

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

## **Signing In and Out of Student Living Areas**

### **Policy S-21**

To fulfill the school's responsibility to provide for the safety of students, to ensure and track students' supervision, and to document activity within living areas, it is the policy of the Indiana School for the Blind and Visually Impaired that all ISBVI employees, visitors, volunteers, parents, students, and contractors sign in and out of student living areas when accessing these areas for visiting, making repairs, cleaning, supervising, or for other reasons.

Students residing in the Quads or houses will not be required to sign into the area in which they reside but must sign out of the area if they are "independently" leaving the area and are not part of a dorm-sponsored outing. Students must sign in and out of living areas in which they do not reside but are visiting, passing through, or have other business in that living area.

A separate sign-out sheet will be required and available for parents/guardians to sign their child out when taking them from campus during after-school hours. Students, with the proper mobility pass and with written parent permission, may sign themselves out to leave campus based on the parameters of the mobility pass. Students, regardless of age, may be signed out of the dormitories or living areas by custodial parents/legal guardians or by individuals who have been designated by the custodial parents/legal guardians on the registration form. Parents/legal guardians of a student, regardless of the student's age, may also send written permission to the school, 24 hours in advance, granting permission for their child to be signed out on a "one-time" basis by a designated person. For future sign-outs, the parent will need to add the designated person's name to the student's registration form.

The sign-in/out sheet(s) will be provided within each living area and will be made readily available for individuals to sign in and out. The sign in/out sheet(s) will be collected weekly by the Residential Services Director and kept on file for a period of two years.

The ISBVI Board directs the ISBVI Superintendent to ensure staff, student, and volunteer compliance with this policy consistent with statutory requirements by:

1. Providing staff and volunteers written notice and documenting their awareness and receipt of these documents by obtaining their signatures; and
2. Affording initial and periodic on-going training to staff and volunteers on the ISBVI Board Policy on Signing In and Out of Student Living Areas.

**ISBVI Policy S-21**

**Reviewed and Approved:** 1/11/10, 10/21/13, 10/22/18, **10/25/21**

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

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