

**DEKALB COUNTY EASTERN C.S.D.  
ELEMENTARY SCHOOL**



**2021-2022**

**TEACHER HANDBOOK**

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## **ARRIVAL AND DISMISSAL - STUDENTS**

Each classroom teacher (other than at the lunch hour) must see his/her pupils out of the school door and departed from the school toward home. Walkers are not to leave the building until the buses have departed. Permission requests from the parents must be authorized by the principal for any pupil remaining in the building after dismissal.

## **ASSIGNMENT OF PERSONNEL**

The superintendent shall assign certified personnel to the various positions on the staff.

## **ATTENDANCE - PROFESSIONAL**

All faculty members are expected to be within the building at the designated time unless they have notified the principal. If a teacher cannot attend school, they are to call WillSub Services as early as possible for a substitute.

## **ATTENDANCE - STUDENT**

A written excuse signed by parents must be presented to the teacher upon returning to school following the absence of a student unless notification has been made by telephone. Excused absences consist of personal illness, dental or medical appointments, death in the family, etc. Planned absences (such as trips) should be requested in advance and in writing by the parent. All assignments must be made up.

## **BOMB THREATS**

In the event of a bomb threat, all classes will follow the fire drill procedure to exit from the building. All teachers will conduct his/her group to a safe distance from the school building. You will be advised of safe distances by the person in authority directing the emergency.

## **CAFETERIA**

Weekly payment of lunches is preferred to cut down on bookwork. Teachers will accompany their students to the cafeteria.

Parents may prepay for their students' breakfast and lunch. Envelopes with cafeteria money in them will be sent to the office with attendance sheets. It will be entered in the student's account at the office.

## **CHEWING GUM**

Chewing gum in school during regular school hours is prohibited. Students found to be chewing gum are to be asked to wrap the gum in paper and dispose of it in the wastebasket.

## **CHINS (Child in Need of Services)**

In summary, I.C. 36-48-5 requires school employees to report to the members of the administrative staff, observed drug violations on or within 1,000 feet of school property. A written report must be filed by the administrator with a local law enforcement agency. A person making a report in good faith is immune from civil liabilities or penalties.

A child is a child in need of services if, before his/her eighteenth birthday:

(1) The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

(2) The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian.

(3) The child is a victim of a sex offense under provisions of rape, criminal deviate conduct, child molestation, child exploitation, child seduction, public indecency/indecent exposure, prostitution, or incest.

(4) The child's parent, guardian, custodian allows the child to participate in an obscene performance.

The child's parent, guardian, or custodian allows the child to commit a prohibited sex offense.

## **CLASSROOM MANAGEMENT**

Teachers may establish classroom rules. These rules should be easy to understand. A copy of classroom rules will be given to the principal before the end of the second week of school.

## **CLASS OBSERVATION**

Every effort will be made to notify staff members whenever anyone other than the administration wishes to observe their class.

## **CLEAN-UP OF SPILLS OF BODILY FLUIDS**

Cleaning materials for blood, vomit, etc., are available through the custodial staff and the office. Rubber gloves are available upon request for any school personnel. A disposal kit is also available containing a fluid-absorbing compound, trash bags, and a disinfectant. All body spill materials must be disposed of in a hazardous waste container.

## **CLOSING OF SCHOOL**

During periods of inclement weather when buses may have difficulty traveling or school may be closed, students and parents are to watch the following television channels: WPTA TV Channel 21; WKJG TV Channel 33; WANE TV Channel 15.

Weather information may also be obtained by calling the school system's voice mail or signing up for automated text or voice alerts through the School Messenger system.

Other school closings due to emergency situations will be announced by the same media with as much advance notification as possible.

When school is delayed or closed, field trips and extracurricular events will automatically be delayed or canceled unless the principal decides otherwise.

## **COMMUNICATION TO PARENTS**

It is important to make certain all communications are well written and reflect you and your school positively. You are to sign all messages sent to parents. Other than mid-period reports, a PHOTOCOPY should be given to the principal and one copy kept by you.

## **COMPUTER USE**

Any staff member wishing to use the school's computers must sign and agree to abide by the school district's computer use policy found in the student handbook.

