

SCHOOL SAFETY REQUIREMENTS AND BEST PRACTICES

This document provides an outline of legal requirements and suggested practices for Indiana schools and is a collaborative product of the Indiana Department of Education, the Indiana Department of Homeland Security, and the Indiana Secured School Safety Board. The checklist provided is intended to provide your school with information and guidance to ensure that school emergency preparedness plans are meeting the requirements of Indiana Administrative Code, and Indiana Code. Suggested practices are also provided to promote school safety plans in Indiana that are above and beyond the legal requirements.

This guide was created to assist school officials in their quest to examine their safety practices and procedures in an attempt to better serve their student populations. It is therefore incumbent upon these school officials and their local community partners to consider this guidance and determine what they believe is critical to address when considering emergency preparedness issues. This guidance document will be most beneficial when the end user has utilized it to create a safer learning environment and provided training to ensure a well prepared staff and student body.

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SAFE SCHOOLS AND EMERGENCY PREPAREDNESS PLANNING

511 IAC 7-36-6

FACILITIES

SECTION 1:

LEGAL REQUIREMENTS FOR INDIANA SCHOOLS

Each section listed below is a school safety requirement per Indiana Code or Board of Education Rule. Each section of legal requirements will be supplemented with suggested practices for schools to consider that would further efforts to promote school safety.

School Safety Specialist Training –IC 5-2-10.1-9

Each school corporation shall designate an individual to receive school safety specialist certification from the Indiana Department of Education. This individual shall coordinate school safety plans and act as a resource for the school corporation on issues related to safety and security. This safety specialist has access to additional resources to augment the basic guidance provided within this document.

Emergency Preparedness Plan Requirements Per Board Of Education Rule 511 IAC 6.1-2-2.5

Each school corporation, in consultation with local public safety agencies, must develop a written emergency preparedness plan for the school corporation and each school in the corporation. Within 60 days of the beginning of each school year, the local superintendent shall certify to the Indiana Department of Education that the plans have been reviewed and revised. The bold print items below are those required by Board of Education Rule.

1. PLAN DEVELOPED IN CONSULTATION WITH LOCAL PUBLIC SAFETY AGENCIES

a. Suggested Practices

- i. Local law enforcement and fire agencies should have input on the safety plan. First responders to your buildings should know your protocols and have input regarding how these protocols will impact their response.
- ii. Move to have corporation and building plans approved by the school board in executive session. Safety plans are not subject to public disclosure.

2. APPROPRIATE WARNING SYSTEMS

a. Suggested Practices

- i. Fire alarm and sprinkler system should be tested annually.
- ii. Public address system should be tested. Be aware of dead spots in the building where the P/A may not be audible.

- iii. Use public address system for areas outside of school (playgrounds, arrival/departure areas).
- iv. Enable public address system access from all rooms when able. This allows all staff who receive training to access the public address system and call a lockdown when necessary.
- v. Supply radios for any staff that take students outside to enable two-way communication.
- vi. Use plain language to notify staff/students of safety event. Codes will likely cause confusion and inaction.

3. PROCEDURES FOR NOTIFYING OTHER AGENCIES AND ORGANIZATIONS

a. Suggested Practices

- i. Enable any and all staff to notify 911 during an emergency, then immediately notify the front office.
- ii. Enable any and all staff to call lockdown.
- iii. Post important information on classroom phones including specific directions to call 911, school address, room number where the phone is located.

4. POSTING OF EVACUATION ROUTES

a. Suggested Practices

- i. Include primary and secondary shelter locations for severe weather.
- ii. In addition to classrooms, post this information in all general assembly rooms and conference rooms.

5. EMERGENCY PREPAREDNESS INSTRUCTION FOR STAFF AND STUDENTS

a. Suggested Practices

- i. Staff must be trained regarding their position specific responses during a crisis.
- ii. Cross-train crisis team members and outline secondary team members to cover when primary staff are out of the building.
- iii. Document that all emergency preparedness policies and procedures have been reviewed by staff. Have staff sign off on their understanding of policies/procedures.
- iv. Enact procedure to inform substitutes of emergency procedures.
- v. Use quick reference guides or flipcharts.
- vi. Encourage staff to be aware of the closest AED, fire pull station, exterior door number, and severe weather shelter in relation to their classroom.

6. PUBLIC INFORMATION PROCEDURES

a. Suggested Practice

- i. Use sample media releases to establish appropriate messaging during a crisis.
- ii. Utilize social media to convey accurate messaging. In the absence of accurate messaging from the school and first responders, inaccurate messaging from community may exacerbate the existing crisis.
- iii. Establish a pre-determined media staging area away from the crisis and students.
- iv. Identify a spokesperson for the corporation.

Specific Emergency Preparedness Response Protocols Required **By Board of Education Rule 511 IAC 6.1-2-2.5**

The bold printed items below are specific crisis response protocols that are required by the Board of Education Rule for emergency preparedness.

1. FIRE

- a. Suggested Practices
 - i. Evacuation routes reviewed with local fire department.
 - ii. Suggest specific staff receive fire extinguisher training.
 - iii. Invite the local fire department to participate in at least one drill yearly.

2. NATURAL DISASTERS/ADVERSE WEATHER

- a. Suggested Practice
 - i. Identify tornado safe zones with architect or structural engineer. (LINK TO OUR WEB AREA)
 - ii. Identify tornado protocols with bus drivers; including possible structurally safe areas along bus route if it is necessary to take shelter.
 - iii. Earthquake specific protocols. Participate in the annual "Great Shakeout Drill" (LINK TO OUR WEB AREA)

3. NUCLEAR CONTAMINATION

- a. Suggested Practice
 - i. Establish a shelter in place and /or offsite evacuation protocol.

