

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Cellular Phones

Policy SS-14

Policy: It is the policy of the school to ensure the health and safety of its students and staff on and off-campus. In order to accomplish this, a key staff person will be identified as a school contact when traveling off-campus on school business. The key staff person will provide their cell phone number to the supervisor in charge of the activity or off- campus meeting or event.

Procedure: An employee identified as a key staff person, traveling off-campus on school business, including but not limited to field trips and athletic events, will provide the supervisor in charge of the activity or event with their cell phone number for the purpose of emergency contact and for routine checks. The individual providing their number may request reimbursement for the minutes used, above and beyond their individual plan, at the rate of .10 per minute as verified on their phone bill.

ISBVI Policy SS-14

Adopted by ISBVI Board: 3/20/06

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

ISBVI Superintendent: _____

_____ **Date**

ISBVI Board Chair: _____

_____ **Date**