

INDIANA SCHOOL FOR THE DEAF STAFF HANDBOOK

2019-2020



PREFACE

The Indiana School for the Deaf Staff Handbook is provided only as a resource summarizing the personnel policies and procedures for the employment relationship between Indiana School for the Deaf and its employees. This handbook is not a contract of employment, does not create any such contractual obligations for the state, and does not create or abridge any rights contrary to the provisions of the state Civil Service System, Indiana Code 4-15-2.2 or other applicable laws. Unless otherwise covered by the provisions of Indiana Code 4-15-2.2-21 concerning the state classified service or other applicable statute, all state employees are employed at will and may be dismissed, demoted, disciplined or transferred for any reason that does not contravene public policy.

Indiana School for the Deaf (ISD) reserves the right to withdraw or change ISD specific policies and procedures described in this handbook at any time at the sole discretion of the administration of ISD or the ISD School Board. While ISD will make every effort to notify staff of these changes, employees are responsible for keeping up-to-date on the State of Indiana's policies, benefits and programs, as well as, the policies and procedures of ISD.

For questions about State of Indiana laws, rules, and policies that affect state government employment, contact the State Personnel Department (SPD). Contact information for SPD can be found here: <http://www.in.gov/spd/2322.htm> or contact your agency Human Resources representative. For questions about specific ISD provisions in this handbook, please contact your Supervisor or your Administrative Team Director.

We hope your employment with ISD is long term, productive and successful. However, nothing in this handbook guarantees your employment of any length or conditions. It is not an employment agreement or contract. The contents are subject to change and do not constitute public policy for purposes of the exception to the employment-at-will doctrine. **Violations of any of these policies could result in disciplinary action, up to and including immediate dismissal from employment.**

This is a publication of the Indiana School for the Deaf. You can stay current on ISD news by visiting the school website at: <http://www.deafhoosiers.com/>.

WELCOME FROM DR. DAVID GEESLIN, SUPERINTENDENT/CEO



Welcome to the Indiana School for the Deaf (ISD)! As we begin the 2019-2020 school year, it is important that staff understand their rights and responsibilities as employees. You are now part of a dedicated staff that serves the citizens and taxpayers of Indiana by providing for the education and well-being of our student population. ISD is a resource center for students, parents, and the community. This handbook explains policies and procedures for all ISD staff and provides resources for further information as an employee of the State of Indiana. A positive attitude is a key factor to a successful working environment. It is very important that employees are warm and friendly to all who visit ISD. If you see a new face at ISD; give them a smile!

MISSION STATEMENT

The Indiana School for the Deaf is committed to providing meaningful learning opportunities for students that foster academic and social excellence where languages and diversity are valued.

VISION STATEMENT

The Indiana School for the Deaf is the American Sign Language and English bilingual educational environment where students belong, excel and thrive academically and socially.



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INDIANA SCHOOL FOR THE DEAF HISTORY

In February of 1843, the state of Indiana, even though nearly bankrupt, recognized its responsibility to educate its Deaf residents by levying a tax of two mills (1/1000) of each hundred dollars' worth of property. Money generated from this tax was appropriated for a school for Deaf children. The state also rewarded the efforts of James McClean, a Deaf man from New York, with a payment of \$200 in recognition of his attempt to establish a school in Parke County, Indiana. While his efforts lasted only a year, they served to draw the attention of the General Assembly to the need for education of Deaf children in Indiana.

William Willard, a Deaf man teaching at the Ohio School for the Deaf in Columbus, traveled to Indianapolis in May 1843 and presented himself with his credentials to the General Assembly proposing the establishment of a school for Deaf children in Indiana. On May 30, 1843, the General Assembly enacted a resolution endorsing William Willard's interest in opening schools for the Deaf.

Willard, a graduate of the American School for the Deaf in Hartford, Connecticut, had been a student of the great Laurent Clerc, "the Father of Deaf Education" in America. His wife, Eliza Young Willard, was an alumnus of the Ohio School for the Deaf. Together, they advertised throughout the state of Indiana for potential students. Willard traveled the state on horseback that summer demonstrating his methods and recruiting students for the school. On October 1, 1843, the Willard School opened with twelve pupils. William and Eliza both served as instructors with Willard being responsible for the boys' general care and his wife responsible for the girls' general care.

The school prospered and in December of that same year, the state passed a law that established the Willard school as a state institution. Willard was appointed principal of this school which, after a law passed in January 1846, became the sixth state school for the Deaf in the nation and the first state school to provide free education to Deaf children. In 1850, after being located in three different rented quarters in the downtown area of Indianapolis, the state built a spacious new school east of the city on the National Road.

The Indiana School for the Deaf, at that time named the Indiana Asylum for the Education of the Deaf and Dumb, remained at this location on the corner of State and Washington Streets for many years. Willard continued as a teacher at the school until his retirement in 1860. Across the street from the school, Willard had a beautiful Greek Revival home built. There, he and his family resided in what was considered one of the finest homes in Indianapolis. After much wear and decay on the State Street campus, the state approved the construction of a new campus for the school on East 42nd Street on the north side of Indianapolis.

The construction and opening of this campus was delayed from 1907 until 1911 due to the cost overruns and faulty construction. Much public debate was held about the cost of such magnificent buildings of monumental stature that became the present-day campus of the Indiana School for the Deaf. Located on 80 acres in a beautiful campus setting, the school's main buildings are registered as historic landmarks. The Indiana School for the Deaf is a fully accredited school and a national resource center. It is recognized nationally for its leadership in education, its advocacy of American Sign Language and being the first state Deaf school to adopt a Bilingual/Bicultural Philosophy.

PHILOSOPHY

The bilingual philosophy provides language acquisition and facilitates proficiency in two languages, American Sign Language (ASL) and English. The status of both languages is equal. By providing an enriched academic and cultural learning environment, Deaf and Hard of Hearing students develop a sense of identity within the Deaf Community. Students also develop the knowledge, skills and attitude to function effectively with members of a multi-cultural, diversified community.

Through a holistic experience of quality education and appropriate resources, Deaf students at the Indiana School for the Deaf have the opportunity to develop to their full potential in a safe, comfortable and challenging environment.

BELIEFS

We believe that –

- All people have equal value.
- All students can learn and are lifelong learners.
- Bilingual/bicultural education is a basic right for Deaf and Hard of Hearing students.
- American Sign Language (ASL) and English are two separate languages.
- Students share a common (Deaf) culture, a common language (ASL), and common heritage.
- Deaf and hearing interactions are vital to students' bicultural development.
- All staff, families, and community members are educators.
- Learning environments include, but are not limited to, home dormitory, school and communities.
- Students benefit when their parents and families are involved in the education process.
- A safe, secure, inviting and healthy school environment is essential for learning.
- All students need to be immersed in a creative, challenging environment that encourages risk-taking during learning experiences.
- All students should be challenged to take risks that enhance their social, emotional and intellectual skills.
- Students have the right to have their individual needs met through learning opportunities that promote optimum success and independence.
- Students should have cultural awareness, respect, and sensitivity when choosing a natural mode of communication with peers, staff, family, and the diverse, multicultural society.

DESIRED LEARNER OUTCOMES

GOAL STATEMENTS*

The Indiana Deaf School, in accordance with the Curriculum Advisory Council of the Indiana State Board of Education, envisions a future in which our graduates will have the opportunity to pursue a common core of lifelong learning which will prepare them to manage the rapid growth of information, to meet personal needs and to contribute to the human community within a rapidly changing environment.

Mastery of Basic Skills and Fundamental Process

Our graduates will utilize bilingual fluency and demonstrate abilities to sense, listen/ attend, observe, communicate, read, write, quantify, compute, and conceptualize.

Development of Intellect

Our graduates will exhibit the ability to think rationally and to make judgments and decisions based on appropriate knowledge.

Attainment of Interpersonal Understandings

Our graduates will demonstrate comprehension and application of family and group communications, functions, and relationships in various social, cultural, and ethnic settings.

Enculturation

Our graduates will demonstrate understandings and application of norms, values, traditions, languages, and aesthetic contributions of our society and civilization.

Citizenship Participation

Our graduates will express perspectives and skill in exercising democratic privileges and responsibilities of social, political, and environmental memberships.

Career/Vocational Preparation

Our graduates will demonstrate the attitudes and skills required to secure and maintain employment.

Moral and Ethical Character Development

Our graduates will demonstrate judgments and behaviors reflecting truth and goodness.

Emotional and Physical Well-Being

Our graduates will demonstrate the abilities to cope with and accept emotional, physical, psychological and social changes within themselves and others.

Creativity and Aesthetic Expression

Our graduates will contemplate and respond to new ideas and different points of view, imaginative alternatives offered by others for producing social-cultural benefits, expressions of personal feeling through creative works, and enjoyment of beauty.

Self-Realization

Our graduates will express the ability to know one's self, search for meaning in one's activities, make purposeful and responsible decisions, develop a philosophy of one's existence, and select lifelong learning goals.

**Adapted from Indiana's Common Core of Lifelong Learning, Indiana Curriculum Advisory Council*

ISD ORGANIZATION

ACADEMICS

Our school offers a complete academic program for Deaf and Hard of Hearing students from preschool through high school graduation. Students enroll in the school as young as three years old and continue to graduation.

The school is committed to the academic development of each of our students. Through the Individualized Education Plan (IEP) process, teachers and support staff strive to develop and implement a program designed to promote and develop each child's educational needs. The division endorses a bilingual environment throughout the school. American Sign Language (ASL) is the language of instruction with English strongly emphasized across the curriculum.

The school is accredited by the Indiana Department of Education through the Performance Based Accreditation (PBA) and the Conference of Educational Administrators Serving the Deaf (CEASD). The school follows the rigorous Indiana Academic Standards. Students are assessed through the ISTEP+, IMAST, and ISTAR assessments given to all the students in the state of Indiana. In addition, students are tested twice a year using the Northwest Evaluation Association (NWEA) test to determine academic growth across the school year.

The Education Division also oversees the Interpreting Services Office and Technology Services.

OPERATIONS

The Operations Division strives to provide support and service to students, staff, families, and the ISD community to ensure resources exist in which students can achieve academic and social excellence in a Bilingual environment.

The Operations Division is comprised of: Business Office, Campus Police, Physical Plant, and Storeroom. The staff of this division are strongly committed to providing the support services necessary for the smooth operations beneficial to our staff and students and recognizes and respects the importance of providing for the safety, security and education of the young minds placed in our care.

The Business Office is responsible for budget, purchasing, receiving goods, accounts payable and accounting for ISD. The Indiana General Assembly sets the operating budget for ISD every biennium. These funds support ISD by providing for salaries, benefits, utilities, services, supplies, equipment, and travel.