4. EXPOSURE TO CHEMICALS

- a. Suggested Practice
 - i. Establish protocols for chemical release/spill inside the building
 - ii. Establish protocols for shelter in place or evacuation due to chemical spill outside of the building.

5. MANMADE OCCURRENCES

- a. Suggested Practices
 - i. Incorporate two levels of lockdown notification. A "soft lockdown" keeping students in classrooms as prevention during a low level crisis, and "hard lockdown" alerting of potential violence.
 - ii. Provide options based training empowering staff to make necessary decisions when a crisis is fluid in nature.
 - iii. Establish procedures for handling bomb threats, utilizing the ATF bomb threat checklist.
 - iv. Establish procedures, in conjunction with law enforcement and school attorney, for searching students who may be suspected of weapons possession.

Additional Indiana Codes Regarding School Safety

1. SAFE SCHOOL COMMITTEE – IC5-2-10.1-12

Every school corporation shall establish a safe school committee to address unsafe conditions, crime prevention, and school violence.

a. Suggested Practices

- i. Include administrators, school nurse, special education, transportation, maintenance, and support staff.

2. COUNTY COMMISSION MAY BE ESTABLISHED – (IC 5-2-10.1-10)

a. County commissions provide countywide information sharing to coordinate and make recommendations related to safety protocols.

b. Indiana code allows certain information sharing among schools, courts, and first responders including the following:

- i. IC 20-33-7-3 Report of educational records without parental consent
- ii. IC 31-37-4-3 Law enforcement notification to schools of student arrests
- iii. IC 31-39-2-13.8 School access to juvenile court records
- iv. IC 31-39-9-1 Exchange of information regarding delinquent children
- v. IC 35-50-8-1 Student delinquency and criminal conviction information

c. Include members of county commission on any large scale school notifications (including lockdowns, threat notifications) to ensure information is hare countywide.

3. EMERGENCY PREPAREDNESS DRILLS IC 20-34-3-20

Each building within a corporation shall perform; one tornado and one manmade dill per semester and fire drills shall be done monthly (allowing two substitutions per semester). Drill records shall be certified by the principal and kept on file.

a. Suggest Practices

- i. Conduct drills at varied times and simulate unusual conditions; passing periods, lunch, arrival and/or dismissal.
- ii. Review procedures for reverse evacuation, room clear and securing sections of the building.
- iii. Invite first responders to participate in drills and partner with them in crossover training possibilities through functional and/or full scale exercises.
- iv. Utilize tabletop trainings to discuss with staff a variety of situations.

4. PROVIDE FLOOR PLANS TO FIRST RESPONDERS – IC 5-2-10.1-2

Floor plans shall indicate each exit, interior rooms and hallways, and location of any hazardous materials.

a. Suggested Practices

- i. Ensure exits are labeled outside and inside the building.
- ii. Train building safety staff on the location of utility shut offs
- iii. Invite first responders to walk through/visit school buildings.
- iv.

5. SPECIAL NEEDS STUDENTS/STAFF – 511 IAC 7-36-6

Emergency preparedness plans shall include provisions for warning and evacuating students with disabilities.

a. Suggested Practices

- i. Ensure Individualized Educational Programs (IEP) and Individual health plan (IHP) in place address individual needs and are updated annually.
- ii. Determine evacuation procedures from a second floor for students with specialized equipment.
- iii. Consult with school nurse to ensure medical supplies and medications are available for delayed dismissals, evacuations, or relocation.
- iv. Address English Learners who may not understand emergency notifications.

6. DISCIPLINE RULES PROHIBITING BULLYING – IC 20-33-13.5

Rules prohibiting bullying should include; procedures for reporting, investigating, and services provided. Staff and student training on bullying prevention/identification must be provided, along with anonymous reporting mechanisms.

a. Suggested Practices

- i. Document all bullying, utilizing student self-report forms.
- ii. Promptly investigate and notify parents.

7. CRIMINAL ORGANIZATIONS – IC 20-26-18

Rules prohibiting criminal organizations should include; education programs, reporting requirements and interventions.

a. Suggested Practices

- i. Document and photograph gang graffiti and report to the Indiana Intelligence Fusion Center.
- ii. Eliminate graffiti immediately after documentation.

8. CPR CERTIFICATION FOR STAFF/LICENSING – 20-28-5-3 (c)

a. Suggested Practices

- i. Augment CPR/AED training with “Stop the Bleed” tourniquet training.

9. CHILD ABUSE TRAINING – IC 20-19-3-11

Implementation of child abuse and child sexual abuse education programs, procedures for reporting of incidents and staff training. Staff and student training must be provided.

10. SUICIDE AWARENESS/PREVENTION TRAINING – IC 20-26-5-34.4

Implementation of child suicide awareness prevention policy, training, and services available in the community. Staff training must be provided.

a. Suggested Practice

- i. Identify counseling services and crisis intervention available to the school corporation.

SECTION 2:

SUGGESTED PRACTICES NOT REQUIRED BY CODE

The action items below are recommendations for schools to consider as they update their policies and protocols, but are not required per Indiana code. These recommendations are not intended to burden schools financially but are included for consideration.

1. THREAT ASSESSMENT

- a. To better address threats (both known and anonymous), schools should consider establishing a threat assessment team of school personnel and local first responders and community mental health
- b. Establish anonymous reporting systems for students (can be combined with bullying reporting system which is required by law)
- c. Establish social media policy for monitoring or capturing threats
- d. Work with student groups who can identify trends or ongoing safety concerns (student safety council).
- e. Utilize the sex offender registry to receive notifications regarding new or existing offenders to the community. Make note of these sex offender location when establish bus stop locations.

