

CHAPTER 15  
IOWA BRAILLE AND SIGHT SAVING SCHOOL  
ORGANIZATION AND GENERAL RULES

[Prior to 4/20/88, Regents, Board of[720]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**681—15.1(262) Organization.**

**15.1(1) *Statement of mission.*** The mission of the Iowa Braille and Sight Saving School (IBSSS) has two primary components: to provide direct educational services to visually impaired children and youth of the state of Iowa and to serve a leadership and resource role in statewide efforts to meet the needs of the visually impaired. In fulfilling its stated mission, IBSSS will coordinate its efforts with all appropriate state agencies, area education agencies, and local education agencies. Such coordination will be accomplished in the spirit of cooperation reflected in the agreements with these agencies.

Consistent with the various sections of the Iowa Code, the educational mission of the Iowa Braille and Sight Saving School is to provide an appropriate individual education program for visually impaired children and youth who require the comprehensive programs provided by the school.

The educational programs of the Iowa Braille and Sight Saving School will be consistent with the philosophy, reflected in federal and state legislation, that handicapped and nonhandicapped children and youth be educated together to the greatest extent possible. Thus, IBSSS assumes responsibility for providing an education for the visually impaired, including those with additional handicaps, for whom the comprehensive educational programs of the school are most appropriate.

The educational programs of the Iowa Braille and Sight Saving School are based on the premise that the school exists to serve its students by providing a learning environment which, to the greatest extent possible, maximizes each child's potential to become a contributing member of society by enhancing development of communication, knowledge, self-realization, human relationships, economic independence, and a sense of civic and social responsibility. The child-centered programs include learning activities and experiences that appropriately and specifically meet the needs of each child.

The scope of the educational program includes provisions for the visually impaired from infancy through secondary education. Program formats include full-time residential, day school, summer and other short-term residential programs to meet specific needs, and on- and off-campus individual assessment and evaluation services. For residential students, activities and experiences on a 24-hour basis, not restricted to the traditional academic day, are an integral part of the program.

The Iowa Braille and Sight Saving School also serves as a state resource and dissemination center for education of the visually impaired. In this role, the school has a central and vital mission in the statewide education of the visually impaired and provides a resource center for educators, related field professionals, parents, and all interested citizens. Such a role affords the opportunity for the community-at-large to draw upon the specialized program and services available at IBSSS.

The Iowa Braille and Sight Saving School will make its special resources available to regent universities, area education agencies, local education agencies, and other public and private agencies. Resource services would provide support in such activities as:

1. Assessment, counseling, and educational planning for visually impaired children and youth;
2. Programs for development of specialized skills;
3. Parent education;
4. Instruction in orientation and mobility;
5. Research;
6. Preservice and continuing education of teachers and related professionals;
7. Consultative services to other professionals;
8. Curriculum development and evaluation; and
9. Development, use, and dissemination of instructional materials and technology.

Within the scope of the school's mission, future programs will be determined by the ongoing evaluation of existing programs and an analysis of developing needs. Programs will be added, curtailed, or eliminated

based on assessment of need and the most effective use of resources. The school remains flexible so as to respond quickly and effectively to unmet needs of visually impaired children and youth of Iowa.

**15.1(2) *Officers.*** The school has two statutory officers: the superintendent and the secretary-treasurer (business manager).

The superintendent is the chief administrative officer of the school and has such authority and duties as delegated by the board of regents.

The secretary-treasurer (business manager) is responsible for investments, financial transactions, financial records, maintenance of facilities and related services as delegated by the superintendent.

The superintendent has nominated, and the board of regents has appointed, a director of education.

The director of education is the chief administrative officer of the instructional department.

**15.1(3) *Organization.*** The mission of the school is carried out through the regular academic programs, the special curriculum program, and outreach services.

**15.1(4) *Communications.*** Written inquiries, personal inquiries, submissions, and requests should be addressed to the Office of the Superintendent, Iowa Braille and Sight Saving School, Vinton, Iowa 52349, or the office of the Board of Regents, Old Historical Building, Des Moines, Iowa 50319. In general, inquiries, submissions and requests by the public may be submitted via informal letter. However, application for a particular purpose is to be made on a specified form. A list of these forms and the address where they may be obtained is found in 15.6(262).

