



SD School for the Blind and Visually Impaired

**EMERGENCY / TEMPORARY
HANDBOOK**

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EMERGENCY/TEMPORARY HANDBOOK (cherry)

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- APPENDIX III: CONFIDENTIALITY
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INTRODUCTION

The role of the South Dakota School for the Blind and Visually Impaired and its staff is, through the provision of learning experiences and by example, to provide the visually impaired students of this State with a foundation which will enable them to achieve to the best of their abilities, both as children and later as adults. It is a residential facility serving blind, visually handicapped and/or multihandicapped students from all parts of the state. In addition to the residential students, the School also serves day students who attend classes at the SDSBVI but live at home outside of the school day. Students may be classified as totally blind, legally blind, or partially sighted. Some have additional disabilities and may or may not be functioning at grade level. Some students have all of their classes at the SDSBVI while others are integrated into the Aberdeen public or parochial schools, the Hub Area Multi-District Vocational Center or the Aberdeen Adjustment Training Center. Many students, especially those 14 years of age or above have part-time jobs either on or off campus. Students also participate in such extracurricular activities as school plays, track, wrestling, swimming, goalball, bowling and cross-country skiing. Each child is under an Individualized Education Plan (IEP) which spells out what services he/she is to receive and how these will be delivered.

EDUCATIONAL PROGRAM

The South Dakota School for the Blind and Visually Impaired has been working to improve its programs and services to children who are visually impaired since the school first opened. Developments in technology, educational philosophy and eye conditions themselves have necessitated many changes. It has been necessary to continually adapt the program to meet the needs of a diverse population and utilize the current "best practices" in the field.

The South Dakota School for the Blind and Visually Impaired provides a full academic program for students' kindergarten through high school. In addition to the subjects normally taught in public schools, special emphasis is given to adapting teaching materials and methodologies to meet the unique needs of the visually impaired. Specialized coursework in independent travel, Braille, activities of daily living, low vision utilization and use of specialized equipment is included. A completely individualized program is developed for each student to meet his/her needs. Parents, our vision specialists and local school district representatives are all involved in planning the students' IEP.

Specialized programs are used to meet special needs. An early learning classroom provides "readiness" activities for preschoolers who are visually impaired. A Functional Living Program meets the needs of a growing population of students who are visually impaired who have one or more additional disabilities which prevent them from functioning on grade level. The Deaf-Blind/Multihandicapped serves children who have handicaps in addition to their vision loss and need a multisensory program.

Faculty and staff at the South Dakota School for the Blind and Visually Impaired are dedicated to creating an environment in which students can learn the skills necessary for an independent and successful adult life. Our teachers are trained in vision in addition to their academic certification. This means that the SDSBVI can offer a team of educators who understand the impact of vision loss on the students' learning and who work together to help the students meet the challenges.

ADMISSION -Students are referred for admission to the SDSBVI through the local public schools. When a placement team, including the parents, local school district representatives and others as desired, has evaluated a child with a visual impairment and determined that an appropriate educational program cannot be provided within the local school district, placement may be requested at the SDSBVI. Upon receipt of a referral the SDSBVI Admissions Committee reviews the request and all available student data. If necessary, additional evaluations are requested or observations of the child are conducted.

The SDSBVI Admissions Committee makes its decision based upon the child's visual status, identified needs, program requested by the local placement team and child's medical status. Each placement is based on the child's needs at a given point in time, and none run beyond one year. Options include day program, either full-time or part-time, residential or foster care and a combination of services provided by the Aberdeen public and parochial school systems, Hub Area Vocational School, Aberdeen Area Adjustment Training Center, Northeastern Mental Health Center and St. Luke's Midland Regional Medical Center. Once a child is accepted for placement, the SDSBVI administrators, faculty and staff meet with the parents and representatives of the local public school to develop an appropriate Individual Educational Plan. This plan is reviewed at least annually, and the child's need for continued services is assessed.

OFFICE WORKING HOURS

All staff are to be at work on time and leave when scheduled to leave. Being late for work makes it inconvenient for those people already on duty. If for any reason you are unable to get to work on time, you must call your supervisor. If you need to leave work early, please see your supervisor. Office working hours are from 7:30 a.m. to 5:00 p.m., Monday through Friday.