2. MORNING AND AFTERNOON PROCEDURES

- a. Due to large influx of students and vehicles, law enforcement presence is key during morning and afternoon departure/arrival.
- b. Minimize entry points for continued access control when possible.
- c. Establish protocols for supervision of students before and after school.
- d. Establish protocols with local law enforcement to include human and vehicle traffic management.

3. ACCESS CONTROL

- a. Review exterior of facility for potential placement of vehicle bollards (for areas of high student walking traffic).
- b. Exterior doors locked during school hours.
- c. Classroom doors locked during instruction or provided with means for quick lockdown.
- d. Empty classroom and unsupervised areas should be locked/restricted.
- e. Utilize buzzer systems when available. Empower staff to refuse entry and notify law enforcement for suspicious behavior.
- f. Visitors guided to main office for identification check. Issue visitor passes utilizing bright lanyards.
- g. Establish protocol/check-in system for deliveries.
- h. Train staff and students to report unauthorized persons in the building.
- i. Provide first responders with key access to building via knoxbox or keycard. Establish Memorandum of Understanding outlining that access only occur during crisis.

4. CAMERAS/RADIOS

- a. Cameras installed in appropriate locations to protect people, not equipment.

- b. Provide access to live feed for local law enforcement. Establish Memorandum of Understanding outlining that camera access only occur during crisis.
- c. Provide two way radios for any staff taking students outside of the building.
- d. Charge additional batteries for radios in case of extended shelter in place after school hours.

5. MOBILE OFFICE/CRISIS KITS

- a. Mobile capabilities to address crisis after an evacuation.
- b. Include copy of safety plan and emergency contacts. If school utilizes a mobile app with this capability, ensure it is a native app not requiring active internet or cellular service.
- c. First aid kits, tourniquets. Nurse may equip a “go bag” with necessary medications for students with particular medical issues (diabetic).
- d. Include emergency contact information for staff and students (paper copy or thumb drive updated each semester).
- e. Student release forms in case students must be released from evacuation/relocation point.
- f. Other items to consider; high-visibility vest, signage, clipboards, paper, pens, tarp.

6. RELOCATION PROTOCOL

- a. Establish Memorandum of Understanding with offsite location.
- b. Maintain keys for access to offsite location.
- c. Consider establishing multiple relocation sites (one within quick walking distance, one further away what would require transportation).
- d. Consider means of transportation. Possibly establish MOU with neighboring School Corporation.
- e. Establish protocols for reunification process with local law enforcement to include human and vehicle traffic management, emergency contact information for staff and students, and release protocols.

7. DEATH OF STUDENT OR STAFF

- a. Establish protocols to work with staff and students, including student and community notification process, available counseling services, and crisis center.

8. AFTER SCHOOL EVENTS INVOLVING COMMUNITY ORGANIZATIONS/SPORTING EVENTS

- a. Coordinate details of each event with local law enforcement and participating schools. Be aware of increased supervision for rivalries.
- b. Clearly posted policies for attendees.
- c. Pre-event announcements outlining safety procedures.
- d. Update rental agreements to include weather safety/tornado safe zone awareness for outside groups using school facilities.
- e. Establish protocols for severe weather/heat index for practices.
- f. Establish concussion protocols.

9. SCHOOL AS COMMUNITY SHELTER

- a. Communicate with county Emergency Manager to determine if school has a role during large scale community crisis.

- b. Include after-hours contacts for county Emergency Manager and school administration.
- c. Establish Memorandum of Understanding for use of school as shelter to include access control to particular areas of school, and use of school transportation.

10. PLAYGROUNDS

- a. Appropriate supervision staffing and positioning.
- b. Practice reverse-evacuation for quick reentry to the building.
- c. Staff access to radios for quick notification to office for emergencies.
- d. Public address system audible for quick notification from the office for emergencies.
- e. Instruction on proper use of equipment for supervisors and students.
- f. Inspections of equipment completed and kept on file.

11. FACILITIES REVIEW/SITE SURVEY

- a. Conduct full facilities review utilizing checklists provided by IDOE incorporating principles of Crime Prevention Through Environmental Design.
- b. Request facilities review from insurance provider.

12. LAW ENFORCEMENT PRESENCE

- a. Promote law enforcement presence at high vehicle and human traffic times such as arrival/departure.
- b. Welcome law enforcement walkthrough of facilities to ensure familiarity.
- c. Work towards having a full time security presence or certified School Resource Officer.

Section 3:

Additional School Safety Resources

The school safety specialists in each school corporation have access to additional resources to augment the basic guidance provided within this document. These resources include sample school safety templates, all-hazards protocols, and sample procedures and documents. These resources are available on a password protected website to protect the integrity of the documents and to satisfy licensing agreements. Please contact your designated safety specialist or contact the Indiana Department of Education for more information: <https://www.doe.in.gov/safety>

BULLYING

Per Indiana Code, schools must have discipline rules prohibiting bullying and provide age appropriate, research based instruction focusing on bullying prevention by October 15 of each year. Various resources are maintained by IDOE to assist schools in meeting these requirements, and are available here:

<http://www.doe.in.gov/student-services/bullying-prevention-intervention-indiana>

BUILDING DESIGN

Key safety concepts for building design are outlined in these documents intended to provide general guidance for school administrators. Includes guidance for working with design professionals, and the *Seven Design Features to Enhance School Safety* document developed by Safe Haven's International. Documents are available here: <http://www.doe.in.gov/safety>

