students in state vehicles or private vehicles for school related activities, it is the policy of the Indiana School for the Blind and Visually Impaired that students, staff, visitors and others will use available seat belt and/or restraint systems which may include a passenger restraint system for children. This includes but is not limited to: cars; vans; buses; mini-buses or other vehicles where a seat belt or restraint system is available or required by law.

It is the responsibility of the driver of the vehicle to ensure that the seat belt restraint system is operational and properly installed (child restraint system) prior to embarking on the trip/outing. In the event that a seat belt/restraint is not operational in a vehicle assigned for use based on the number of passengers, the vehicle should not be used. The driver using a state owned vehicle should contact the education office or other appropriate transportation facilitators to request another vehicle. The driver should also immediately notify maintenance of the malfunctioning seat belt/restraint. The vehicle will be taken off line until such time the seatbelt/restraint is repaired and deemed fully operational.

In the event that the seat belt/restraint becomes non-operational when off campus, the appropriate individual facilitating transportation should be notified so that another vehicle can be sent to transport.

Individuals who are unwilling to use a seat belt/restraint system will not be permitted to travel in a state vehicle or private vehicle used to transport students for school related activities.

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

- 1) Providing ISBVI staff written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
- 2) Affording initial and periodic on-going training to ISBVI staff on the ISBVI Board Policy on Use of Seat Belts in State Vehicles and Private Vehicles While Transporting Students and Staff.

**ISBVI Policy O-49**

Adopted by ISBVI Board: 5/17/10

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

**ISBVI Superintendent:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**ISBVI Board Chair:** \_\_\_\_\_

\_\_\_\_\_  
**Date**



# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Library Collection Development Policy

Policy/Procedure O-52

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### **Media Center's Mission Statement:**

The mission of ISBVI's Media Center is to meet the educational and recreational information needs of the entire student population regardless of age or ability level by providing reading materials, programming, and technology in accessible formats.

### **ISBVI's Mission Statement:**

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.

### **Collection Development Statement:**

Collection Development is an established process for the identification, selection, acquisition, and evaluation of library resources. It is the goal of the ISBVI library to provide a varied and diverse collection to meet the informational and recreational needs of its school community. The library strives to accomplish this goal within the context of its budget, vast amounts of available materials, diverse needs of its students and staff, and the changing technological environment.

The process of selection, utilizing established and trusted tools, based on the Indiana State Academic Standards and Expanded Core Curriculum, and ongoing, established mechanisms to gather staff and student input and to assess the library collections strengths and weaknesses, is at the heart of the library's collection development process. A planned and systematic process of weeding is crucial to maintain the value and integrity of the library collection and to the overall collection development.

### **Intellectual Freedom Statement:**

Part of the mission of ISBVI's Media Center is to provide information for our entire student population which ranges in age from three to twenty-two. For a student to develop into a responsible citizen, he/she must have access to all sides of an issue, and he/she must be able to critically evaluate ideas and arguments. To obtain this vital skill, students need access to several different ideas and philosophies. To promote the critical thinking skills of our future citizens, we in the media center are committed to the idea of intellectual freedom and hereby adhere to the principles of the [\*Library Bill of Rights\*](#) (see Appendix A) and the [\*Access to Resources and Services in the School Library Media Program: An Interpretation of the LIBRARY BILL OF RIGHTS\*](#) (see Appendix B). Due to ISBVI's unique position as a school exclusively for students with disabilities, we also place a special emphasis on recognizing the [\*Services to Persons with Disabilities: An Interpretation of the LIBRARY BILL OF RIGHTS\*](#) (see Appendix C).

The Collection Development Plan adheres to the *Indiana Content Standards for Educators: School Librarian* approved by the Indiana Department of Education (December 2010)

which can be viewed at <https://www.doe.in.gov/sites/default/files/licensing/school-librarian.pdf>.

## **Library Users**

The library at the Indiana School for the Blind and Visually Impaired (ISBVI) serves the staff and students, ages three through twenty-two, in grades preschool through twelve and functional skills. The primary handicapping condition is blind or low vision, however, over half have additional handicapping conditions.

## **Types of Materials and Formats in the Collection**

The library provides recreational and instructional materials to all grades in all subject areas, fiction and non-fiction, and in various accessible print and non-print formats to support and ensure access by the student population.

The library collection consists of braille, large print, and regular print fiction and non-fiction materials, multimedia kits, manipulatives, magazines in braille, large print and regular print, professional journals, audio books, downloadable books, brailers, audio/visual equipment, and digital players from the Library of Congress, National Library Service for Blind and Physically Handicapped Readers.