The Business Office has four staff and strives to provide the best support to the school including the students, staff and vendors.

STUDENT LIFE

The Student Life Division is committed to addressing students' developmental needs and interests through a variety of coordinated services for the student community. The division includes: Residential Program,

Student Center, Athletic Program, Dietary Services, Health Center, and Camp Willard – a self-supporting educational camping program serving all Deaf and Hard of Hearing students statewide, regardless of educational facility.

The Student Life Division is committed to providing high-quality, student-centered programs that support the student as a whole. Students develop best in a challenging and supporting environment where academic and personal development are integral, and the programs of this division are based on the nine dimensions of this philosophy: cultural, emotional, intellectual, life planning, physical, political, sexual, social, and spiritual.

POLICIES AND PROCEDURES

Because the Indiana School for the Deaf is recognized as an agency of the State of Indiana, ISD staff may participate in benefits programs of the State Personnel Department (SPD) and must follow all policies and procedures specified by SPD, other state agencies, and policies approved by the ISD School Board. The ISD Staff Handbook contains additional ISD-specific Personnel Policies and Procedures which employees are expected to follow as employees of ISD. Violations of any SPD, ISD School Board, or ISD-specific policy could result in disciplinary action, up to and including immediate dismissal from employment.

The SPD State of Indiana Employee Handbook can be found here:

<http://www.in.gov/spd/files/eehandbook.pdf>.

The full listing of ISD School Board policies can be found here: <http://www.neola.com/indianaschooldeaf-in/>.

Indiana School for the Deaf policies may be stricter than Indiana laws, rules, and policies, however, in the event an ISD-specific policy conflicts with a State of Indiana law, rule, or policy, the State of Indiana law, rule, or policy will take precedent.

STATE OF INDIANA POLICIES AND PROCEDURES

Code of Ethics

The Office of the Inspector General (OIG) addresses three general issues: (1) criminal offenses against public administration (for example: bribery, official misconduct and conflicts of interest), (2) the Code of Ethics, and (3) efficiency matters involving waste, fraud or abuse. Staff are required to complete ethics training every two years. Staff may contact the ISD Ethics Officer, or the [Office of the Inspector General](#) through its online submission system, for questions regarding ethical issues. More information on the Code of Ethics may be found at: <http://www.in.gov/ig/2336.htm>.

Information Resources Use Agreement (IRUA)

The Information Resources Use Agreement (IRUA) is a statewide policy intended to improve the state's information security and guide state employees regarding appropriate use. It applies to all state employees and contractors in the executive branch using State provided technology assets. Staff are required to complete training and accept the IRUA every two years. More information about the IRUA is available here: <http://www.in.gov/iot/IRUA.htm>.

Standardized Personnel Policies

The State Personnel Department (SPD) delivers integrated Human Resource services, allowing the governor's office and agencies to effectively achieve their stated goals and objectives. SPD accomplishes this by establishing and nurturing an organizational culture rooted in values and core competencies that proactively delivers best in practice services, solutions and programs.

ISD staff may participate in SPD benefits programs and are obligated to abide by SPD policies and procedures that are standardized for all State of Indiana employees. All staff are required to complete workplace harassment training annually. More detailed information can be found by visiting the SPD website at <http://www.in.gov/spd/index.htm> or, if you are viewing this handbook online, by clicking on the specific information links that follow.

- [Laws, Rules and Policies for State Employees](#)
- [Performance Management](#)
- [Family & Medical Leave](#)
- [Americans with Disabilities Act](#)
- [Workplace Harassment Information](#)
- [Worklife Options](#)
- [Drug and Alcohol Testing](#)
- [Employee Benefits](#)

Alphabetical Listing of Standardized Policies

Affirmative Action

[Policy Statement](#)

Arrests or Convictions

[Policy Statement](#)

[Responsibilities & Procedures](#)

Background Checks for State Employment

[Policy Statement](#)

[Responsibilities & Procedures](#)

Applicant Disclosure and Release [Word](#) | [PDF](#)

[Applicant Background Record Checklist](#)

Discipline

[Policy Statement](#)

[Responsibilities & Procedures](#)

Drug and Alcohol Free Workplace

[Policy Statement](#)

[Responsibilities & Procedures](#)

Drug and Alcohol Testing

[Policy Statement](#)

[Responsibilities & Procedures](#)

Holidays

[Policy Statement](#)

[Responsibilities & Procedures](#)

Hours of Work/Work Schedules

[Policy Statement](#)

[Responsibilities & Procedures](#)

Interim Rules

[Policy Statement and Rules](#)

Lactation Support

[Policy Statement](#)

[Responsibilities & Procedures](#)

[Employee's Request for Lactation Schedule and Location](#)

Layoff and Recall

[Policy Statement](#)

[Responsibilities & Procedures](#)

Leaves of Absence

[Policy Statement](#)

Leave - Community Service

[Policy Statement](#)

[Responsibilities & Procedures](#)

Leave - Emergency Conditions

[Policy Statement](#)

[Responsibilities & Procedures](#)

Leave - Family-Medical

[Policy Statement](#)

[Responsibilities & Procedures](#)

Webpage: [Link](#)

Leave - Funeral

[Policy Statement](#)

[Responsibilities & Procedures](#)

Leave - Military

[Policy Statement](#)

[Responsibilities & Procedures](#) - links to forms included

Leave - Military Family

[Policy Statement](#)
[Responsibilities & Procedures](#)
[Request Form](#)

Leave - Personal

[Policy Statement](#)
[Responsibilities & Procedures](#)

Leave - Sick

[Policy Statement](#)
[Responsibilities & Procedures](#)

Leave - Vacation

[Policy Statement](#)
[Responsibilities & Procedures](#)

Overtime Assignments

[Policy Statement](#)
[Responsibilities & Procedures](#)

Performance Management

[Policy Statement](#)
[Responsibilities & Procedures](#)

Personnel Files

[Policy Statement](#)
[Responsibilities & Procedures](#)

Parental Absence for Child's Education

[Policy Statement](#)
[Responsibilities & Procedures](#)

Rights of Former Employees Hired Into State Civil Service

[Policy Statement](#)
[Responsibilities & Procedures](#)

Salary - Demotion

[Policy Statement](#)

Salary - Lateral Transfer

[Policy Statement](#)

Salary - Promotion

[Policy Statement](#)
[State Employees' Appeals Commission](#)

Temporary Voluntary Unpaid Leave

[Policy Statement](#)
[Request and Approval for Temporary Voluntary Unpaid Leave](#)
Webpage: [Link](#)

Tobacco Testing

[Policy Statement](#)
[Responsibilities & Procedures](#)
[Non-Tobacco Use Agreement for 2010](#)

Workplace Harassment Prevention

[Policy Statement](#)
[Responsibilities & Procedures](#)
[Prevention of Workplace Violence](#)

INDIANA SCHOOL FOR THE DEAF POLICIES AND PROCEDURES

General Expectations of ISD staff

ISD Staff Members are expected to:

- Be responsible for the students of ISD. The health, safety and welfare of the student population precedes everything else in your job.
- Maintain a professional relationship with students and co-workers.
- Show mature behavior and be a good role model for the students.
- Show respect for their co-workers and maintain open communication in the work environment.
- Refrain from using pagers and cell phones for personal use during working hours.
- Arrive and be ready to work when your day/shift begins
- Complete assigned tasks in a timely manner. Please contact your immediate supervisor if this cannot be done.
- Keep the campus drug-free. It is unlawful to manufacture, distribute, dispense, process or use a controlled substance on the premises. Violation of this procedure may result in formal discipline up to and including termination of employment.
- Follow all federal, state and local laws and policies.

Animals on Campus

Anyone wishing to bring an animal/pet on campus must first gain permission from the Superintendent/CEO or member of the Administration Team (Director of Operations, Director of Student Life, or Director of Instruction). Animals/pets on campus should serve an educational purpose.

Anyone who has an animal/pet on campus without permission will be directed to the campus police and asked to leave campus. Animals left in the car or vehicle may be considered as animal cruelty and Marion County Animal Control, the Humane Society or State Police will be contacted.

Attendance and Punctuality Policies

Notification of Absence

In order to maintain and provide a quality education to our students, attendance is crucial. Absence of direct service staff members creates a gap in the educational process. Employees that provide a direct service to ISD students include teachers, teacher aides, residential advisors, dietary staff, principals, deans, counselors and other positions which directly serve students. These staff may only use Sick or Personal Leave for an absence when school is in session.

All ISD employees are required to notify their direct supervisor about their intent to be absent. State Personnel Department policies for notice apply, but your supervisor may impose stricter guidelines and additional procedures for providing notice. You are responsible for knowing the expectations of your direct supervisor and complying with your department's process for time off requests. All time off requests must clearly state what type of leave will be used. Vacation and compensatory leave requests must be submitted for approval 24 hours in advance.

Please refer to the State Personnel Policies located at: <http://www.in.gov/spd/2396.htm> or the Indiana State Employee Handbook located at: <http://www.in.gov/spd/files/eehandbook.pdf> for more specific information on all types of leave available to state employees.

Punctuality

Staff are expected to be ready to work when their shift begins. Staff punctuality is essential for the performance of job duties. Tardiness and other forms of unauthorized leave are unacceptable and will be addressed through discipline and may result in termination if time abuse is not corrected.

School Year Employees and "Forced" Breaks

School year staff (anyone who is not a 12 month employee) cannot work during the fall, winter, and spring breaks due to school closure. During these breaks, school year staff members may use accrued leave or they may opt to take authorized leave without pay. However, if authorized leave without pay is selected and the staff member wants payment for the holidays, they must use at least one day of accrued time (vacation, personal, or compensatory leave) each week. Sick time cannot be used during these breaks.

Working Holiday

If an employee is required to work on a holiday, they should include 7.5 hours under "holiday" and also document the number of hours worked on their timesheet as "other compensatory leave earned" to save the time as comp time for use later or "overtime payable hours" if payment is requested now. Employees that are scheduled to work and fail to do so on the holiday may not use personal, vacation or compensatory leave.

Intermittent and Part-time Employees

Intermittent and Part-time employees only receive payment for actual hours worked. Part time employees receive compensation for holidays, intermittent employees do not receive compensation for holidays.

Background checks

1. All persons accepting conditional offers of employment or offering services under a contract shall be subject to the following background checks:
 - All work experience listed on application/resume that qualify the individual for the position sought,
 - All substantive employment during a period of at least five (5) years immediately preceding the date of application,
 - All academic diplomas and degrees,
 - Any required licensure,
 - Expanded Criminal History Check,
 - Expanded Child Protection Index Check, and
 - Reference Checks, including contacting most recent employer.
2. Individuals providing volunteer services shall be subject to the following background checks:
 - a. Anticipate volunteering only one (1) to two (2) times during a six (6) month period: state criminal history and sex offender registry checks.