## **CORRESPONDENCE**

Envelopes, postage and letterhead are available to faculty members for conducting school business. Letterhead stationery may be requested from the principal's office.

## **CRIMINAL GANGS AND GANG ACTIVITY**

DeKalb County Eastern C.S.D prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:

- 1) either:
  - a) promotes, sponsors, or assists in; or
  - b) participates in; or
- 2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

“Gang Activity”- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law (IC 20-33-9-10.5), a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal or designee shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

Support services may include one or more of the following

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit a report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

Legal references: IC 20-26-18  
IC 20-33-9-10.5  
IC 35-45-9-1

## **DETENTION OF STUDENTS**

Detaining children after school should be carefully regulated. Children should not be kept for an unreasonable length of time. A "reasonable" length of time would depend upon a child's age, weather conditions and other factors. In all cases, where it is possible, the home should be notified in advance when the child will be kept after school.

## **DUTY FREE TIME**

Each faculty member will be allowed 30 minutes of duty free time between the hours of 10:00 a.m. and 2:00 p.m.

## **ELECTRONIC DEVICES**

All HANDHELD electronic devices are to be turned off and put away from 8:30-2:40 or at the request of school personnel. **Using ANY electronic devices to take pictures and record audio or video is prohibited without permission and could result in disciplinary action. Cell phones, monitoring or recording devices will not be used in classrooms unless teacher permission is given.** When handheld devices are brought to school, students bring these items at their own risk. The administration reserves the right to increase the level of consequences if it is determined that the device was being used in an inappropriate manner. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with a school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) will be kept in the main office and must be picked up by parents or guardians. The school will not be responsible for the loss of such equipment on school grounds or items brought to a school function or activity.

## **EVALUATION**

All teachers shall be advised annually by written memoranda from the building principal of the method of teacher evaluation which shall be followed during the ensuing school year, and if the announced procedure is not followed, the evaluation shall be re-done at the teacher's written request, which shall be presented within five (5) working days after the evaluation is reviewed by the principal and the teacher. Each teacher will be evaluated in compliance with all state standards.

Any teacher may request additional evaluation by a different administrator.

## **EXTRACURRICULAR ACCOUNT AND FUNDRAISING**

Money collected for fundraising items must be turned into the school's bookkeeper daily with the last deposit occurring at least 10 days prior to any fundraising products being distributed to students. If this policy is not followed, the teacher or sponsor will be financially responsible for any returned checks for insufficient funds/closed accounts or for any revenue shortfall associated with this fundraiser.

## **FACULTY MEETINGS**

In general, total faculty meetings may be held once per month at 7:45 a.m. It may be necessary for the faculty to meet more often.



## **FIELD TRIPS**

All field trips should be well planned and must have the advance approval of the principal, superintendent and school board. Application for field trips will include a description of the activities, goals, objectives and summary of how the trip coordinates and complements the work being conducted within the classroom. A comprehensive field trip form will be signed by parents at the beginning of the school year. Teachers will notify parents of field trips at least one week prior to the field trip.

A parent, guardian, or other adult family member will only be allowed to chaperone a field trip with prior approval of building principal or designee. Chaperones are expected to ride the bus to and from the activity and supervise the students assigned to their group. The homeroom teacher will send a criminal history consent form home with the student to be completed by the individual wanting to chaperone the field trip. This form must be completed and returned to the school's front office a minimum of 5 school days prior to the field trip. A sex offender registry check and limited criminal history check will be completed on the parent, guardian or other adult family member prior to the field trip. If a parent, guardian or other adult family member does not pass the background checks, the building principal or designee will contact them.

In supervision of a field trip, the teacher's responsibility is an extension of his/her responsibility in the school itself. It is increased by the fact that those in his/her charge are not confined to a room or to the school grounds. Negligence may consist of failing to act, as well as acting in a way which a reasonable person should realize involves unreasonable risk. The element of the unreasonable risk may be involved even though the intentions may be good.

## **FIRE DRILLS**

State regulations require at least one (1) fire drill which shall be held during each month school is in session (I.C. 20-8.1-8-2). The first drill held each year will be a practice drill. Become familiar with the alarm system. Instruct the pupils to rise from their seats at the first sound of the alarm and act speedily and quickly. If one exit is blocked, direct traffic to another.