CRIMINAL ORGANIZATION (GANG) INFORMATION

Per Indiana Code, Indiana Department of Education has developed a model policy in conjunction with various state agencies. This policy addresses the investigation of criminal organization activity, and prevention/intervention services. This policy and additional guidance from the Bureau of Justice are available here: www.doe.in.gov/safety/gang-information

LAWS FOR REFERENCE

The current laws relating to School Safety Specialists are updated and posted online for easy reference. It is imperative that certified School Safety Specialists understand these laws and expectations. An overview of pertinent laws to School Safety Specialists is available here:

www.doe.in.gov/sites/default/files/safety/laws-reference-updated-2015-v2.pdf

TORNADO PREPAREDNESS

Resources are provided to assist School Safety Specialists in identifying appropriate tornado procedures and identify tornado refuge areas within a school. These include a tornado preparedness training video, information from the National Weather Service, and a guidance document from the American Institute of Architects Indiana. Available here: www.doe.in.gov/safety/tornado-preparedness

Section 4:

Indiana Specific Agencies/School Safety Resources

School safety is a collaborative effort amongst statewide agencies and programs in Indiana. The agencies below offer various programs and resources to local school corporations to promote safety initiatives that benefit Indiana schools and communities.

INDIANA CRIMINAL JUSTICE INSTITUTE

ICJI implements the Indiana Safe School Fund, which ultimately funds the School Safety Specialist Academy. ICJI also implements the Safe Haven Grant, providing matching grants to schools to employ a School Resource Officer, purchase equipment and materials used to enhance the safety, and to provide educational outreach regarding bullying intervention/prevention strategies. Grant information is available online:

www.in.gov/cji/2339.htm

INDIANA DEPARTMENT OF EDUCATION

IDOE coordinates the Indiana School Safety Specialist Academy training, providing certified training on national and state best practices and resources for school safety, security, intervention/prevention, and emergency preparedness planning. IDOE also conducts school safety reviews to help schools review their safety plans and ensure compliance with the law. More information is available online:

<https://www.doe.in.gov/safety>

INDIANA DEPARTMENT OF HOMELAND SECURITY

IDHS implements the Secured School Safety Grant Program, providing matching grants to schools to employ a School Resource Officer, conduct threat assessments, or purchase equipment to restrict access or expedite notification of first responders. Grant information is available online:

www.in.gov/dhs/securedschoolsafety.htm

INDIANA SCHOOL RESOURCE OFFICER ASSOCIATION

INSROA is the Indiana branch of the National Association of School Resource Officers (NASRO). Every summer, INSROA hosts a statewide training available to law enforcement and educators and provides Basic/Advanced SRO courses throughout the year. Membership and training information are available online:

www.insroa.org/

INDIANA STATE POLICE

In partnership with Indiana educators and local law enforcement, Indiana State Police provide various trainings throughout Indiana. These sessions help schools and law enforcement agencies establish partnerships necessary for coordinating a unified response to various incidents.

- School Walk-Through Initiative; State Police initiative prompting Troopers to provide safety presentations and visit the schools during school hours. More information available online:

www.in.gov/isp/2966.htm

- Unarmed Response to Active Shooter Program; State Police have created a program including a PowerPoint, lesson plan, presenter notes, and videos featuring active shooter scenarios in classroom and school bus settings. Designed to assist local school officials in presenting active shooter staff development training, this resource is available online: <http://www.in.gov/isp/3191.htm>

2018-2019 School Safety Training & Awareness Calendar

JULY/AUGUST

- Conduct First Fire Drill within the First 10 Days of the Start of School
- Certify That All Plans for Each School Have Been Reviewed and Revised

SEPTEMBER

- Spring Advanced Training (10th & 11th) Downtown Indy
- Promote Your Anonymous Reporting System
- Highlight a School Safety Topic during Your Staff Meetings (Tabletops)

OCTOBER

- Provide Bullying Prevention Training for Students and Staff by October 15th
- Statewide Fire Drill, Fire Prevention Week
- Great Shakeout, Statewide Earthquake Drill

NOVEMBER

- ISSSA Basic Training Group 20 (4th & 5th) Downtown Indy
- Maintaining School Safety during Elections

DECEMBER

- Provide Age Appropriate, Research Based Instruction on Child Abuse and Child Sexual Abuse to Students in Grades K-12 by December 15th
- All School Employees Who Will Have Direct Contact with Students Must Participate In Child Abuse and Neglect Training Once Every 2 Years

JANUARY

- Conduct a County Wide School Safety Commission Meeting

Provide a Safety Training Session to Your School Bus Drivers/Food Service/Maintenance/Front Office Staff

FEBRUARY

Final Day of Basic Training Group 20

Drill Substitution Option, Schools Can Substitute A Manmade Occurrence or Severe Weather Drill In Place Of A Monthly Fire Drill with A Couple of Exceptions

MARCH

Severe Weather Preparedness Week

Statewide Tornado Drill

Apply/Provide Notice of Intent to the Department Of Homeland Security for the Secured School Safety Grant

APRIL

Review Bomb Threat Training and Your Bomb Threat Protocols

More Bomb Threats Are Reported In April & September than Other Months

Invite First Responders to Conduct Walkthroughs of Your School Buildings

MAY

Fall Advanced Training

Tips for Schools That Are Polling Locations for Elections

JUNE

End of Year Reports Due

Criminal Organizational Activity (June 1st)

Collect Staff Safety Plans

Review and Update Your Plans As Needed

JULY

End of Year Reports Due

Arrest Data (July 1st)

Bullying Data Reports (July 1st)