- b. Anticipate volunteering three (3) or more times during a six (6) month period: expanded criminal history and expanded child protection index checks.
3. All persons accepting conditional offers of employment for positions that authorize disbursements or have access to personal, private information shall be subject to additional background checks commensurate with their responsibilities including credit history checks.
4. Completion of the information request for all states of residence and employment since the person was 18 years of age is required upon request of HR staff so the background checks can be accurately performed. Non-compliance or failure to honestly complete written disclosures by a School employee, volunteer or contractor may result in dismissal from employment or termination of contract or volunteer arrangement. Non-compliance or failure to honestly complete written disclosures by an applicant may result in exclusion from hire and/or previous offers of employment may be rescinded.
5. All persons employed or performing services for the School under contract or volunteer arrangement as of July 1, 2017, shall be subject to an expanded child protection index check during the 2017-18 school year.
6. All persons employed or performing services for the School under contract or volunteer arrangement as of July 1, 2017 and who began said roles prior to December 31, 2012 shall be subject to an expanded criminal history check during the 2017-2018 school year and every five (5) years thereafter.
7. All persons employed or performing services for the School under contract or volunteer arrangement as of July 1, 2017 and who began said roles on or after December 31, 2012 shall be subject to an expanded criminal history check approximately five (5) years from the date they began employment, contractual or volunteer services and every five (5) years thereafter.
8. Expanded criminal history checks must be completed on the persons listed below within the specified time period.
 - a. New School employees – within thirty (30) days of hire.
 - b. New contractors – within thirty (30) days of commencement of services.
 - c. New volunteers who anticipate volunteering three (3) or more times within six months – within thirty (30) days of commencement of volunteer activities.
9. Expanded child protection index checks must be completed on the parties listed below within the specified time period.
 - a. New School employees – within sixty (60) days of hire.
 - b. New contractors – within sixty (60) days of commencement of services.
 - c. New volunteers who anticipate volunteering three (3) or more times within six (6) months – within sixty (60) days of commencement of volunteer activities.
10. Every five (5) years the following persons will be subject to updated expanded criminal history and expanded child protection index checks. These individuals may not be required to obtain expanded criminal history or expanded child protection index checks more than once in five (5) years, unless the School has reason to believe that the applicant, employee, contractor, or volunteer (1) is the subject of a substantiated report of child abuse or neglect; or (2) has been charged with or convicted of a crime listed in IC 20-28-5-8 (c). Each individual is responsible for all costs associated with obtaining these checks unless the School or vendor agrees to pay the costs.
 - a. Current school employees.
 - b. Current contractors.
 - c. Current volunteers who volunteer three (3) or more times within six (6) months during any given school year.

11. The School is prohibited from hiring a person who has been convicted of an offense requiring license revocation as detailed in IC 20-28-5-8(c), unless the conviction has been reversed, vacated, or set aside on appeal.
12. The School is prohibited from hiring a person who has been convicted of an offense listed in IC 4-13-2.14.7.

Communication and Language Policies

ISD Language Policy

ISD promotes a bilingual educational program to develop bilingual proficiencies among our students. The languages of instruction are American Sign Language (ASL) and English. The status of both languages is equal.

The purpose of bilingual education is based upon the principle that Deaf children are members of both communities and that they learn best in an environment where ASL is the most completely accessible language and provides a foundation for the development of spoken and written English and subject content. With full linguistic skills and positive self-esteem, they can develop cognitive skills to their fullest potential.

ASL is a visual language that is accessible to all deaf and hard of hearing individuals, regardless of their hearing abilities or assistive devices. ASL is also accessible to hearing staff.

The Bilingual philosophy also recognizes that our students will need to live and succeed in a larger multicultural and multi-linguistic community, respects that our students come from diverse cultural and language backgrounds. Communication skills using ASL and English are developed individually according to each child's unique educational plan.

The Bilingual philosophy supports the use of ASL for the medium of instruction with a strong commitment to the development of ASL Literacy, spoken English (if appropriate) and English literacy. Signed English systems, manually coded English, and simultaneous communication are not languages; therefore, they are not used for instructional purposes. Children need a language rich environment to develop proficiency in a first and second language.

Communication Strategies and Guidelines

1. Sharing ground rules is highly recommended for any meetings. Ground rules for communication should be developed for each department and reviewed at the beginning of each meeting.
2. Employees have the right to choose which language they are most comfortable with (ASL or Spoken English with an interpreter).
3. Simcom (simultaneous communication or speaking while signing) is not allowed at any time in the instructional setting. The only exception is for students or their families, who simcom in an informal setting. Explain to the student in private that simcom is acceptable for informal settings but not for formal settings – they need to choose one language, so our message is clear.
4. Request an interpreter if you expect a person with no signing skills at a meeting. If an interpreter is not available:

- a. Use sandwich method alternate between speaking and signing if you are hearing or hard of hearing, OR
 - b. Find a hearing staff member who can interpret or translate back and forth, OR
 - c. If no hearing staff is available, use paper/pen, pager, computer, or gestures.
5. Cell phone and pager use should be used in private unless it is an emergency situation. Do not use in hallways or classrooms in front of students. If cell phone needs to be used, for example during elementary bus duty – discuss it at department meetings so everyone is aware.
6. Spoken English is used in private at all times. Please do not use Spoken English in front of students at any time.
7. Spoken English instruction and activities are “pushed-in” in some Willard School classes, and the teachers and staff ensure all students know the roles and have access in their accessible language. Individual communication plans help guide the amount of spoken English provided for each child.
8. New students who do enroll at ISD with minimal or no sign skills should have a transition plan to address their unique communication needs and for the teachers and classmates. If a new student is struggling with language and doesn’t have a transition plan, then the TOR should call a staffing and develop a plan.
9. If an employee sees a communication situation that is in conflict with the Communication Strategies and Guidelines, the employee should do the following:
 - a. Approach the other employee and discuss the situation.
 - b. If not resolved, get a supervisor to mediate a meeting between both employees.
 - c. Supervisors are responsible to enforce the Communication Strategies and Guidelines and follow through with discipline if needed for repeated infractions.
10. Supervisors should review the Communication Strategies and Guidelines in each department at least annually. If challenging situations not covered in this guideline arise, the supervisor should bring the issue or situation to the department, facilitate discussion and best practice to handle the situation, and add to these guidelines for future handbooks.

Freedom of Speech in Non-Instructional Settings

As citizens in a democratic society, professional staff members have the right to speak out on issues of public concern. When those issues are related to the School, however, the professional staff member’s expression must be balanced against the interests of ISD. The following guidelines have been adopted by the School Board to help clarify and, therefore, avoid situations in which the professional staff member is not engaged in the performance of professional duties s/he should:

- A. State clearly that his/her expression represents personal views and not necessarily those of the school;
- B. Not discuss with others any individual with whom s/he would normally be in daily contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- C. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;

- D. Not make abusive or personally defamatory comments about co-workers, administrators, or officials of the school;
- E. Refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy;
- F. Not make threats against co-workers, supervisors, or school officials.

Legislative Communication Policy

The purpose of this policy is to promote communication between ISD and local elected officials that is consistent with the goals of ISD and to protect the political views and speech of ISD employees on personal time. An ISD employee shall not directly contact a member of the State Legislature or other elected official, or engage in lobbying or other Statehouse activity, in the following circumstances:

- a. On work time.
- b. Using work resources (telephones, computers, etc.). *Please note that a limited use exception does not apply.*
- c. Regarding specific ISD business or any matters relating to its program areas unless such contact is within the usual course of business of that employee.
- d. Representing himself/herself as an ISD employee.

If an employee wishes to contact a member of the State Legislature or other elected official regarding an ISD issue or policy, they shall contact their immediate supervisor or program manager:

1. The supervisor or program manager shall direct the inquiry to the Administrative Team Member of their area;
2. The Administrative Team Member will contact the full Administrative Team;
3. The Administrative Team will provide guidance as to the appropriate channel to address the concern.

If a staff member is contacted by an official, staff may educate and inform the official. Staff should then notify their Administrative Team Member immediately to make them aware of the contact.

This policy does not prohibit a state employee from contacting a member of the State Legislature or other elected official when not on duty, provided it is not in regard to Department business.

Computer Use

ISDNet Use

The use of ISDNet is a privilege, not a right. The smooth operation of the network relies upon the proper conduct of the end users (faculty, staff and students) who must adhere to strict guidelines as outlined in this use agreement.

ISDNet is provided as a service to faculty, staff and students to promote educational excellence in the school by facilitation, resource sharing, innovation, and communication.

ISDNet is composed of various technical components and resources that enable ISD faculty, staff and students access to vast, diverse, and unique resources available through the Internet and intranet. ISDNet includes, but is not limited to, Internet-enabled and internal Email system, Internet browsing, Internet/intranet web access, campus-wide network infrastructure and computers. ISDNet access is coordinated through a complex association of government agencies, and regional and state networks.

ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the negligence, or errors, or omissions of either the school or the user. The user assumes responsibility and any risk for the use of information obtained via ISDNet. ISD specifically denies any responsibility for the accuracy or quality of information attained through its network.

Internet/Web Policies

Use of the Internet by users is permitted and encouraged where such use is suitable for school educational and/or business purposes and support the goals and objectives of the school.

The Internet is to be used in a manner that is consistent with the school's standards of conduct and as part of the normal execution of an employee's job or student's school responsibilities.

Users shall not visit Internet sites that contain obscene, hateful or other objectionable materials.

Users shall not make or post indecent remarks, proposals, web pages or materials on the Internet. Users shall not create or participate in non-educational chat rooms.

Users shall understand that Internet access may be subject to monitoring for inappropriate use, security and/or network management reasons.

Email Policies

Users shall understand that their Email accounts and email messages are considered property of the school.

Users shall not solicit emails that are unrelated to school activities or for personal gain.

Use of email may be subject to monitoring for inappropriate use, security and/or network management reasons.

Users shall not send non-school related materials (jokes, poems, riddles, prayers, cute videos, screen savers, chain letters, and mailing lists). Receiving such materials is not encouraged and users are expected to inform their senders to discontinue sending them.

Users shall not use their email accounts to conduct personal business correspondence nor to perform mass-distributions of messages of personal or business nature.

Users shall be expected to abide by the general accepted rules of email etiquette, which includes being polite, and use of appropriate language.

Any other email systems made available through the Internet are not permitted. ISDNet's email system is the only authorized Email system at ISD.

Users shall not email to ALL_USERS for personal gain (e.g., soliciting business, advertising, non-ISD event announcements) without prior approval from the Superintendent/CEO.