The braille collection consists mainly of fiction and non-fiction in the English Braille American Edition (EBAE) code. The transition to the new Unified English Braille (UEB) code was begun in 2012 when the Braille Authority of North America officially adopted the UEB in the United States. EBAE braille materials will continue to be replaced as new UEB materials become available.

Library quality bindings are preferred, and large print with good contrast and print quality on non-glare paper, with a minimum of 16 point font size is optimal. Paperback books are not a preferred format due to the poor print and paper quality that causes print bleed through thus creating difficulty for our students and accessibility equipment to read.

## **Other Collections**

The ISBVI library utilizes the collections of the Library of Congress' National Library Service for the Blind and Physically Handicapped through the Indiana State Library, Special Services Division.

It also utilizes the inter-library loan services of Indiana State Library's Share Program which allows us access to borrow materials from school, public, and academic libraries across the state.

## **Revision of the Policy**

The Collection Development Policy will be updated and revised on an as needed basis.



## Procedure for the Selection of Library Materials

The goal of the ISBVI school libraries is to implement, enrich and support the educational program of the school and to provide a wide range of materials on various subject areas, difficulty, and formats. The library will consider the following criteria for selection when considering materials:

- 1) Individual merit of selection
- 2) Popular appeal/demand
- 3) Suitability for student audience
- 4) Accessibility
- 5) Fit with library collection
- 6) Academic State Standards
- 7) Expanded Core Curriculum
- 8) Braille Code
- 9) Budget

There are several factors that can go into the selection of materials for a school library. There are thousands of books, audio, videos, etc. that are produced annually. The School Librarian, will utilize, but is not limited to, the following selection aides:

- Book reviews in professional journals
- Award lists geared towards the groups served by ISBVI such as the Caldecott, Newbery, Printz, Young Hoosier Book Award, Rosewater, Coretta Scott King, and so on
- Recommended title lists
- Materials on topics covered in the Indiana Academic Standards
- Materials that support the Expanded Core Curriculum
- Teacher/student requests that also meet the criteria for selection
- Collection analysis tools such as Follett's TitleWise which analyzes the online catalog to determine subject areas that have materials that are too old or lacking in number

The ISBVI library collaborates with instructional stakeholders, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served. The library staff strives to provide materials for teachers and students based on their needs that encourage growth in knowledge, and that helps to develop literary, cultural and aesthetic appreciation, and ethical standards per the [American Library Association's](#) and the [American Association of School Librarians Division's](#) guiding principles and policies.

Suggestions from staff and students are always welcome outside of the established selection process, however, materials ultimately added to the collection will be based on established library selection policy and practice and will be judged on the work as a whole, and not in part or taken out of context.

ISBVI's Library recognizes that it serves a large age-range of students of varying physical and cognitive handicapping conditions. Library materials are put into sections based on what grade

levels it is appropriate for. While students are not denied the right to check out materials of their choice, they are advised when the materials they have chosen may be too mature. Most students will not show an interest in books on subjects above their reading, comprehension, or maturity level.

ISBVI's Library also recognizes that young adult literature, in particular, can focus on difficult topics. The purpose is to provide students who live in less than ideal situations books that reflect their reality and the possible consequences of certain actions or inactions. Also, reading literature of this type can help other students develop empathy for people who are different from them. Part of an educator's job is to teach students that just because a curse word, violence, or sexual acts appear in a book does not mean that those things are appropriate to say or do. While some may have concerns with "children" reading these types of materials, teens are in the transition to adulthood and thus have "adult" concerns and interests. ISBVI's Library believes quality literature, film, and other materials can help students work through tough issues to assist in making a successful transition into adulthood. Selection of young adult literature will follow the approved library selection process.

### **Gift Policy**

ISBVI's Library accepts and welcomes gifts and donations of new or gently used materials. However, the same criteria of selection, which guides the purchase or addition of new materials to the collection, will guide the acceptance of gifts. The librarian reserves the right to refuse a gift/donation or do with it as he/she sees fit. This may include cataloging and adding it to the collection, passing on to another agency or individual, or disposal. Once an item is gifted or donated, it becomes the property of ISBVI's Library. The weed policy will guide disposal of all contents of the collection, including gifted items.

Common reasons for not using a gift:

1. It does not meet our selection guidelines due to age-appropriateness.
2. It is in an outdated format.
3. It contains outdated information.
4. The materials are in poor condition.
5. The library already owns it.
6. It violates any laws, most commonly Copyright Law.

The library cannot assess the financial value of donated materials. However, the library can provide a list of donated items to the donor, if requested prior to processing.