Pupils are to file out in two (2) lines and once outside move a safe distance from the building. Talking is to be at a minimum (preferably none at all) and the students are to be controlled by the teacher at all times.

Teachers should close windows and doors before leaving the room and take their attendance register with them. Once outside, the teacher should make sure all pupils arrive safely out of the building. If a pupil is missing, the teacher should notify someone in authority (principal or fireman) immediately. Rooms should evacuate according to the fire routes and directions posted on the wall near the room exit.

## **FLEX LEAVE**

Flex leave requests are not to be used to extend a holiday. Please give as much advance notice for this leave as possible. Every effort will be made to grant leave requests; but approval will be determined by the availability of substitutes.

## **GENERAL BUILDING NEATNESS**

The standards on cleanliness and neatness maintained in the school are the responsibility of the administration, teachers, students, and custodians. By close cooperation with each other, sanitary and healthful standards will be raised and the environmental conditions under which the pupils, faculty, and other personnel work will have an effect on learning and teaching practices. A neat and orderly room, desks, hall, gymnasium, cafeteria and other areas depend upon administration, teachers, students and custodians cooperating with each other to the fullest extent.

It is the responsibility of the teachers to leave their rooms in proper order for cleaning. All desks are to be clean, all books, pencils, clothing, etc., shall be picked up. All classroom books and other equipment shall be returned to their storage space. Anything that is carried over from day to day such as experiments, displays, etc., should be left in an orderly fashion. Teachers are to see that all lockers are cleaned periodically and neat house-keeping prevails.

Anyone having questions concerning the custodian's duties or work should consult the principal. The principal's decision on such questions concerning rules and regulations is final for custodians and teachers. Teachers are expected to cooperate with the custodians for cleanliness and order of the building and classrooms.

## **GRADES**

Grades will be issued each nine weeks. Grades are to reflect the effort made by the student in the designated subject throughout the nine (9) week period. Grade cards will be sent home according to the dates listed on the school calendar. The cards should be taken home and reviewed. The report card envelopes should be signed by the parents and then returned to the school. Signing indicates the card has been seen, not that it is approved. Any questions a parent or student may have concerning grades should be discussed with the teacher. Parents may check on-line at any time to monitor their student's progress.

## **HAZARDOUS MATERIAL SAFETY PROGRAM**

DeKalb County Eastern employees are required by Federal law to be informed of materials which may be hazardous to them or the students. When ordering supplies, chemicals, or other materials, vendors are required to send a Material Safety Data Sheet (MSDS). Upon receiving the MSDS, this information will be given to the MSDS supervisor. The MSDS will be filed and coded for an emergency and the Bureau of Safety Education. Employees will receive training and additional information throughout the school year.

## **INJURY OR SUDDEN ILLNESS TO A STUDENT**

When a student is injured, the nearest teacher or person in charge should report immediately to the school nurse or principal. The teacher or person in charge is not to leave the child, but should immediately send for the school nurse or principal.

If immediate first-aid is indicated, it should be the responsibility of one of the following to render first aid: 1) the school nurse, 2) the teacher or person in charge, 3) the principal, or 4) the nearest person qualified in first-aid.

In case of serious injury: 1) the student should not be moved except on the advice of medical authority, 2) steps should be taken immediately to contact the parent, guardian, relative or neighbor who, according to the emergency card, is willing to assume the responsibility, 3) failing in that, the school nurse or principal would attempt to contact the family physician and if for any reason the family physician cannot be reached, contact any available physician.

In case of minor illness or injury, the same general procedure should be followed and transportation may be provided by the school nurse or principal to the home of the pupil where the student would be released to the parent or other responsible person. An adequate explanation of what occurred should be given and recorded with the school nurse.

No teacher should attempt any kind of specific medical treatment other than first-aid. The limit of the school's responsibility is in case of "accident and sudden illness", and then only to the

extent of: 1) immediate first-aid, if indicated, 2) the safe transfer of responsibility to parents or other legally accountable persons as soon as possible.