Computers/Network Policies

Users shall not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and/or maliciously cause high volume network traffic that substantially hinders others in their use of the network.

Users shall refrain from installing personal software without prior authorization. User shall also refrain from any environment modifications on ISDNet computers (screen savers, icons, control panel).

Users shall understand that any vandalism and malicious attempt to harm or destroy ISDNet equipment, data of other user, computer system/Internet will result in disciplinary actions.

All software used by ISDNet computers will be purchased properly through appropriate procedures.

Users shall use only equipment or software owned, licensed, or being evaluated by ISD. Use of personal or third-party equipment or software at ISD is strictly forbidden unless prior approval has been obtained from appropriate supervisors and from the Technology Center.

At no time shall a confidential computer password(s) be shared with, or used by, any other person.

Personal Computers

Anyone wishing to bring a personal computer to campus must register the equipment with the Technology Center.

The Information Technology Security Policy may be reviewed online at:
<http://atisd/TechnologyCenter/ISDNetSecurityPolicy.pdf>

Confidentiality of Records

In order to maintain compliance with the Family Education Right to Privacy Act (FERPA) and the Individuals with Disability Education Act (IDEA), staff are required to maintain confidentiality of student records and may not share any information with any persons who do not have a legitimate educational interest in the student. Designated education personnel are responsible for compliance with any requests to review student records. Staff should contact the Principal or Director of Instruction immediately when such a request is made and refer the individual to the appropriate person.

Damage and Vandalism

It is imperative that each incident of damage and/or vandalism be reported in writing on an incident report. There are four types of damage:

- Equipment, such as TV, furniture, draperies, etc.
- Property, such as doors, walls, floor, carpets, windows, etc.
- Personal, such as student or staff personal belongings.
- Computer, such as running or creating a computer virus.

The following procedures detail the reporting of Equipment and Property Damage. If the damage is Computer damage, please report the incident to the Technology Center. The Business Office will determine the cost of equipment. The Maintenance Department will determine the cost of property.

Procedure:

- A. When damage/vandalism occurs, a staff member must fill out an incident report and send it to the appropriate Dean of Boys/Girls or Principal.
- B. The Dean or Principal will investigate the incident report. If confirmed, s/he will write a Damage/Vandalism Report and attach the copy to the incident report.
- C. The Dean or Principal will contact the student's parents to inform them of the incident and disciplinary measures (if applicable). The parents will also be informed that they will receive a bill when repair or replacement is completed.
- D. The Dean or Principal will send a copy of the report to the Director of Operations who will forward to either the Business Office or Maintenance Department as appropriate.
- E. Once repairs are completed or replacements obtained, the Business Office will send a bill to the parents and instruct them to remit a check payable to the Indiana School for the Deaf.

Dress Code

ISD Administration retains the authority to specify dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. Staff should follow the dress codes in each division. In addition, all staff members shall, when assigned to School duty: be physically clean, neat, and well groomed; dress in a manner consistent with their professional responsibilities; dress in a manner that communicates to students a pride in personal appearance; dress in a manner that does not cause damage to school property; be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

Interpreting Services

Checking for Interpreter Availability

1. Open a new Outlook appointment
2. Click 'Scheduling Assistant' (shortcut at the top of the appointment page)
3. All Attendees (on the left), type *interpreters* (with an 's')
4. Scroll thru dates and times. A purple bar means interpreters are booked. A blank spot means at least 1 interpreter is available. Interpreting service hours are 8:00 a.m. – 4:00 p.m. If you need hours outside of that, the office will do their best to cover it or request a freelancer.
5. To confirm a date and time, see *Making a Request* below.

Making a Request

The ISD Interpreting Services Office will no longer be able to process incomplete interpreter requests. To make a request you must fill out the ENTIRE interpreter request (see below or go to IAL and copy/paste the information into an Outlook meeting request). **Only complete electronic requests will be processed.** In person and phone request are not considered formal requests and will not be processed until followed up with an electronic request. Emergency requests (1 hour or less notice) can be made in person or via phone/VP.

To ensure you have an interpreter for your request, it is best to request the interpreter at least one week in advance. Please send requests to interpreters@isd.k12.in.us and NOT to individual interpreters.

A **COMPLETE** interpreter request will include the following:

1. Date of assignment
2. Start time
3. End time
4. Location of assignment
5. Location where interpreter should meet you (if different from the location of the assignment)
6. The NAMES and ROLES of all participants (not just “student” but the full name)
7. What the request is for (staffing, presentation, meeting, etc.)
8. The format (small group meeting, large group meeting, presentation, tour, webinar, etc.)
9. Any special considerations such as walking, standing, going outside, etc.
10. Any and all information and background on the assignment that you can provide will only help in making the interpreting process a smoother one.

Please know that interpreters keep information confidential. If there is something you do not feel comfortable sharing about a specific request via email, feel free to call or VP our office or stop by in-person to “prep” us.

Also, DO NOT offer to provide interpreters to outside organizations that are legally obligated under the ADA to provide interpreters themselves. This includes field trips, off-campus workshops and meetings hosted by organizations other than ISD, and organizations coming ON CAMPUS to make presentations that are not specific to ISD (i.e. that are provided to other schools and businesses). If unsure as to whether or not a specific organization should be providing interpreters, contact the Interpreting Services Office for clarification.

Cancellations

Once scheduled, if a meeting changes and an interpreter is no longer needed, notify the Interpreting Services Office **immediately**. Freelance interpreters must be cancelled a minimum of 48 hours in advance and failure to cancel in a timely manner will result in ISD being charged for the reservation. Staff members who fail to comply with timely cancellation notices may be reported to his/her immediate supervisors for discipline.

Asking ISD Hearing Staff to Interpret

We understand that at times there are emergency situations involving students on campus. In those situations, it probably seems impossible to consider having an interpreter present to interpret between hearing parents, ISD police, or other entities that may need interpretations. Often hearing staff are pulled to interpret in these situations.

Realize that when pulling hearing staff to interpret it can be confusing to the student or participant who identifies that staff member in a specific role. Additionally, by asking the hearing staff members to interpret it potentially puts them in a conflicting role. Interpreters are required to render the message faithfully in compliance with the RID Professional Code of conduct. When a staff member has their own professional role and is asked to interpret, they are then at conflict between that role and maintaining the message of the speaker as the “interpreter” in that situation. Anyone “acting” as an interpreter is under no obligation to render the message as spoken. If they are uncomfortable with the message it is very easy for them to omit or change the message.

ISD staff interpreters are sometimes available in the office. Please add the interpreters to your contacts list and feel free to text or have someone text when an emergency occurs. If available, an interpreter will come to assist as soon as possible.

Etiquette

Interpreting is a complex, multi-dimensional task that requires intense cognitive processing between two languages. Because of the nature of interpretation, there may be occasion when an ISD staff member believes the interpreter has not conveyed the intent of the message accurately. However, ISD staff members commenting on an interpretation or addressing the interpreter as he/she is working is both distracting to the interpreter and gives the appearance of unprofessional behavior, especially when outside parties are present. If you feel that something in the dialogue has been conveyed in a different light than that of the original intent, please utilize one of the following preferred methods to broach your concern:

- **Let it go.** Often things get “repaired” during the natural course of the interpreting process without additional clarification. However, if after several minutes you still feel as if the intent has been conveyed incorrectly, please use one of the other following tips:
- **Ask for clarification from the presenter** (or whoever made the comment you feel was misinterpreted).
-Example: The presenter signed “50% of the students...”, and the interpreter said “50 students.” You could address the presenter with “excuse me, just for clarification, was that 50% of the students?” OR
- **Provide clarification yourself while upholding the professionalism of all parties involved.**
-Example: The presenter signed “50% of the students wear hearing aids”, and the interpreter said “50 students wear hearing aids”. If you were to add a comment, you could clarify at the same time by saying, “In addition to the 50% of the students who wear hearing aids, 25% use cochlear implants.”

Please remember that interpreting is challenging work. It is not simply coding between two languages. Having fluency in two languages is by far not all that is needed to be able to interpret. The ISD staff interpreters hold national certification, are highly qualified, and have received extensive training in ASL and English linguistics, interpreting processes, cultural mediation, cognitive functioning management, and paralinguistic features. Additionally, the interpreters are part of the ISD team of professional staff. When team members work together to maintain that professionalism we can be sure to create positive communication experiences for all.

Awards, Plays, and Other Performances

When Interpreters are needed for award presentations, class plays, and other types of performances, staff members are required to request interpreters immediately. Requesting staff or their designee must provide any and all advance information available (scripts, names of awardees, speeches, etc.) and notify the Interpreting Services Office of all scheduled rehearsal dates as soon as those dates are scheduled.

Limited Use of State Resources

General Policy Statement

This policy establishes guidelines which permit very limited personal use of state resources and time by employees of the Indiana School for the Deaf.

The Indiana School for the Deaf recognizes that state employees and state officers are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and officers occasionally need to use state resources for emergencies and other personal activities that cannot reasonably be handled away from work. These situations might include communicating with schools, child-care providers, physicians, and others. The Indiana School for the Deaf believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Employees should not be considered to have violated ethics rules by such limited, personal use of state resources.

The parameters of permissible use under this policy are as follows:

1. The use must not interfere with the performance of public duties.
2. The use must be infrequent, of short duration and, unless not reasonably practical, made on the employee's personal time.
3. The use must not be for the purpose of conducting business related to an outside commercial activity.
4. A state officer or employee may not make private use of any state property which has been removed from state facilities or other official duty stations, even if there is no cost to the state. (i.e. state vehicle, portable table, chairs, LCD projector, digital camera, etc.)
5. This policy does not replace or lessen other restrictions, including rules that prohibit political activity in the work place.

Legal Reference:

40 IAC 2-1-9(f) and (g):

(f) A state officer or employee shall not make use of state materials, funds, property, personnel, facilities, or equipment for any purpose other than for official state business unless the use is expressly permitted by general written agency, departmental, or institutional policy or regulation, considering the cost and the benefit by such use.

(g) A state officer or employee shall not engage in, or direct others to engage in work other than the performance of official duties during working hours, except as permitted by general written agency, departmental, or institutional policy or regulation.

Moving Procedures

Staff are not to move heavy furniture on their own. ISD provides services specifically for the moving of heavy furniture and relocation of offices. Staff are expected to follow the below guidelines for all moving needs.

Furniture

All furniture move requests are to be sent via email to housekeeping@isd.k12.in.us and William Henderson. Please provide as much information as possible including, but not limited to:

- type of furniture;
- where it is currently located;
- where it should be moved to; and,
- when the furniture should be moved.