Distribute and Train Staff on Your Updated Building Safety Plan

Appendix

511 IAC 6.1-2-2.5 Safe schools and emergency preparedness planning

Authority: IC 20-19-2-8; IC 20-31-4-17

Affected: IC 20-31-4-1

Sec. 2.5. (a) Each school corporation shall, in consultation with local public safety agencies, develop a written emergency preparedness plan for the school corporation and each school in the corporation. An emergency preparedness plan shall, at a minimum, contain the following:

- (1) Appropriate warning systems.
- (2) Procedures for notifying other agencies and organizations.
- (3) Posting of evacuation routes.
- (4) Emergency preparedness instruction for staff and students.
- (5) Public information procedures.
- (6) Steps that will be taken prior to a decision to evacuate buildings or dismiss classes.
- (7) Provisions to protect the safety and well-being of staff, students, and the public in case of:
 - (A) fire;
 - (B) natural disaster, such as tornado, flood, or earthquake;
 - (C) adverse weather conditions, such as winter storms or extreme heat;
 - (D) nuclear contamination, such as power plant or transport vehicle spills;
 - (E) exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals, and cleaning agents; and
 - (F) manmade occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water supply or air supply, hostage, and kidnapping incidents.

(b) Within sixty (60) days after the beginning date of each school year, the superintendent shall certify to the department that the emergency preparedness plans for the school corporation and each school in the school corporation have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the superintendent shall certify to the department that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

(c) Emergency preparedness plans shall be available for inspection by the department.

(Indiana State Board of Education; 511 IAC 6.1-2-2.5; filed Aug 28, 1998, 4:58 p.m.: 22 IR 91; readopted filed Sep 7, 2004, 5:10 p.m.: 28 IR 323; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA; readopted filed Dec 2, 2013, 3:26 p.m.: 20140101-IR-511130419RFA)

IC 5-2-10.1-12 Safe school committees; school plans; copies of floor plans to law enforcement agency and fire department

Sec. 12. (a) Each school corporation shall establish a safe school committee. The committee may be a subcommittee of the committee that develops the strategic and continuous school improvement and achievement plan under [IC 20-31-5](#). Each committee may include at least one (1) member who is a member of the support staff of the school or school corporation career and technical education school.

(b) The department of education, the school corporation's school safety specialist, and, upon request, a school resource officer (as described in [IC 20-26-18.2-1](#)) shall provide materials and guidelines to assist a safe school committee in developing a plan and policy for the school that addresses the following issues:

- (1) Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of a safe school.
- (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
- (3) Methods to encourage:
 - (A) involvement by the community and students;
 - (B) development of relationships between students and school faculty and staff; and
 - (C) use of problem solving teams.

(c) As a part of the plan developed under subsection (b), each safe school committee shall provide a copy of the floor plans for each building located on the school's property that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the law enforcement agency and the fire department that have jurisdiction over the school.

(d) The guidelines developed under subsection (b) must include age appropriate, research based information that assists school corporations and safe school committees in:

- (1) developing and implementing bullying prevention programs;
- (2) establishing investigation and reporting procedures related to bullying; and
- (3) adopting discipline rules that comply with [IC 20-33-8-13.5](#).

(e) In addition to developing guidelines under subsection (b), the department of education shall establish categories of types of bullying incidents to allow school corporations to use the categories in making reports under [IC 20-20-8-8](#) and [IC 20-34-6-1](#).

(f) The materials and guidelines provided under subsection (b) must include the model educational materials and model response policies and reporting procedures on child abuse and child sexual abuse developed or identified under [IC 20-19-3-11](#).

As added by P.L.106-2005, SEC.3. Amended by P.L.1-2006, SEC.90; P.L.132-2007, SEC.3; P.L.172-2013, SEC.5; P.L.190-2013, SEC.3; P.L.285-2013, SEC.1; P.L.2-2014, SEC.12; P.L.40-2014, SEC.4; P.L.233-2015, SEC.7; P.L.25-2016, SEC.3; P.L.115-2017, SEC.1.

IC 20-34-3-20 Emergency preparedness drills

Sec. 20. (a) The governing body of a school corporation shall require each school in the governing body's jurisdiction to conduct periodic emergency preparedness drills during the school year in compliance with rules adopted under [IC 4-22-2](#) by the state board.

(b) Each school and attendance center shall conduct at least:

- (1) one (1) tornado preparedness drill; and
- (2) one (1) manmade occurrence disaster drill;

during each semester.

(c) Notwithstanding rules established by the state fire marshal under [IC 12-17-12-19](#), a drill conducted under subsection (b) may be conducted instead of a periodic or monthly fire evacuation drill requirement established by the state fire marshal. However, a drill conducted under subsection (b) may not be made:

- (1) instead of more than two (2) periodic or monthly fire evacuation drills in a particular school semester; and
- (2) in two (2) consecutive months.

(d) The governing body of a school corporation may direct schools to conduct emergency preparedness drills in addition to those required under subsection (b).

(e) The governing body of a school corporation shall require each principal to file a certified statement that all drills have been conducted as required under this section. [Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-8-2.]

As added by P.L.1-2005, SEC.18. Amended by P.L.132-2007, SEC.8; P.L.103-2015, SEC.1

511 IAC 7-36-6 Facilities

Authority: IC 20-19-2-8; IC 20-19-2-16

Affected: IC 20-19-2; IC 20-34-3-20; IC 20-35

Sec. 6. (a) The public agency shall provide instructional space for students with disabilities that is:

- 1) not less than the per student instructional space for general education students of the same chronological age in the same building;
- 2) comparable to the general space and instructional environment of the general education students in the same building; and
- 3) sufficient to accommodate a student's:
 - (A) special equipment;
 - (B) assistive devices; or
 - (C) curricular needs.