ORIENTATION AND TRAINING

Before a newly hired employee is placed in the work area, the following procedures shall be implemented.

1. Following the interview, the employee will contact the SDSBVI Director of Human Resources to set up an appointment to be oriented to the School's personnel, payroll policies and scheduled paydays as well as to complete forms and provide data as follows:
 - A. Forms To Be Completed
 1. W-4
 2. Personal History Form
 3. Employee Eligibility Verification
 4. Background Investigation Form
 - B. Data To Be Provided
 1. South Dakota State Application
 2. Driver's License
 3. Social Security Number
 4. University/College Transcript (Applies only to Temporary Teacher Aides.)
2. The employee will meet with the Administrative Assistant to be oriented to operating procedures.
3. The substitute will be given a tour of the building by his/her supervisor and a general orientation to the programs offered at the SDSBVI.

4. To view various mandatory films as designated by supervisor and SDSBVI administration.
5. To "shadow" a shift in the assigned work area, to gain knowledge and confidence in the position.
6. Orientation and Mobility experience.

TYPE OF APPOINTMENT

Emergency (45 working days or 360 hours)

Temporary (6 months or 1040 workings hours)

TIMECARDS

The calendar workweek at the SDSBVI is from 12:00 a.m. Sunday morning to 12:00 midnight (a.m.) Saturday night. All emergency and temporary employees are required to complete and sign their timecards and then give them to their supervisor. Timecards can be gotten from your supervisor. Timecards are required to be kept at work at all times. The pay cycle runs from the 22nd of the month through the 21st of the following month. Falsification of timecards is cause for disciplinary action.

Payday is the last working weekday of the month. Direct deposit slips will be made available on payday.

PERFORMANCE EVALUATIONS

Each supervisor shall establish a set of key accountabilities and standards for each of his/her emergency and temporary employees. Within the first 30 days of employment the supervisor will meet with the employee to go over the performance evaluation. It is the responsibility of the supervisor to monitor the progress of each employee in his/her department. At the end of each school year (May), the supervisor meets with each of his/her employees to go over the year-end comments made on the evaluation. The evaluation is then filed in the employee's file for future reference.

WORKER'S COMPENSATION CLAIMS PROCEDURE

As a South Dakota state employee, you are covered by an insurance program that pays medical and disability benefits for work-related injuries and diseases. The Worker's Compensation Program for state employees is administered by the Bureau of Personnel.

Injury Reporting Procedure: If you are injured or contract an occupational disease on the job, you must report it as soon as possible. Report the circumstance of the injury or disease to your **immediate supervisor and/or the Director of Human Resources for filing the electronic First Report of Injury form, no later than three (3) business days after the occurrence.** Failure to notify your supervisor or the Director of Human Resources may result in denial of your claim. Within seven (7) calendar days after the employer has knowledge of the injury, the electronic First Report of Injury form must be filed within the Bureau of Personnel.

The web link for filing is <https://www.bopweb.com/SiteNavTemplateA.asp?id=850>.

Selection of Medical Practitioner: You have the right to initially select a medical practitioner. Before seeing your practitioner you need to obtain a Workmen's Compensation Work Status Report Form from the Director of Human Resources. These forms are also located in the infirmary, staff lounge and houseparent supervisor's office. This form needs to be completed by the practitioner and then returned to the Director of Human Resources. **If you want to change medical practitioners, you must submit a written request to the Bureau of Personnel for approval.** If your medical practitioner refers you to another practitioner for further treatment, you do not need permission to see that practitioner. **But remember--if another medical practitioner is consulted for a second opinion without referral or the Bureau of Personnel's approval, it will be at your own expense!**

You also need to give prior notification to the State's Managed Care Program for hospitalization or surgery, unless it is an emergency.

If you have already seen a medical practitioner about your injury or disease, be sure that your employer includes the medical practitioner's full name and complete address on the Employer's First Report of Injury form. If the medical practitioner's name and address are not on the Employer's First Report of Injury form, please send that information to the Bureau of Personnel as soon as possible. This same information applies to hospital or other medical practitioners.