Relocation of Offices, Classrooms, and Other Spaces

The complete relocation of offices, classrooms, and other spaces (storage areas converted to offices, health center spaces, etc.) requires a team of operations staff to ensure all needs can be met in the new location. For example: internet access, electrical outlets, special ventilation systems, etc. It is imperative that before any such relocations are undertaken, that all approvals have been received. Approval must be received from the Chief Operating Officer before any relocation can occur. Please contact the COO with these types of requests at least 30 days before the requested date of the move.

Purchasing Procedures

All expenditures occurring at ISD are governed by a number of state agencies, and therefore need to be handled correctly and timely. The necessary steps for purchasing goods/services/items at ISD are below and need to be followed.

1. ALL purchases need to be made by Business Office staff. No one at ISD has the purchasing authority necessary to place orders on behalf of the school or using state funds. Business Office staff work through State Budget Agency (our purchasing agent of record) to create the necessary purchase orders and to place orders with vendors.
 - a. Each purchase must follow a strict set of guidelines in order to comply with state law governing use of public funds.
 - b. The guidelines require a large amount of documentation and legwork before a purchase order can be issued.

- c. Guidelines include Vendor Registration, vendors being registered at state bidders, and in many cases registration with the Indiana Secretary of State.
 - d. If these guidelines are not followed, ISD may lose all purchasing authority from the Indiana Department of Administration and will have to rely on them for all purchasing decisions.
 - e. This is VERY IMPORTANT to remember when dealing with renewals or services ISD is currently using that need to be updated. We cannot always assume that the purchase was made correctly the first time and need to allow for the same purchasing processes to be completed.
2. When submitting a purchase request, please make sure to keep the following in mind:
 - a. Please submit the request with enough time for the Business Office to complete the necessary work to place your order in time.
 - b. Your preferred vendor may not be available, and substitutions may need to be made.
 - c. Requests need to be made BEFORE a purchase has been initiated. Unauthorized purchases may not be processed by ISD and you may be responsible for them out of your own pocket.
 - d. Supervisor signature is required before a request can be processed.
 3. SRF purchases CAN be made by ISD employees under the following conditions:
 - a. Supervisor approval has been received.
 - b. The Business Office has been made aware of the purchase by providing an SRF request form (found under IAL).
 4. Packages delivered to ISD need to be directed to the Storeroom (William Henderson). If possible, try not to sign for packages if you're not the intended recipient. If you do receive a package, please direct it to the Storeroom or Business Office ASAP. This will ensure timely receipt of orders across campus.
 5. Please direct all inquiries regarding purchase updates/tracking to the Business Office.

Religious Instruction, Display and Symbols

Policy Concerning Religious Instruction, Displays and Symbols

The information below will explain the policy of the Indiana School for the Deaf with respect to religious instruction in the classroom and religious displays and symbols on Indiana School for the Deaf property. The directives below are applicable to all Indiana School for the Deaf teachers and staff. Please note that these policies do not apply to students' use of their assigned private rooms in Indiana School for the Deaf residence halls. Any questions concerning student use of residence hall space should be directed to the Superintendent/CEO.

The Indiana School for the Deaf affirms the right of each teacher and staff member to his or her religious beliefs and the free exercise thereof. At the same time, the Indiana School for the Deaf is committed to maintaining a school setting free from the endorsement of a particular religion and to protecting the rights of its students. In order to properly balance each of these concerns, the Indiana School for the Deaf adopts the following policies:

1. Display of religious symbols and items

Religious symbols and items may not be displayed in the classroom or on the grounds of the Indiana School for the Deaf. Examples of improper displays include, but are not limited to, a crucifix, religious texts displayed in the classroom (apart from approved use in curriculum), and a Nativity scene. This prohibition of religious symbols and items applies to the desk and personal space of teachers and staff in the classroom.

This policy is not intended to prohibit the celebration of holidays through appropriate displays of secular symbols. Secular symbols are those displays that are not specifically religious in nature or intended to promote a particular religious belief. Examples of appropriate displays of secular symbols include, but are not limited to, images of Santa Claus, reindeer, winter scenes, Christmas trees, pumpkins and other Halloween-related decorations, and other secular displays. Any questions concerning the appropriateness of a display shall be directed to the Superintendent/CEO.

2. Prayer and religious instruction

Teachers and staff are prohibited from engaging in or leading any form of prayer involving students and from engaging in any form of religious instruction or proselytizing to students. These prohibitions shall apply to all contact with students, including interactions in the classroom, on the grounds of the Indiana School for the Deaf, or during any school-related function. Teachers and staff shall also refrain from any form of religious study or reading in the classroom or in the presence of students. Teachers and staff may engage in individual prayer or religious study on their own time, outside the presence of students, and in areas not readily accessible or normally used by students.

This prohibition on religious instruction is not intended to prohibit instruction concerning religions, or historical or current events related to religions or religious beliefs, if part of an approved curriculum. This prohibition is also not intended to prevent teachers and staff from responding to student inquiries concerning matters related to religion or religious beliefs. However, such inquiries shall not be used as a pretext to engage in proselytizing or to endorse any particular religious beliefs. Teaching about the origin of such symbols must be approved and curricular in nature. Additionally, such inquiries should be addressed outside of classroom time.

3. Religious attire and jewelry

Teachers and staff may wear discrete and appropriate attire and jewelry with a religious theme (i.e., a small symbol on a necklace, clothing or jewelry containing images of angels). However, the wearing of such attire or jewelry shall not be used as a pretext to engage students in discussions of religion or religious beliefs. Additionally, the Indiana School for the Deaf reserves the right to prohibit certain attire or jewelry determined to be inappropriate or that is disruptive to the school environment.

GUIDELINE:

Administration Team's Decision regarding how ISD will handle Holiday Celebrations-

Christmas, Halloween and Easter are not mentioned in any of Indiana’s Academic Standards, thus it becomes difficult to justify the teaching or discussion in class where we are responsible to teach materials that are in the Indiana’s Academic Standards. The only allowance of discussion and participating of national holidays are in the kindergarten and first grade Indiana’s Academic Standards.

Holiday Celebrations	Educational Division	
No restrictions	New Year’s Day Earth Day	Martin Luther King Day Mother/Father’s Day
If it is in curriculum	Chinese New Year St. Patrick’s Day (ISD community may wear green) Cinco De Mayo Memorial Day Labor Day Veteran’s Day	Valentine’s Day Independence Day Columbus Day Thanksgiving
Not allowed to discuss	Easter Rosh Hashanah	Passover Yom Kippur
Limited and Controlled discussion	<p>Halloween-related assignments, Halloween-themed homework assignments and Halloween displays, including depictions of witches, cauldrons, pumpkins and brooms and teachers dressing up as witches, are allowed anywhere on the campus and in any grade level.</p> <p>Only kindergarteners and first graders may make any trips to any classroom or office for candies to be educated on safety of Halloween per safety curriculum.</p> <p>Halloween, Hanukkah, Christmas and Kwanzaa discussion (KG and first graders only)</p> <p>Decorations of three holidays mentioned latter are restricted in the classroom only if three holidays resources or materials exists at same time for the purpose of instruction.</p>	

	<p>Deaf Santa Claus is welcome in Kindergarten and first grade.</p> <p>Christmas trees, Menorahs, and the Star and Crescent are allowed in hallways, offices, classrooms and lobby. Reindeer with Santa Claus and winter scenes are allowed anywhere on the campus.</p> <p>Display of nativity scenes or excerpts from the Bible, Torah or Quran are <u>not</u> allowed.</p>
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Holiday Celebrations	Student Life Division
No restrictions	<p>New Year's Day Mother's Day</p> <p>Martin Luther King Day Father's Day</p> <p>Chinese New Year Memorial Day</p> <p>Valentine's Day Independence Day</p> <p>St. Patrick's Day Columbus Day</p> <p>Earth Day Veteran's Day</p> <p>Cinco De Mayo Thanksgiving</p>
Limited (must have alternative activities for kids/parents who choose not to participate)	<p>Halloween (no restrictions in decorations)</p> <p>Hanukkah, Christmas, and Kwanzaa (celebrations/decorations encouraged to be with each other and Christmas trees may be set up anywhere.)</p>
Not allowed	<p>Easter Rosh Hashanah</p> <p>Passover Yom Kippur</p>

Security Policies

Staff ID Cards

The purpose of the ID card is to help employees identify who works at ISD and who does not. Due to the size of ISD, three work shifts, and numerous visitors to campus, this is a way to identify ISD employees.

1. Staff ID cards are to be worn at all times when on campus.

2. If an ID card is lost, the employee will be responsible to immediately notify campus police and to seek a replacement card within one week. The replacement cost is \$15.00 and will be paid by the employee.
3. Staff ID Cards/Gate Cards must be turned in to the employee's immediate supervisor when the staff member's employment status at ISD is terminated.

The Staff ID cards also serve for staff to gain entrance at the front gate and anyone without an ISD Staff ID will be asked to sign in. Anyone who signs in MUST have a valid photo ID to sign in.

Staff members that do not have their gate pass will be required to have a valid photo ID and sign in if the gate is closed. Deliveries (i.e., Mail, Fed Ex, UPS) and Emergency vehicles will be allowed to pass without signing in. Anyone without an ISD staff ID or VU ID will be asked to sign in. Anytime there is an event on campus (i.e., athletic event, a play, hands alive) the gate will be open during the peak entrance times. As soon as possible after the event starts, the gate will be closed and anyone without an ISD Staff ID or VU ID will be asked to sign in. If there is a large group coming on to campus the driver or the chaperone will be the only person that must sign in. The number of people in the group will be written on the visitor sticker.

Anytime there is only one officer working and that officer is not available to monitor the gate (i.e., campus patrol, restroom, and emergency on campus) the gate will be in the open position.

Anyone signing a student out of school must present a valid picture ID to the department in which they are picking the student up.

Personal Background Check

To protect students and staff members, ISD requires an inquiry into the personal background of each applicant the Superintendent/C.E.O. recommends for employment. Such an inquiry must be made for substitutes who may be employed by the School on a regular basis or for an extended period of time and for volunteers who would have sole care, custody, or control over students.

The State Personnel Department shall establish the necessary procedures for obtaining the background information which is to include the following:

- A. local, State, and National Criminal History Records Check
- B. sex-offender registry check
- C. telephone inquiry with each former employer
- D. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred

ISD may deny employment to an applicant who is convicted of an offense for which the license may be revoked or suspended by State law or for an offense in I.C. 20-5-2-8(B).