### **Policy for Eliminating Materials**

To maintain an up-to-date and useful collection, a librarian must eliminate or "weed" the collection on a regular basis. Materials are weeded for the following reasons:

1. Out of date information: While most books will have some useful information, it is important to only keep books that are completely up-to-date as students may not know the difference between the disproven and relevant information.

2. Disrepair: Some books are used so much that they fall into disrepair and need to be replaced.
3. Disuse: While the library strives to choose materials that will interest the students, sometimes purchases are not utilized. If materials do nothing more than take up space on the shelf, then it has no place in the library. Often these materials are removed and sent to new places where they are better used.
4. Outdated formats: Technology and literacy change, so sometimes materials need to be discarded because a new format has replaced it and equipment to use the format may be no longer available. The braille collection consists mainly of fiction and non-fiction in the English Braille American Edition (EBAE) code. The transition to the new Unified English Braille (UEB) code was begun in 2012 when the Braille Authority of North America officially adopted the UEB in the United States. EBAE braille materials will continue to be replaced as new UEB materials become available.
5. Depending on the reasons for disposal, library materials may be offered to teachers for classroom use, students, other agencies, or disposed of completely.

### **Challenged Materials Procedure**

Sometimes a parent or member of the community may have a concern or complaint about library materials such as books, videos, magazines, or other instructional aides in the media center. To resolve the complaint, the following procedure will be applied:

1. All complaints to staff members will be reported to the principal.
2. The principal or media specialist will contact the complainant to discuss the concern and attempt to resolve it informally by explaining the policy and goals of the media center and school.
3. If the complaint is not resolved informally, the complainant will be given a copy of the "Materials Reconsideration Form" and the "[\*Access to Resources and Services in the School Library Media Program: An Interpretation of the LIBRARY BILL OF RIGHTS\*](#)." The "Materials Reconsideration Form" must be completed and returned before any actions or further considerations are given to the complaint.
4. In accordance with the challenged materials procedure, the materials up for reconsideration will not be permanently removed until a final decision is made. However, in extreme cases access to the materials may be temporarily restricted.
5. Upon receipt of the completed "Materials Reconsideration Form," a committee consisting of both principals, the assistant principal/guidance counselor, the media specialist, and four teachers (a teacher from elementary, intermediate, middle school and high school, one of which must be an English teacher) selected by the principals, will review the concern and make a recommendation. The superintendent will also be made aware of the complaint and given a copy of the completed "Materials Reconsideration Form."

6. A recommendation must be made at or before 30 days after the concern is first formally presented to the committee.
7. The principal will update and discuss the committee's recommendation with the superintendent prior to notifying the complainant.
8. The principal will inform the complainant of the committee's recommendation.
9. If the complainant is not satisfied with the committee's decision, he/she may appeal to the superintendent and/or school board

## Materials Reconsideration Form

Please fill out the form completely. When it is turned in to the principal, he/she will present your concern to the Materials Reconsideration Committee where the matter will be discussed. The members of this committee (primary and secondary principals, assistant principal/guidance counselor, media specialist, and four teachers) will consider the material in question and make a recommendation. The principal will report the committee's findings no more than thirty (30) days after the initial committee meeting to the complainant. If you have further questions, please call 317-253-1481.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Complainant represents: Self \_\_\_ Organization (name) \_\_\_\_\_

Material Request for Review:

\_\_\_ Book \_\_\_ Video \_\_\_ Audio \_\_\_ Magazine \_\_\_ Electronic

\_\_\_ Other, please specify: \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_

Did you read, listen, or view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the specific portion(s) to which you object. List the page numbers, time stamp, or frame numbers where it can be found.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



What is your specific complaint, and why do you find the material to be objectionable? You may attach a separate sheet if necessary.

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What do you believe to be the theme and/or purpose of this material?

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In what context (assignment, research, etc.) did you encounter this material? Please be as specific as possible.

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What would you like our school to do about this material?

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What material of equal literary value (and similar format) in this subject area or genre would you suggest if an alternate assignment or purchase is considered?

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**NO COMPLAINT WILL BE CONSIDERED UNLESS THIS FORM IS FILLED OUT COMPLETELY.** Please turn the form into the principal and the matter will be reviewed and a recommendation rendered no more than thirty (30) days after the initial Materials Reconsideration Committee meeting.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Submitted

**ISBVI Policy O-52**

**Approved:** 5/16/11

**Revised:**

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

**ISBVI Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISBVI Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Staff Dress Code Policy

### Policy O-53

**Purpose:** The intended purpose of this policy is for the Indiana School for the Blind and Visually Impaired (ISBVI), through this dress code, to ensure all employees present themselves to our students, parents, and the general public in a manner which enhances their professional position. It is also the intent of the ISBVI to ensure all employees model, for students, attire appropriate to success.