(b) Each public agency, when developing written emergency preparedness plans in accordance with 511 IAC 6.1-2-2.5, shall include provisions for warning and evacuating students whose disabilities require special warning or evacuation procedures. Special warning and evacuation provisions shall:

- (1) address individual needs of students;
- (2) be reviewed on an annual and as needed basis; and
- (3) be implemented during tornado (shelter) preparedness drills, fire drills, and manmade occurrence disaster drills as required by IC 20-34-3-20.

(Indiana State Board of Education; 511 IAC 7-36-6; filed Jul 14, 2008, 1:24 p.m.: 20080813-IR-511080112FRA; readopted filed Nov 6, 2014, 3:23 p.m.: 20141203-IR-511140382RFA)

IC 20-33-8-13.5 Discipline rules prohibiting bullying required

Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and
- (2) include:
 - (A) provisions concerning education, parental involvement, and intervention;
 - (B) a detailed procedure for the expedited investigation of incidents of bullying that includes:
 - (i) appropriate responses to bullying behaviors, wherever the behaviors occur;
 - (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
 - (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner;
 - (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law

enforcement is necessary;

(v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and

(vi) discipline provisions for false reporting of bullying; and

(C) a detailed procedure outlining the use of follow-up services that includes:

(i) support services for the victim; and

(ii) bullying education for the bully.

(b) The discipline rules described in subsection (a) may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

(1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and

(2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

(c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

(1) computer;

(2) computer system; or

(3) computer network.

(d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

(e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under [IC 5-14-3](#).

(f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section.

As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2; P.L.285-2013, SEC.6.

IC 20-26-18-2 Establishment of written policy

Sec. 2. (a) Not later than June 1, 2016, the governing body of each school corporation shall establish a written policy to address criminal organizations and criminal organization activity in schools. The governing body of a school corporation shall develop the policy in consultation with:

(1) parents;

(2) school employees;

(3) local law enforcement officials;

(4) the county prosecuting attorney;

(5) the county public defender;

(6) organizations that have expertise in criminal organization education, prevention, or intervention;

(7) a juvenile court judge;

(8) a school behavioral health or community mental health professional; and

(9) any other person or entity the governing body of the school corporation determines to be appropriate.

(b) The policy must meet all the requirements for the department's model criminal organization policy set forth in [IC 20-19-3-12](#)(d).

(c) Not later than September 1, 2016, each school corporation shall submit a copy of its criminal organization policy to the department.

As added by P.L.190-2013, SEC.7. Amended by P.L.25-2016, SEC.6.

IC 20-26-18-3 Publication of policy

Sec. 3. A school corporation shall put a copy of the school corporation's criminal organization policy established under section 2 of this chapter:

- (1) on its Internet web site;
- (2) in school student handbooks; and
- (3) in any location the school corporation determines to be appropriate.

As added by P.L.190-2013, SEC.7. Amended by P.L.25-2016, SEC.7.

IC 20-26-18-4 Establishment of education programs

Sec. 4. A school corporation shall establish the following educational programs in its efforts to address criminal organization activity:

- (1) An evidence based educational criminal organization awareness program for students, school employees, and parents.
- (2) A school employee development program to provide training to school employees in the implementation of the criminal organization policy established under section 2 of this chapter.

As added by P.L.190-2013, SEC.7. Amended by P.L.25-2016, SEC.8.

IC 20-26-18-5 Establishment of criminal organization intervention program

Sec. 5. To foster the continuing coordination of criminal organization prevention, intervention, and suppression efforts, the governing body of a school corporation may establish a program to provide criminal organization intervention services to students. If a school corporation chooses to develop a program under this section, the governing body shall establish an advisory committee that includes the following members:

- (1) Parents.
- (2) School employees.
- (3) Local law enforcement officials.
- (4) The county prosecuting attorney.
- (5) The county public defender.
- (6) A juvenile court judge.
- (7) A school behavioral health or community mental health professional.
- (8) Representatives of organizations that have expertise in criminal organization education, prevention, or intervention.
- (9) Any other person or entity the governing body determines is appropriate.

As added by P.L.190-2013, SEC.7. Amended by P.L.25-2016, SEC.9.

IC 20-26-18-6 Reporting requirements

Sec. 6. (a) Not later than June 1, 2017, and before June 2 of each year thereafter, each school corporation shall submit to the department a written report, on forms developed by the department, outlining the activities undertaken as part of the school corporation's compliance with this chapter. The report must include school based data to monitor for disproportionality, with each school reporting the number of investigations

disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender.

(b) Not later than November 1, 2017, and before November 2 of each year thereafter, the department shall submit a comprehensive report concerning criminal organization activity in schools to the governor and the general assembly. A report submitted to the general assembly under this subsection must be in an electronic format under [IC 5-14-6](#). The report must include the following:

- (1) A summary of the activities reported to the department under subsection (a).
- (2) Any recommendations or conclusions made by the department to assist in the prevention of, education about, and intervention in criminal organization activity in schools.

As added by P.L.190-2013, SEC.7. Amended by P.L.25-2016, SEC.10.

IC 20-33-9-10.5 Criminal organization activity; duty to report; maintaining safe school environment

Sec. 10.5. (a) This section does not apply to a charter school or an accredited nonpublic school.

(b) A school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist.

(c) The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

As added by P.L.190-2013, SEC.8. Amended by P.L.25-2016, SEC.11.