Your medical practitioner must submit a report to Dakota Care fourteen (14) days after treatment. A medical bill should be attached to the report for faster processing. You must get prior approval from the Bureau of Personnel to purchase orthopedic devices or physical therapy equipment.

Filing for Disability Benefits: You cannot be paid for lost work time unless you are incapacitated for seven (7) consecutive days. Make sure the person who files worker's compensation reports in your department notifies the Bureau of Personnel when you have been off work beyond this period. No compensation for lost time payments can be made until the Bureau of Personnel has received such notice.

If you are placed on Temporary Total Disability (according to SDCL 62-4-3), it is your responsibility to:

1. Provide the Bureau of Personnel with a medical practitioner's slip indicating the period of time you will be unable to work.
2. Notify the Bureau of Personnel if your medical practitioner releases you to return to work or if you intend to resign or change employers.

If you fail to furnish this information, your benefits could be delayed or suspended. Legal action is possible in cases of fraudulent claims, for example, if a person returns to work while receiving disability benefits.

An agreement regarding compensation and a voucher payable to the injured employee will be mailed to your employer's office which filed the Employer's First Report of Injury. You must sign the agreement and the voucher and return them to the Bureau of Personnel.

Every effort will be made to allow you to return to work as soon as possible. At a minimum, you should maintain weekly contact with your supervisor or Director of Human Resources.

DIRECT CARE POLICY (This applies only to Temporary Houseparents and Teacher Aides, and Work-Study Students.)

The following procedures are mandatory for Temporary Houseparents and Teacher Aides to allow them the responsibility of direct care (supervision) of students at the SDSBVI.

1. Required to attend the in-service training provided by their supervisor before entering employment at the SDSBVI.
2. Required to attend all trainings, workshops, etc. requested by their supervisor and/or SDSBVI administration.
3. Required to attend all revised trainings, workshops, etc. requested by their supervisor and/or SDSBVI administration.

Work-Study Students will never be allowed to be left solely in charge of student or allowed alone with students for any reason. They are required to attend trainings, workshops, etc. requested by their supervisor and/or SDSBVI administration.

REPORT, REQUIRED

1. Always complete the BEHAVIOR REPORT Form when student behavior involves self-injury, injury to others or intentional destruction of property. This form is available on the “H” drive in the SDSBVI folder under “Forms”.
2. To qualify as "injury," the results of student behavior must require attention at the Infirmary. Superficial scratches that stop bleeding after washing with soap and water and blotting are not injuries, except in the case of specific students with special medical needs as directed by the Nurses. Scratches or cuts that require a bandage are considered injuries.
3. Write simply, clearly and concisely about direct observations only.
4. The form is to be completed and distributed or e-mailed before leaving the present work shift. Copies are to be given to the Case Teacher, Case Manager, Principal, Student Services Director and Dorm Supervisor. The Nurses and Superintendent receive a copy only if there was an injury.
5. If an ACCIDENT, INCIDENT OR UNSAFE CONDITION occurs, the standard state form should be completed with copies distributed or e-mailed to the Risk Manager, Student Services Director and Superintendent. This form is also available on the “H” drive in the SDSBVI folder under “Forms”.
6. Only the ACCIDENT, INCIDENT OR UNSAFE CONDITION Form is used when the accident, incident or unsafe condition is not related to a student's behavior.

VISITATION GUIDELINES

Parents, relatives and friends are welcome in the dormitories, but there are a few guidelines to protect students' privacy. Please make arrangements with staff on duty. No visitors of the opposite gender, other than parents, should go past the “exit” signs in the dorm. Visiting hours are posted by each dorm.