Weapons

ISD prohibits any staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School for the purpose of school activities. This includes school-owned vehicles. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by the Director of Instruction as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate school related sporting events.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the campus police. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Indiana Law on Firearms Possession

Generally, the possession of a firearm in or on school property or at a school function is a felony. However, on July 1, 2014, the Indiana law changed to allow *persons who may legally possess a firearm* to maintain that firearm if it is **locked** in the person's trunk, kept in the glove compartment of the person's **locked** vehicle, or is stored out of plain sight in the person's **locked** vehicle. *This exception does NOT apply to students or to any former student who was expelled from school due to a disciplinary action within the previous 24 months.*

This means that ISD employees and visitors are not committing a felony if they are licensed to carry a firearm AND that firearm remains LOCKED in his/her vehicle at all times. While it is the preference of school administration and ISD police that no person outside of law enforcement bring a firearm onto campus, we also understand that there may be an occasion when someone has a need to possess a firearm in their locked vehicle.

This change in the law does not allow anyone to carry firearms on their person around campus or in any campus buildings. The only persons allowed to carry firearms on the ISD campus are the ISD Police Officers and other law enforcement who may come on campus. **Carrying a firearm on your person could result in disciplinary measures and/or possible criminal charges.**

The ISD family takes safety very importantly and if there is a safety emergency on campus, everyone is expected to contact ISD police first and foremost. *No one should ever take matters into their own hands if there is a concern for personal, student, staff, or visitor safety!* Removing the firearm from your vehicle could still result in a felony charge if it is deemed to be threatening and/or negligent in nature. As a matter of safety, it is imperative that you not communicate to anyone outside of ISD police that you have a firearm in your vehicle to prevent potential theft or

misuse. Talking about having a firearm in your vehicle will be viewed as a “threat” and disciplinary measures may be taken against employees who are reported as practicing this behavior.

Also, always be sure your vehicle is locked at all times. To further ensure safety, we are asking staff who intend to keep a firearm locked in their vehicle *voluntarily* notify ISD Police of this fact, so they can keep a closer eye on your vehicle while it is parked on the campus.

As long as everyone continues to put safety first and foremost, we will continue to maintain a safe and secure campus. And remember, IF YOU SEE SOMETHING, SAY SOMETHING!! Safety remains our number one priority for every person who enters the ISD campus and it takes EVERYONE to make sure our campus is secure.

Building Doors

In order to maintain the security of campus buildings, all doors are to remain closed and locked at all times, with the exception of scheduled times when doors are unlocked electronically. Staff or students who manually unlock doors or prop doors open should be reported to campus police and their immediate supervisor or principal. Unsecured buildings put students and employees at risk and all staff are expected to participate in maintaining a safe and secure environment while on campus.

Smoke, Drug, and Alcohol-free Campus

The ISD campus is a smoke, drug, and alcohol-free environment. The use of tobacco is prohibited on the school grounds at all times. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because ISD prohibits the use of tobacco by staff, students and visitors on the ISD campus, the use of tobacco is prohibited on the school grounds at all times. Such prohibition also applies on all school grounds, on school buses, and/or at any school-related events.

ISD recognizes that the use of tobacco presents a health hazard that can have serious consequences for both the user and the nonuser and is, therefore, of concern to ISD. Staff who would like help to quit smoking are encouraged to enroll in the Indiana Tobacco Quitline at no charge. For information please visit: <http://www.in.gov/quitline/> or call 1-800-QUIT-NOW (800-784-8669).

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

All employees are required to report to work free of alcohol, drugs, or the misuse of any medication. Additionally, ISD prohibits the possession, use, sale, distribution, manufacture or dispensing of any alcohol or illegal drugs while on School property or while involved in any School-related activity or event or being under the influence of any alcohol or illegal drugs while on School property or while involved in any School-related activity or event. Any violation of this policy may result in disciplinary action, up to and including discharge.

ISD looks to all of its employees to support this policy to better the overall safety, health, productivity and welfare of employees and the customers we serve. Employees are expected to discourage fellow employees from violating this policy and are expected to cooperate in ISD's

efforts to maintain a drug-free, alcohol-free and tobacco-free workplace. Employees are also expected to cooperate in any investigation of a violation of this policy.

Snow Emergency Guidelines

Both Student Life and Educational departments will work together in supervision of students.

Before 8:00 A.M.:

All educational department Principals will notify Night Deans if an inadequate number of teachers reports to work as scheduled. The Dean will notify night residential staff to keep the students until further clearance from the Principal. As Student Life staff waits for clearance, educational staff members who have already reported to work, will go to residential hall, meet the team leader and provide assistance.

JEL High School Program:

The Night Dean and Residential Staff, Director of Instruction and educational staff will monitor morning news announcements on school closings due to inclement weather. If Washington Township schools are listed as closed, ISD students will not attend the JEL High School Program. Affected students will sleep in until normally scheduled wake-up times and will eat breakfast with other high school students.

After 3:15 P.M.:

The Dean of respective residential hall(s) will notify Principal if an inadequate number of residential staff report to work as scheduled. The Principal will notify educational staff to keep the students until further clearance from the Dean(s). As educational staff waits for clearance, residential staff members who have already reported to work will go to school, meet the Principal and provide assistance.

Transportation:

If inclement weather occurs at the end of the week adversely affecting transportation services, Student Life and Education Teams will consult with each other to determine whether LEAs and school districts need to be contacted. If the need is identified, ISD will contact LEAs and determine if an early arrival is possible, or to confirm the scheduled pick-up time.

If certain school districts will not be sending their transportation service for that bus day, Student Life and Education teams will determine how many students would be affected. If the number is minimal, staff may contact students and their parents for permission to spend the weekend with other students whose transportation service is available.

If the number is larger, indicating the need of opening the residential halls, Student Life will contact staff to report to work on emergency over-time basis. Until residential staff members arrive, educational staff will supervise affected students.

If transportation service will happen earlier than scheduled, Student Life and Educational staff members will establish communication system by having residential staff and teacher aides spread out on campus with walkie-talkies and/or paging system. As soon as certain bus/van/car arrives, the first person will notify the teacher aide(s) in school buildings. The teacher aide(s) will call specific students and send them to residential hall and board the bus.

Staffing:

Due to inclement weather, ISD staff members will be asked to work late if necessary to cover shifts and to maintain our foremost responsibility: providing care, welfare, safety, security, and supervision of our students.

Communication System:

Deans & Principals will maintain open communications with each other on the following items:

- Locations & whereabouts of students;
- affected schedule changes/updates;
- affected staffing changes/updates;
- affected transportation changes/updates, and;
- any other relevant information regarding the inclement weather.

Specifically, the Deans and Principals will establish an “hourly bulletin” to keep each other posted. The “hourly bulletin” will be conducted through group meetings, phone calls, and paging systems. It is imperative that staff keep phone lines as open as possible during inclement weather.

Housing Accommodations:

Due to inclement weather, staff may need a place to stay overnight on campus. Staff may contact the Student Life Office for arrangements to stay overnight.

Student Recreation Fund (SRF) Information

When requesting reimbursement:

1. Be sure **no tax** is charged. If tax is charged, you are responsible for paying the tax.
2. See Business Office staff to obtain a Tax-Exempt Form. **YOU CAN NOT USE THE TAX EXEMPTION FORM FOR PERSONAL PURCHASES.**
3. Tape all receipts on an 8½ x 11 plain paper and staple it to the SRF Request Form (attachment A).
4. Submit the request form to the appropriate supervisor/Division Director for approval.
5. Supervisor/Division Director will submit the request to the Business Office for processing.

When requesting cash advance:

1. Complete SRF Request form
2. Submit the request form to the appropriate supervisor/Division Director for approval.
3. After your purchase, keep all receipts and tape them on an 8½ x 11 plain sheet of paper. Submit the receipts and any money to the Business Office.
4. Stay while the money is counted, and you will receive a receipt.

5. If your initial check was not enough to cover the activity, fill out another SRF Form for the money owed to you.
6. If receipts have not been turned in from a previous activity, a new SRF request will not be processed.
7. Keep copies of SRF forms, checks, and receipts for your own files.

Student Supervision and Welfare

Each professional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.

Professional staff members shall maintain the following standards:

- ISD staff shall not associate inappropriately with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the School who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Parents are to be notified.
- ISD staff shall not transport students in a private vehicle without the approval of the Director of Instruction or Director of Student Life.
- Since most information concerning a child in school, other than directory information described in Policy [8330](#), is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information.

- Pursuant to the laws of the State and Board Policy [8462](#), each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

Crisis Protocol Step-by-Step Procedures

1. SELF INJURY OR TALK OF SUICIDE/ HOMICIDE

- Staff observing the students' behavior and/or comments will immediately bring the student to the appropriate Principal / Dean.
- Principal/ Dean will contact/page counselor. If no counselor is on duty, Principal or Dean will lead with the assistance of nursing staff.
 - 7:30 AM to 2:00 PM- counselor on duty lead
 - 2:00 PM to 4:00 PM- counselors both shifts team
 - 4:00 PM to 6:00 PM -shift counselor lead
 - 6:00 PM to 7:30 AM- dean lead
 (There is no counselor scheduled during this shift so the dean will need to be trained.)
- While counselor assesses the situation; dean/principal will contact parent(s) to IMMEDIATELY pick up the student, due to risk of harming self or others. It is **strongly recommended** that the student have a mental health assessment to determine the need for mental health services.
- Staff and/or counselor will inform Director of Instruction/Director of Student Life.
 - If the situation occurs near a shift change, the educational, residential staff, and counselor on duty will work together to ensure a smooth transition of services and responsibilities.

2. STUDENT INJURED OR ATTEMPTED INJURY

- If the student is in **IMMEDIATE DANGER**, Health Center will be contacted to inform Campus Police to call 911 if needed.
- Staff is to notify parent(s) to meet at the hospital.
- One ISD staff member will accompany the student to the hospital to provide information and support.
- Staff will bring the student's insurance information and emergency parent(s) authorization copies from the Health Center before leaving campus.
- Notify the Superintendent via text message.

3. PARENT CALLED IMMEDIATELY

- Advise parent of need for an evaluation and treatment if indicated.
- Assist parent with contacting available resources from training manual, including Mental Health Agencies and Interpreter Services.

4. IF UNABLE TO CONTACT PARENTS/ PARENTS REFUSAL/ NO TRANSPORTATION

- Contact student's emergency numbers on their contact sheet; if still unable, contact Health Center.
- Contact Student's LEA.

- Contact Superintendent.
- Contact ISD Social Worker via pager and/or e-mail to inform her of the situation.
- If still unable to locate parents, contact student's home area local police as a LAST RESORT.