IC 20-28-5-3 Requirements for licensing; requirements for CPR, suicide prevention, and other matters

Sec. 3. (a) The department shall designate the grade point average required for each type of license.

(b) The department shall determine details of licensing not provided in this chapter, including requirements regarding the following:

- (1) The conversion of one (1) type of license into another.
- (2) The accreditation of teacher education schools and departments.
- (3) The exchange and renewal of licenses.
- (4) The endorsement of another state's license.
- (5) The acceptance of credentials from teacher education institutions of another state.
- (6) The academic and professional preparation for each type of license.
- (7) The granting of permission to teach a high school subject area related to the subject area for which the teacher holds a license.
- (8) The issuance of licenses on credentials.
- (9) The type of license required for each school position.
- (10) The size requirements for an elementary school requiring a licensed principal.
- (11) Any other related matters.

The department shall establish at least one (1) system for renewing a teaching license that does not require a graduate degree.

c) This subsection does not apply to an applicant for a substitute teacher license or to an individual granted a license under section 18 of this chapter. After June 30, 2011, the department may not issue an initial practitioner license at any grade level to an applicant for an initial practitioner license unless the applicant shows evidence that the applicant:

- (1) has successfully completed training approved by the department in:
 - (A) cardiopulmonary resuscitation that includes a test demonstration on a mannequin;

- (B) removing a foreign body causing an obstruction in an airway;
- (C) the Heimlich maneuver; and
- (D) the use of an automated external defibrillator;
- (2) holds a valid certification in each of the procedures described in subdivision (1) issued by:
 - (A) the American Red Cross;
 - (B) the American Heart Association; or
 - (C) a comparable organization or institution approved by the state board; or
- (3) has physical limitations that make it impracticable for the applicant to complete a course or certification described in subdivision (1) or (2).

The training in this subsection applies to a teacher (as defined in [IC 20-18-2-22\(b\)](#)).

(d) This subsection does not apply to an applicant for a substitute teacher license or to an individual granted a license under section 18 of this chapter. After June 30, 2013, the department may not issue an initial teaching license at any grade level to an applicant for an initial teaching license unless the applicant shows evidence that the applicant has successfully completed education and training on the prevention of child suicide and the recognition of signs that a student may be considering suicide.

(e) This subsection does not apply to an applicant for a substitute teacher license. After June 30, 2012, the department may not issue a teaching license renewal at any grade level to an applicant unless the applicant shows evidence that the applicant:

- (1) has successfully completed training approved by the department in:
 - (A) cardiopulmonary resuscitation that includes a test demonstration on a mannequin;
 - (B) removing a foreign body causing an obstruction in an airway;
 - (C) the Heimlich maneuver; and
 - (D) the use of an automated external defibrillator;
- (2) holds a valid certification in each of the procedures described in subdivision (1) issued by:
 - (A) the American Red Cross;
 - (B) the American Heart Association; or
 - (C) a comparable organization or institution approved by the state board; or
- (3) has physical limitations that make it impracticable for the applicant to complete a course or certification described in subdivision (1) or (2).
- (f) The department shall periodically publish bulletins regarding:
 - (1) the details described in subsection (b);
 - (2) information on the types of licenses issued;
 - (3) the rules governing the issuance of each type of license; and
 - (4) other similar matters.

[Pre-2005 Elementary and Secondary Education Recodification Citation: 20-6.1-3-3.]

As added by P.L.1-2005, SEC.12. Amended by P.L.246-2005, SEC.157; P.L.166-2007, SEC.1; P.L.75-2008, SEC.1; P.L.90-2011, SEC.23; P.L.93-2011, SEC.3; P.L.146-2011, SEC.1; P.L.6-2012, SEC.135; P.L.106-2016, SEC.7; P.L.121-2016, SEC.28; P.L.85-2017, SEC.79.

IC 20-19-3-11 Development and implementation of child abuse and child sexual abuse education program

Sec. 11. (a) The department, in collaboration with the department of child services and organizations that have expertise in child abuse, including child sexual abuse, shall identify or develop:

- (1) research and evidence based model educational materials on child abuse and child sexual abuse; and

(2) a model for child abuse and child sexual abuse response policies and reporting procedures. The model for child abuse and child sexual abuse response policies and reporting procedures described in subdivision (2) must include information on the duty to report suspected child abuse or neglect under [IC 31-33-5](#). To identify or develop models under this subsection, the department may not hire additional staff members or expend funds not already included in the department's budget.

(b) Not later than July 1, 2018, the department shall make the models developed or identified under this section available to assist schools with the implementation of:

(1) child abuse and child sexual abuse education programs in kindergarten through grade 12 as provided in [IC 20-30-5-5.7](#); and

(2) child abuse and child sexual abuse response and reporting policies.

(c) The model educational materials on child abuse and child sexual abuse identified or developed under subsection (a) may include the following topics:

(1) Warning signs of a child who is being abused or sexually abused.

(2) The basic principles of child abuse and child sexual abuse prevention.

(3) Methods of student, teacher, and parental education and outreach.

(d) The model child abuse and child sexual abuse response and reporting policies referred to in subsection (b) may include the following topics:

(1) Actions that a child who is a victim of abuse or sexual abuse may take to obtain assistance.

(2) Interventions.

(3) Counseling options.

(4) Educational support available for a child who is a victim of abuse or sexual abuse to enable the child to continue to be successful in school.

(5) Reporting procedures.

(e) A school that chooses to use the model educational materials developed under subsection (a) shall inform the parents of students in the grade levels in which the materials could be used, in writing and by posting on the school's Internet web site that a parent may:

(1) examine and review the model educational materials before the materials are taught; and

(2) decide if the parent's child will be instructed with the model educational materials.