DORMITORY VISITING HOURS:

Monday -- Friday: 3:00 PM – 5:00 PM and 7:00 PM – 9:00 PM
Saturday: 12:00 PM – 4:00 PM and 6:00 PM – 10:00 PM
Sunday: 12:00 PM – 4:00 PM and 6:00 PM – 9:00 PM

DINING ROOM GUIDELINES (revised May 2009)

- Each child will be served the federally mandated portions (3 oz.) of three basic foods.
- When possible, there will be choices available within the food groups (i.e. raw or cooked vegetables). If the person helping the student gets his/her plate knows the preference, please tell the kitchen staff. Also, the adults should try not to “bias” the kid’s choices based on personal likes/dislikes.
- The students should be encouraged to try (at least one bite) of each item on the plate.
- In order to receive a sweet dessert (cake, cookies, bars, pudding, ice cream) the student needs to eat $\frac{3}{4}$ of what’s on the plate. Fresh fruit, canned fruit, Jell-O and applesauce can be provided any time; even if the main course wasn’t finished.
- No “seconds” on sweet desserts will be provided.
- Liquid intake should be monitored to make sure the student is not going to drink so much that s/he will not “have room” for the meal.
- The evening snack guidelines are the same as those for dessert. If supper isn’t eaten, the student will still be offered an evening snack of fruits or vegetables.
- Access to both the candy/snack and pop machines is available to the students after school until 4:00 PM and from 7:00 – 9:00 PM. On weekends, the hours run from 1:00 p.m. – 4:00 p.m. and 7:00 p.m. — 9:00 p.m.
- Whole or skim milk will be on the table for those students identified in eating programs; otherwise, all milk is 1 percent.
- If not on the tables, bread is available at the serving counter.
- No pop is allowed in the dining room.
- Students should be encouraged to drink water with each meal and frequently throughout the day, particularly in warm weather or when exercising.

FEEDING PROGRAMS

All SDSBVI students will have a feeding skills evaluation completed at the time of their placement. This evaluation will be done by the Dormitories Supervisor when the student is an independent eater and who is using no adaptive equipment. When there are chewing/swallowing concerns or issues related to positioning or adaptive equipment, the evaluation will be conducted by the Speech/Language Pathologist with consultation from the Dormitories Supervisor and the Occupational Therapist as needed. Any modifications to diet textures, adaptive equipment, assistance and set-up at meals will be determined as a result of the evaluation.

All permanent and temporary dorm staff, teaching staff and instructional assistants will be trained on general dining skills related to visual impairment at the time of hire. All permanent and temporary dorm staff, teaching staff and instructional assistants will be trained on specific feeding procedures for individual students who need them by the Speech/Language Pathologist on an ongoing basis. No staff will assist in feeding students without training. The Director of Human Resources has the list of employees who have gone through the training.

The feeding procedures for students who require assistance and adaptive equipment will be posted in the dining room. Any concerns related to feeding procedures will be referred to the Dormitories Supervisor or Speech/Language Pathologist for reevaluation. Any concerns related to nutrition and hydration or weight will be referred to nursing.

Any recommended changes in either feeding procedure and adaptive equipment or hydration and nutritional intake make by parents or health professionals should be reported to the Nurses and the Speech Language Pathologist and documented in writing.

LOUNGE

The Staff Lounge should be a pleasant and relaxing place to take a break. It is a place to be used by all staff, and the following suggestions are made relative to the Lounge.

1. Everyone should do their part to keep the Lounge clean at all times. Sign up on the calendar in the Lounge to take your turn at weekly cleaning.
2. No meetings should be scheduled in the Lounge.
3. Student behaviors or student related problems should not be discussed in the Lounge.
4. The Lounge is not a workroom - offices, classroom or respective areas should be used for work.
5. During working hours breaks in the Lounge should be kept to 15 minutes (excluding lunch time).
6. Coffee drinkers are expected to contribute to the coffee stock.

MAINTENANCE REQUESTS

Requests for minor room changes such as light bulbs, moving of furniture or requests for the maintenance staff to fix minor items not related to the safety or well-being of staff and students should be reported on a Maintenance Request Form and placed in the Physical Plant Manager's mailbox in the Staff Lounge. Maintenance requests may also be made by e-mail; be sure all maintenance department employees receive these requests.

UNSAFE CONDITIONS should be reported immediately through the use of a REPORT OF ACCIDENT, INCIDENT OR UNSAFE CONDITION Form which may be obtained from the Business Manager. Dorm staff may obtain copies from the Dorm Supervisor.