4.5. Student is watched in Health Center until a parent comes or an action plan determined.

5. NO HARM CONTRACT

- Information will be collected such as: what are the symptoms, what happened, determine any prior knowledge of student and his/her behaviors.
- A "No-Harm Contract" will be completed by the staff in charge and/or counselor and student. If student refuses to sign the "No Harm Contract", notify the parents. Document what the student says, and expand any information the student provides (ex. Thoughts, length of time, plan, method, etc.) If there is another staff in the same room with you, ask them to sign as a witness. Include the above in the letter to the parent, stating that the student refuses to sign the no harm contract.
- Copies of the contract needs to be sent to the following people:
 - Appropriate Principal
 - Appropriate Counselor
 - Teacher of Record
 - Central File
 - Appropriate Dean
 - Athletic Director
- The lead staff and/or counselor is responsible to complete the letter for the parent(s) and to ensure that all communication and paperwork is completed.
- When parents arrive to pick up the student, parent(s) will meet with staff and/or counselor and the student.
- At the time of this meeting, staff and/or counselor, will present the parent with a letter explaining the entire procedure.
- Call Aspire Crisis Center.

6. NOTIFICATION

- Principal/ Dean/Counselor will inform via email/pager the following people of the situation:
 - Superintendent
 - Health Center Director
 - L.E.A.
 - Director of Instruction
 - Appropriate Dean
 - Teacher of Record
 - Director of Student Life
 - Dean Of Students
 - School Psychiatrist (where appropriate)
 - Central File via Case Conference Coordinator
 - Counselor
 - Appropriate Principal
 - Athletic Director
- After the student receives the mental health assessment, a copy of the statement from the mental Health professional should include the following information:

- Safety factors that need to be considered upon the student’s return.
 - Risk factors that may contribute to additional suicide ideations or attempts.
 - Name or designation of the primary mental health professional responsible for the student’s care.
 - Support services necessary to maintain the student safely at ISD.
- Statements need to be given to:
 - Appropriate Counselor
 - Appropriate Dean
 - Appropriate Principal
 - Central File

7. **When the student returns** to school he/she will be seen within 24 hours by the assigned counselor or a counselor will be assigned. A plan will be recommended and presented to the IEP team to determine if changes are required in related services/counseling. Ask for a discharge summary from the facility where the student was treated.

Homicidal Comments

If a student makes a threat of harm toward another person(s), or any threat of violence that could cause harm to others, the “Crisis Intervention Protocol Step-by-Step Procedures” will be followed **with the addition of the following step:**

The Counselor, Principal, Dean, Chief of Security and other personnel as deemed necessary will develop a safety plan to ensure the students or staff members are safe. The team will determine if the student and or parents being named in the threat should be notified following guidance from the Crisis Counselor.

If it is determined that the students and/or staff are in danger (per crisis call), then the ISD counselor who is following the Crisis Intervention Protocol will contact the persons and parents. If the threatened person is a student, that student’s parents must be contacted and informed of this threat and what is being done to protect the student, although it is not necessary to tell them who made the threat. If this occurs overnight (when a counselor is not on duty), the lead person or assistant dean in charge will contact the parents and explain the safety plan.

The Principal or Dean will follow the Student Handbook/Code of Conduct for any appropriate consequences to the student making the threat.

Security will be notified based on the recommendations and instructions from the Crisis Line worker. The Chief of Security will be forwarded a copy of the parent letter in cases of threats of harm (homicidal comments).

Example of letters are on IAL

Abuse Reporting

ALL ISD STAFF MEMBERS ARE RESPONSIBLE FOR THE REPORTING OF ABUSE.

Flowchart – Abuse Reporting

1. Student hurts student:
 - Reported by any ISD Staff/or Student to Principal
 - Medical Attention – Health Center
 - Incident report
 - Principal or teacher will contact parent
 - Report to Social Services Specialist (Health Center will also report)
 - Initial notification to Director of Instruction and Superintendent/CEO

2. Student hurts staff:
 - Reported by Educational Staff/Student to Principal
 - Medical Attention – Health Center
 - Incident report
 - Report to Social Services Specialist
 - Initial notification to Director of Instruction and Superintendent/CEO

3. Staff hurts student:
 - Reported by Educational Staff/Student to Principal
 - Medical Attention – Health Center
 - Report to Social Services
 - Principal investigates incident
 - Initial notification to Director of Instruction, Chief Operating Officer and Superintendent/CEO
 - Call parents within 24 hours

4. External Incidents (all employees regardless of status must make a report per Indiana Code)
 - Reported by Educational Staff/Student to Principal
 - Medical Attention – Health Center
 - Report to Social Services Specialist
 - Initial notification to Director of Instruction and Superintendent/CEO

5. When specific area Principal is out; incident should be reported to another Principal.
 - High School to Middle School
 - Middle School to High School
 - Elementary to Preschool
 - Preschool to Elementary
 - Director of Instruction as a back up
 - Director of Student Life as a back up

CHECKLIST FOR REPORTING ABUSE

ALL ISD EMPLOYEES ARE RESPONSIBLE TO REPORT ANY ABUSE

DID YOU:

- Make sure everyone is safe and calm?
- Find out if student should go to the Health Center?
(Remember if physical or sexual contact is involved the student should be seen at the Health Center.)
- Get basic information?
(Names, dates, times, location, "story," witnesses).
- Contact Immediate Supervisor?
(or next designated supervisor)
- Contact Social Services Specialist?
- Contact Parents regarding any injuries?
 - Know who will contact parents
 - **(DO NOT call parents if the reported incident occurred at home)**
- Fill out a "Report of Suspected Sexual Misconduct, Neglect or Physical Abuse Form

Vehicles on Campus

All employees and students must be a licensed driver to drive on campus. The Superintendent/CEO is authorized to designate parking areas, all parking control signs and markings, and traffic control signs and markings.

The following are considered violations of this Rule and subject the violator to the enforcement procedures as provided in this rule:

1. Parking across lines in designated parking spaces.
2. Parking against traffic flow.
3. Parking in posted or marked area including but not limited to, designated No Parking areas, Loading Zones, yellow curbs, fire hydrants, or specifically designated reserved areas including visitor's parking in employee area, or parking in a posted handicapped parking space without specifically designated permit.
4. Moving violations, such as exceeding speed limit, failure to observe stop signs, and reckless driving.

Enforcement and Penalties

Any person which includes, but is not limited to, employees of the State of Indiana, students or residents of the institutions or visitors found to be in violation of one or more of the traffic or parking offenses specified, are subject to having that person's vehicle towed away at the violator's expense and restricted from the use of parking privileges. Violations are subject to the following:

First Violation: Any person who violates any of the parking rules will be notified through the use of the Traffic Violation Notice by the campus police responsible for that particular area, and a copy of the Traffic Violation Notice will be filed with the campus police and with the employee's supervisor;

Second Violation: Any person who commits a violation two (2) times in any twelve (12) month period and after the issuance of a Traffic Violation Notice may have the vehicle towed away at the owner's expense or may be denied parking privileges for a period not to exceed six (6) months as determined by the Superintendent/CEO;

The Superintendent/CEO, or his designee, is empowered to authorize the immediate towing of any vehicle which is abandoned as defined by law, any vehicle which is parked or operated in such a manner that it poses a hazard to the safety of others, constitutes an obstruction to traffic, or any vehicle that may interfere with the proper and lawful use of the grounds.

Driver's Licenses

All staff members operating vehicles on the grounds of ISD are required to maintain a valid Indiana driver's license. Staff will be required to show proof of a valid driver's license upon demand and may be required to submit a copy of the valid driver's license to campus police on an annual basis.

State Vehicles

To drive a state vehicle, the driver must be a State of Indiana employee and possess a valid Indiana driver's license. Staff are required to show proof of a valid Indiana license to their supervisor before a request to use a state vehicle will be approved. Requests to use a state vehicle can be made by filling out a Trip Ticket. The requestor is required to ensure that all personal items have been removed and the vehicle is clean and free of debris upon return.

ISD staff who drive a State vehicle and/or rent a vehicle through the Enterprise system, are responsible for ensuring compliance with the State of Indiana uniform state policy. Authorized passengers are limited to State employees, students, and passengers transported by campus police. Non-State employees traveling in a State-owned vehicle may only do so if conducting official State business and must sign a Waiver of Liability (Attachment B - State Form 53845) also located under Miscellaneous in the IAL. Any other requested passengers must be approved in writing by the Indiana Department of Administration.

The State of Indiana has a uniform state policy in regards to the procurement, assignment, operation and reporting of state owned, leased, or rented vehicles. The policy is available for review online at: http://www.in.gov/idoa/files/State_of_Indiana_Vehicle_Fleet_Management_Policy.pdf.

Abandoned Vehicles

Staff members are not to park their vehicles overnight without notifying and receiving approval from security. Overnight parking will only be permitted in the lot south of Raney next to the security building.

Any vehicle left overnight without security approval and/or appears to be abandoned, may be towed and stored at the owner's expense. The towing charges and service call fee will be based on the usual and customary charges for such services in the community wherein the tow occurs.

When a service is contacted to tow a vehicle, that service is authorized to hold the vehicle until the towing charges are paid to the towing service. In the event the owner of a vehicle appears before the car is towed away, the vehicle will not be released to the owner until the payment of the service call fee is made to the driver of the tow truck.

Ultimate action in the case of abandoned vehicles will be in accordance with Indiana Code 9-22-1. The Indiana law may be reviewed at: <http://www.ai.org/legislative/ic/code/title9/ar22/ch1.html>

Visitors

When staff members are expecting visitors on campus, including food deliveries and/or supply deliveries, they are expected to notify Campus Police and the Building Receptionist/Secretary or William Henderson, Storeroom Clerk for supply deliveries, in advance. This notification will allow the Police Officer working the front gate to more easily check the person in and direct them to the proper building. Providing advance notice to the Building Receptionist/Secretary and/or Storeroom Clerk will allow those persons to appropriately direct visitors/deliveries to the correct location.

Notification to Campus Police may be made by sending an email to AllCampusPolice@isd.k12.in.us.

Volunteers

Procedures for Staff to Request a Volunteer

To ensure clear communication and documentation on all volunteers, all requests and assignments must go through the Volunteer Coordinator.

Staff request for Volunteer:

- Staff members should always discuss ideas for volunteers and needs within their program with their supervisor before placing an official volunteer request.
- Once receiving approval, the staff member will send the Volunteer Coordinator a request for a volunteer that includes:
 - Description of volunteer assignment
 - Times and day(s) needed
 - Special skills required (if any)Note: Staff members may request a specific volunteer to work with them by indicating this within their request.
- Volunteer Coordinator will contact the staff member with information about possible volunteer (no volunteer will be assigned without having completed a background check and volunteer orientation).
- Staff member confirms that the volunteer is still needed and when the volunteer will start.
- Volunteer Coordinator confirms the assignment with the volunteer.
- Volunteer Coordinator informs the supervisor or department head about the volunteer assignment and the specific volunteer.
- Staff member and Volunteer Coordinator arrange first meeting/start date for volunteer.
- Volunteer Coordinator confirms that the first meeting was successful and that the staff member would like the volunteer to continue working with them.
- Feedback on the volunteer's performance will be requested from staff member at the end of each semester.