(f) If a parent decides that the parent's child may be taught using the model educational materials, the parent shall notify the school of the parent's decision in writing or electronically.

As added by P.L.46-2012, SEC.1. Amended by P.L.13-2013, SEC.54; P.L.115-2017, SEC.2

IC 20-26-5-35.5 Prohibition on policy that delays an individual's duty to report child abuse or neglect

Sec. 35.5. (a) This section applies to a:

(1) school corporation;

(2) charter school; or

(3) nonpublic school that employs one (1) or more employees.

(b) A school corporation, including a charter school and a nonpublic school, may not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under [IC 31-33-5](#).

As added by P.L.115-2017, SEC.4.

IC 20-30-5-5.7 Instruction on child abuse and child sexual abuse

Sec. 5.7. (a) Not later than December 15, 2018, and each December 15 thereafter, each public school, including a charter school, and accredited nonpublic school shall provide age appropriate and research and evidence based instruction on child abuse and child sexual abuse to students in kindergarten through grade 12.

(b) The department, in consultation with school safety specialists and school counselors, shall identify outlines or materials for the instruction described in subsection (a) and incorporate the instruction in kindergarten through grade 12.

(c) Instruction on child abuse and child sexual abuse may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of child abuse and child sexual abuse. *As added by P.L.115-2017, SEC.5.*

IC 20-28-3-4.5 Training on child abuse and neglect

Sec. 4.5. (a) Each school corporation, charter school, and accredited nonpublic school shall require each school employee likely to have direct, ongoing contact with children within the scope of the employee's employment to attend or participate in training on child abuse and neglect, including:

- (1) training on the duty to report suspected child abuse or neglect under [IC 31-33-5](#); and
- (2) training on recognizing possible signs of child abuse or neglect;

at least once every two (2) years.

(b) The format of training under this section may include:

- (1) an in-person presentation;
- (2) an electronic or technology based medium, including self-review modules available on an online system;
- (3) an individual program of study of designated materials; or
- (4) any other method approved by the governing body that is consistent with current professional development standards.

(c) The training required under this section must count toward the requirements for professional development required by the governing body.

(d) The training required under this section must be during the school employee's contracted day or at a time chosen by the employee.

As added by P.L.183-2017, SEC.3.

IC 31-33-5-2 Report; notification of individual in charge of institution, school, facility, or agency

Sec. 2. (a) This section does not apply to an individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under [IC 16-21-2](#). An individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under [IC 16-21-2](#) is subject to section 2.5 of this chapter.

(b) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately make a report to:

- (1) the department; or
- (2) the local law enforcement agency.

After making the report, the individual shall notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency that the report was made.

[Pre-1997 Recodification Citation: 31-6-11-3(b) part.]

As added by P.L.1-1997, SEC.16. Amended by P.L.106-2016, SEC.24; P.L.183-2017, SEC.32.

IC 20-26-5-34.4 Child suicide awareness and prevention policy

Sec. 34.4. Each school corporation shall adopt a policy addressing measures intended to increase child suicide awareness and prevention. The policy must address the following:

- (1) Counseling services for the child and the child's family related to suicide prevention.
- (2) Availability of referral information for crisis intervention to children, parents, and school corporation staff.
- (3) Increasing awareness of the relationship between suicide and drug and alcohol use.
- (4) Training on warning signs and tendencies that may evidence that a child is considering suicide.
- (5) Availability of information concerning suicide prevention services in the community.
- (6) Cooperation among the school corporation and suicide prevention services in the community.
- (7) Development of a plan to assist survivors of attempted suicide and to assist children and school corporation staff in coping with an attempted suicide or death of a student or school employee.
- (8) Development of any other program or activity that is appropriate.

As added by P.L.254-2017, SEC.5.

IC 20-28-3-6 Youth suicide awareness and prevention training

Sec. 6. (a) For purposes of this section, "teacher" includes the following:

- (1) A superintendent who holds a license under [IC 20-28-5](#).
- (2) A principal.
- (3) A teacher.
- (4) A librarian.
- (5) A school counselor.
- (6) A school psychologist.
- (7) A school nurse.
- (8) A school social worker.

(b) Beginning after June 30, 2018, each school corporation, charter school, and accredited nonpublic school:

- (1) shall require all teachers; and
- (2) may require any other appropriate school employees;

who are employed at schools that provide instruction to students in any combination of grade 5, 6, 7, 8, 9, 10, 11, or 12 to attend or participate in at least two (2) hours of evidence based in service youth suicide awareness and prevention training every three (3) school years. The training required under this subsection must be during the teacher's or school employee's contracted day or at a time chosen by the teacher or employee.

(c) Subject to subsection (e), the format of training required under this section may include:

- (1) an in-person presentation;

(2) an electronic or technology based medium, including self-review modules available on an online system;

(3) an individual program of study of designated materials; or

(4) any other method approved by the governing body that is consistent with current professional development standards.

(d) The in service training required under this section shall count toward the requirements for professional development required by the governing body.

(e) The evidence based youth suicide awareness and prevention training required under subsection (b) must be approved, recommended, or listed as approved by the Suicide Prevention Resource Center or the National Registry of Evidence-based Programs and Practices of the Substance Abuse and Mental Health Services Administration.

(f) A school or school corporation may leverage any:

(1) existing or new state and federal grant funds; or

(2) free or reduced cost evidence based youth suicide awareness and prevention training provided by any state agency or qualified statewide or local organization;

to cover the costs of the training required under this section.

As added by P.L.254-2017, SEC.6.