**15.1(5) *School manual for employees.*** The school manual for employees contains the policies governing the internal administrative operation of the school. It is available for public inspection in the school's business office, superintendent's office, the personnel office, and in the office of the state board of regents.

This rule is intended to implement Iowa Code section 269.1.

**681—15.2(262) Petition regarding rules.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—15.3(262) Petition for declaratory ruling.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—15.4(262) Rule adoption—opportunity for oral presentation.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—15.5(262) Contested cases.** Rescinded IAB 12/15/99, effective 1/19/00.

**681—15.6(262) Forms.** The school uses a number of forms in its relations with the public. They are available from the superintendent's office, Iowa Braille and Sight Saving School, Vinton, Iowa 52349.

**681—15.7(262) Contracting authority.** The board of regents has delegated to the superintendent authority to make contracts and agreements as specified in 681—subrule 8.2(3). The superintendent has delegated authority for signing such agreements and contracts to the business manager in all cases except the following:

1. Employment matters involving deans, directors, principals, faculty, and merit employees are reserved to the office of the superintendent.

2. Application for grants for educational development and research from all sources are signed by the superintendent.

3. Supplies, equipment and services to be ordered from sources outside the school in compliance with board of regents rules, 681—Chapter 8, are purchased only by means of purchase orders or purchase contracts approved and signed by the business manager and based on requisitions submitted to the business manager.

**681—15.8(262) General rules.**

**15.8(1)** Salespersons or agents for any product, proposition, or cause are prohibited from soliciting employees or students in any building or part of the school property except with the permission of the superintendent of the school.

Permission is given by the superintendent for the solicitation of employees by charitable organizations under all of the following circumstances:

- a. The charitable organization presents documentation of its tax-exempt status as provided in Section 501(C)(3) of the Internal Revenue Code.
- b. The solicitation is conducted through the school's campus mail system or once a year through an on-campus coordinated campaign of all eligible organizations meeting the conditions and giving written notice to the school of the desire to participate at least 120 days prior to the campaign period.
- c. The organization may be expected to pay the administrative and out-of-pocket costs associated with using the campus mail system or other school facilities.
- d. The solicitation by any one charitable organization may occur once in any calendar year.
- e. No solicitation using the school's facilities may occur except as described above; however, any eligible charitable organization may arrange to conduct information sessions at which no solicitation occurs, at times and places and in a manner the school deems reasonable.
- f. Any eligible charitable organization acting pursuant to the authority of this rule may also make use of the payroll deduction system described in Iowa Code sections 70A.14 and 70A.15, if qualified under the terms of those provisions.

**15.8(2)** Smoking of all types is prohibited in all buildings of the campus except the staff lounge and areas not frequented by students. No one may smoke in the presence of a student on any part of the campus or while in any building.

**15.8(3)** The campus speed limit is ten miles per hour.

**681—15.9(262) Transportation reimbursement.** Transportation reimbursement shall be provided to the parents or guardians of children enrolled in the Iowa Braille and Sight Saving School at a rate to be established annually by the state board of regents for:

**15.9(1)** Transportation on a daily basis for children who do not reside at the school.

**15.9(2)** Not more than 11 trips per year from the institution to the residence of the parent or guardian and return to the institution for children who reside at the school.

**681—15.10(262) Admission requirements.** To be enrolled at the Iowa Braille and Sight Saving School an individual must meet the following criteria:

1. Be visually impaired;
2. Be intellectually and physically capable of benefiting from an educational program;
3. Be under 21 years of age;
4. Be immunized as evidenced by a valid Iowa department of public health certificate of immunization; and
5. Be a resident of the state of Iowa. (The residency requirement will be established on an individual basis consistent with the laws of the state of Iowa and the rules of the state board of regents.)

These rules are intended to implement Iowa Code section 269.1.

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