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on-the-job appearances at all times. Employees shall not wear on the outside of their clothing jewelry or similar artifacts, as well as logos or other symbols or writing that are considered obscene; promote activity illegal for students, such as tobacco, alcohol, or drug use; or may be distracting or pose a disruption to the educational environment. Staff may be permitted to deviate from the following dress standards on special occasions authorized by the Superintendent, such as the wearing of specific clothing to honor or support a specific team or activity.

- The Dress Code applies to ISBVI faculty and staff, except designated personnel.
- “Business-Casual Fridays” and “Jean Days” will be at the discretion of the Superintendent. Low-Rider jeans, sweat pants, or workout clothes are unacceptable except during indoor and outdoor recreational activities.
- Physical education teachers are permitted to wear jogging/wind suits and shorts. Physical education instructors shall follow the faculty dress code for their gender on parent conference days, special meetings, and other occasions when not instructing class, unless otherwise determined by the principal(s).
- Orientation and Mobility Instructors are permitted to wear shorts on hot/humid days where the outside temperature is expected to be 85 degrees or higher. Orientation and Mobility Instructors may wear shorts that range in length from the knee to no shorter than three inches above the knee that would include khaki-style shorts or shorts of a similar nature (cargo-style shorts are not permitted). Orientation and Mobility Instructors shall follow the faculty dress code for their gender on parent conference days, special meetings, and other occasions when not instructing class, unless otherwise determined by the principal(s).
- Visible tattooing that might be considered inappropriate or offensive is not permissible. Tattoos or body art which have pictures or words that promote violence, guns, sex, drugs, alcohol, tobacco, nudity, skeletons, or skulls are not permitted and must be covered. This list is not exhaustive. Should an employee be asked to cover a tattoo, the employee will be required to do so. Failure to do so will be considered insubordination.

### **Appropriate dress:**

- Dresses and skirts are to be no shorter than three inches above the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. Orientation and Mobility Instructors may wear shorts that range in length from the knee to no shorter than three inches above the knee that would include khaki-style shorts or shorts of a similar nature (cargo-style shorts are not permitted) based on identified weather conditions. All other staff will not wear shorts.\*
- No jeans of any color will be acceptable.\*
- T-shirts (other than ISBVI school-affiliated shirts) are not allowed. Low cut blouses/shirts, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not appropriate staff attire. Sleeveless clothing must cover undergarments.
- Shoes shall be dress or casual, including slip-ons. Shoes and sandals without a back strap are acceptable. Beach style flip-flops are not acceptable attire. Shoes shall have a flat heel or no more than a two and one-half (2-1/2) inch non-spike type heel.
- While athletic shoes are generally not acceptable for nonphysical education teachers, special needs foot attire, to accommodate foot problems or appropriate activities may be addressed by the Superintendent. Athletic shoes are allowed on the playground and during other times (such as field trips and physical education) when regular dress shoes may be a hazard.
- Earrings are the only visible piercing allowed.
- Hats are not to be worn inside, except for, “Spirit Days” and similar occasions.
- Banded collars on button shirts, collared sport shirts, three-button golf shirts, suits, sport coats and dress shirts are permissible. Dress shirttails shall be tucked into the waistband of the trousers/slacks. Slacks and casual dress pants are acceptable.

\*Jeans, tennis shoes, and shorts (no shorter than three inches above the knee) shall be allowed on field trips that involve outdoor activities and at appropriate after-school events. Maintenance staff, housekeeping staff, dietary staff, and residential staff are permitted to wear tennis shoes and jeans.

By enacting this dress code policy, the ISBVI recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a bona fide personal religious practice and belief. When such is the case, the employee should provide documentation to his or her supervisor of the medical necessity or his or her bona fide personal religious practice and belief that gives rise to the need for deviation from this dress code policy.

Any attire deemed inappropriate by the Superintendent is prohibited. The employee may be asked to return to school with the appropriate attire.

**WAIVER:** The Superintendent may waive the dress code for school employees when school is not in session. Employees will be notified by the Superintendent when such a waiver is in effect,

defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.

**ISBVI Policy O-53**

**Adopted by ISBVI Board:** 8/20/12

**Reviewed and Approved:** 10/21/13, 10/22/18, 10/25/21

**ISBVI Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISBVI Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_