Volunteers:

- Shall agree to abide by all ISD policies/guidelines while on duty as a volunteer;
- Will be covered under the school's liability policy but the school shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation;
- 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;
- Must complete a background check similar to that for full-time employees.

Any problems or concerns or questions about the volunteer program or a specific volunteer should be directed to the Volunteer Coordinator.

Wellness Policy

The Board of the Indiana School for the Deaf (ISD) supports the health and well-being of the students of ISD by promoting nutrition and physical activity at all grade levels. Therefore, in accordance with the Child Nutrition and WIC Reauthorization Act and the Healthy, Hunger-Free Kids Act, it is the policy of the Board to:

Provide students access to healthy foods and beverages; provide and promote nutrition education; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the US Department of Agriculture.

- I. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities
 - A. ISD will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the ISD wellness policy in accordance with Indiana Code 20-26-9-18 and the Healthy, Hunger-Free Kids Act of 2010. This Advisory Council consists of, but is not limited to, parents/guardians of ISD students, food service directors and staff, students, school nurse, registered dietician, physical education teachers, school board members, school administrators, any interested member of the general public, and representative of interested community organizations.
 - B. This Advisory Council shall meet twice a year to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.
 - C. The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the wellness policy and include any recommended changes or revisions.
 - D. The School Board will adopt, or revise nutrition and physical activity policies based on the recommendations made by the Advisory Council.

E. The School Wellness policy shall be made available to students and families by means of school registration, the student handbook and the ISD website.

II. ISD will provide students access to healthy food and beverages through participation and promotion of the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

A. School meal content

All meals served through the National School Lunch and Breakfast Programs will be appealing and appetizing to children, meet at least the minimum nutrition requirements established by the USDA for federally funded programs, contain 0 percent trans fats, offer a variety of fruits and vegetables, and include 100% of the grains offered by whole grain-rich.

1. All cooked foods will be baked or steamed for breakfast and lunch. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
2. Students will have the opportunity to provide input on local, cultural, and ethnic favorites through the ISD student suggestion box located in the cafeteria.
3. The Dietary Department will provide periodic food promotions what will allow for taste testing of the new healthier foods being introduced on the menu.
4. Special dietary needs of students will be considered when planning meals and are monitored by the dietician working in conjunction with the school nurses.
5. The Dietary Department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a variety of forms including handouts and the school website and will be available upon request in greater detail.

B. School meal participation

1. To the extent possible, ISD will provide the USDA School Breakfast Program to all students.
2. To the extent possible, ISD will utilize methods to serve school breakfast that encourage participation including serving breakfast in the classroom, serving “grab-and-go” breakfasts and arranging transportation schedules to allow for students to receive their breakfast.
3. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served)
4. School meals will be served in clean and pleasant settings.
5. Students will have convenient access to hand-washing and sanitizing stations.
6. Potable water will be available at all mealtimes.
7. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

C. Professional development

1. Professional development and training will be provided at least annually to food service managers and staff on proper food handling techniques and healthy cooking practices.

D. Nutrition standards for competitive and other foods and beverages

1. K-12 a la carte, school vending machines and other foods outside of school meals shall be limited to no more than 30 percent of total calories from fat, less than 10 percent of total calories from saturated fats, 0 percent trans fats, no more than 35 percent of calories from total sugars, no more than 200 milligrams of sodium per portion as packaged, no more than 200 calories per package and 100 percent of the grains offered will be whole grain-rich.
2. K-12 a la carte, school vending machines and other beverages outside of school meals shall be limited to water without flavoring, additives or carbonation, low-fat and nonfat milk, 100% fruit juice in 4-ounce portions for elementary and middle school and 8-ounce portions for high school and all beverages other than water, milk or juice shall be no larger than 12 ounces.
3. Vending machines in the elementary school building that dispenses food or beverage items may not be accessible to students. Vending machines in middle and high schools will not be available during mealtimes and will contain items that meet approved nutrition standards. Vending machines for school staff will not be accessible to students. Students and staff will have free potable water for consumption available in water fountains throughout the school building.
4. Concession items sold at school-sponsored events to participants, fans and visitors shall include at least 50 percent healthy beverages and foods according to the approved nutrition standards.
5. Classroom celebrations will focus on activities (e.g., giving free time, music and reading time) rather than on food. Classroom celebrations will offer minimal amounts of foods (maximum 2-3 items) that contain added sugar as the first ingredient and classroom celebrations that include food will be limited to one per month. Parents/guardians will be informed at the beginning of the school of these guidelines.
6. Teachers and staff will not use food as a reward nor will school staff withhold food or drink at mealtimes as punishment.
7. 100 percent of the foods purchased to raise funds for ISD must meet the approved nutrition standards. ISD will promote the sale of non-food items for school-sponsored fundraising.

III. Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education and promotion activities with existing coordinated school health programs.

- A. Nutrition education and promotion will be provided as part of a comprehensive health education program
 1. Health education will be taught by a licensed health education instructor.
 2. ISD will provide good nutrition promotion to teachers and staff as well as students.
 3. Nutrition education will include lessons on choosing healthy options and portion control.
 4. Nutrition education resources will be provided to parents/guardians through handouts, newsletter or website links.
 5. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

IV. ISD supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before-and after-school activities.

Additionally, ISD supports physical activity among elementary students by PROVIDING them with at least 30 of the recommended 60 minutes of physical activity per day.

- A. Physical education K-12
 - 1. All students in grades K-12 will participate in physical education in order to meet the physical education standards.
 - 2. Physical education will be taught by a licensed physical education instructor.
 - 3. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.

- B. Daily recess and physical activity breaks
 - 1. The elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
 - 2. Elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education. This recess will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
 - 3. All teachers will be encouraged to use physical activity during classroom time as often as possible.

- C. Physical activity opportunities before and after school
 - 1. ISD will offer intramurals, clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity after school.

- D. Physical activity and remedial activities/punishment
 - 1. Students will not be removed or excused from physical education to receive instruction in other content areas.
 - 2. ISD staff will not use physical activity or withhold opportunities for physical activity as punishment.

- V. ISD supports the health and well-being of our staff by creating and promoting policy and group activities that promote physical activity and healthy eating.
 - A. Nutrition and physical activity
 - 1. ISD will promote staff programs to increase knowledge of physical activities and healthy eating through email promotions.

- IV. ISD is committed to enforcing the policies and guidelines included in this document. Through implementation of the ISD Wellness Policy, ISD will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff.
 - A. Implementation and data collection
 - 1. ISD will continue to track BMI on a sample of students and compare with previous years as well as collecting data over time on heights and weights of all students.
 - 2. The ISD Head Nurse, Principal shall ensure that ISD is in compliance with the Wellness Policy halfway through the school year by assessing wellness

- implementation strategies and report to the principals. The principals shall then report to the Superintendent who will provide a report to the School Board.
3. Policy language will be assessed each year and revised as needed.

Work Order Procedures

Housekeeping

Housekeeping requests should be sent directly to housekeeping@isd.k12.in.us.

Maintenance/GroundsDepartment

1. Only work orders submitted through SchoolDude MaintenanceDirect will be accepted. *All other work order forms will be rejected or sent back.*
2. **Do not use e-mail format to send a work order request for non-emergency work orders.** Emails will be returned, and the sender will be asked to go through the normal SchoolDude order procedure above.
3. Only one request per work order. Work order should be requested through Helpdesk Leaders.
4. Fill out the work order completely.
5. If a specific date or time is required to complete the work or gain access to a certain area, indicate the best date and/or time.
6. All emergency requests should be directed to the Maintenance Supervisors or the Physical Plant Secretary. **Emergencies are defined as life, health, or safety issues. Please be thoughtful when making a determination as to whether a request is truly an emergency.** If Physical Plant staff determines an emergency request is a non-emergency – the request will be returned, and the sender will be asked to go through the normal work order procedure above.

Student Recreation Fund (SRF) Request

SRF Account: _____ Date: _____

Requestor's Name: _____

Payment Type:

- P.O.
- Transfer
- Cash Advance
- Receipts, invoices, reimbursement (attach receipts/invoices)

Reason (please explain) _____

Invoice # (if any): _____

Amount \$ _____

Payee Name: _____

Address: _____

(Do not use ISD's address)

City, State, Zip: _____

Approved by: _____ Date _____

FOR BUSINESS OFFICE USE ONLY		
SRF Request #	SRF Check #	Amount \$



STATE-OWNED VEHICLES
PASSENGER WAIVER OF LIABILITY
State Form 53845 (1-09) Department of Administration

INSTRUCTIONS: 1. Complete this form before a non-state employee may be a passenger in a state-owned or leased vehicle.
2. Form is to be kept with the vehicle during the time in which travel occurs.

- A. RELEASE AND WAIVER OF LIABILITY: I, for myself, my heirs, next of kin, personal representatives and assigns, hereby release, waive, discharge, and covenant not to sue the State of Indiana, its officers, officials, agencies, employees, its successors and assigns (individually and collectively "the State") from all liability, loss, claims, demands, possible causes of action, court cost, attorneys' fees and other expenses arising from lawsuit that may otherwise accrue from any loss, damage or injury (including death) to my person or property in any way resulting from, or arising in connection with, or related to, any authorized use of or travel in a State-owned vehicle, and whether arising during pursuit of State business or personal frolic, or while upon, arrival or departure of State property, from any cause whatsoever including, without limitation, the failure of anyone to enforce rules and regulations, failure to make inspections, or the negligence of other persons.
- B. ASSUMPTION OF RISK: I know the risk and danger to myself and property, both from known risk and unanticipated risk, while traveling in a State-owned vehicle, and I do so willingly, voluntarily and in reliance, not upon the property furnished by the State, but upon my own judgment and ability, and I thereby assume all risk of loss, damage or injury (including death) to myself and my property from any cause whatsoever and whether or not attributable to the negligence of the State or others.
- C. INDEMNITY AGREEMENT: I hereby agree to indemnify and hold harmless the State from loss, liability damage or cost, including attorneys' fees and costs of litigation, it may incur due to the presence of the undersigned in or about the State-owned vehicle, whether caused by negligence of the State or otherwise.

By signing, I acknowledge I have read, understand and voluntary consent to all statements made above.

SIGNATURE: _____

NAME PRINTED: _____

DATE: _____

WITNESS: _____