## **INJURY TO EMPLOYEE**

It is necessary to report ALL injuries promptly to the proper administrator. If you are injured, use the following procedure: 1) in case of injury (whether large or small), report it to the principal. In no case should this be delayed more than 24 hours. 2) all injuries, regardless of what personnel--employee or student--must be reported to the office of the superintendent in written form as quickly as possible. In some instances, it may be necessary to report immediately by telephone. 3) blood borne diseases, where the teacher comes in contact with blood or other hazardous bodily fluids. The proper report must be filled out and given the principal within 24 hours.

## **ISOLATED TIME OUTS AND RESTRAINTS**

DeKalb Eastern C.S.D. believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all DeKalb Eastern employees. DeKalb Eastern recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or isolated time out to protect a student from causing harm to themselves or to others.

Isolated time out and physical restraint as defined in this policy shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

Except in the case of an emergency, only DeKalb Eastern employees who are currently in the corporation-designated training program may implement physical restraints or isolated time outs with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

In the case of an emergency, physical restraints and/or isolated time outs should be used only when a student's behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

### Isolated Time Out

“Isolated time out” means the confinement of a student in a time-out room or another enclosure, whether within or outside the classroom, from which the student's ability to leave the room or enclosure is restricted.

Any enclosure used for isolated time out shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall not be kept in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which the isolated time out was deemed an appropriate intervention.

If a student is placed in isolated time out pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control the length of the time out.

### Physical Restraint

“Physical restraint” means holding a student or otherwise restricting his or her movements.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use; and
3. The employee using the restraint has been trained in its safe application.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

#### Reporting and Reviewing of Incidents

Any DeKalb Eastern employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student the same day.

An annual review of the use of physical restraint and isolated time out including a review of all individual corporation cases involving the use of physical restraint and isolated time outs shall be completed and documented to ensure compliance with the school's policy and procedures.

#### Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of DeKalb Eastern employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

SOURCE: Superintendents' Council, February 14, 2013

## **KEYS**

School keys giving you access to work areas may be signed out at the beginning of each school year. Keys must be accounted for at the end of year and may be reassigned for summer use.

## **MONEY COLLECTIONS**

Moneys that teachers need to be concerned with are educational supply charges (workbooks, art, paper, and any education magazine subscriptions) for each student. Teachers will collect the money from the students and deposit it with the school secretary. Other money collected may include, but is not limited to, field trips, book club orders, etc. All money received by the teacher must be receipted and turned into the office daily.

## **NEW ENROLLEE**

Each time a new student is enrolled he/she will be assigned to the teacher with the fewest students or at the discretion of the principal.

## **NON-DISCRIMINATION**

It is the policy of DeKalb County Eastern Community School District not to discriminate in the educational programming or activities regardless of a student's abilities, race, color, sex, national origin, creed, or otherwise qualified individuals with a disability.

## **OFFICE TELEPHONE**

The telephone is for school business and faculty use. Pupils using the telephone must have a telephone pass issued by their teacher.

## **PROFESSIONALISM**

An air of professionalism and good taste should be noticeable in an educational institution. Inappropriate extremes should be avoided. As professionals, we are setting examples of dress, behavior, and attitudes that we would want our students to expect, appreciate, respect, and emulate.

The faculty shall maintain a professional relationship with all elements of the school community. They may accomplish this by:

1. Constantly abiding by the code of ethics set forth by the NEA, ISTA, and the local Classroom Teachers Association.
2. Refraining from discussing individuals, whether students, faculty members, or other members of the school corporation staff with other individuals unless it is of a complementary nature or on a professional basis.
3. Attending professional meetings in the area.
4. Keeping abreast of material and ideas in their fields.
5. Sharing educational methods and techniques with fellow staff members.

## **PTO**

All teachers and parents are encouraged to participate in and support the activities of the PTO. PTO meetings are scheduled throughout the school year for the purpose of improving the educational programs at DeKalb County Eastern Elementary Schools. These meetings provide another means for the school and community to work together for the benefit of boys and girls.

## **PARENT TEACHER CONFERENCE**

Parents may call the school office or contact the teacher to schedule a conference on an as needed basis.

## **PUPILS LEAVING THE SCHOOL GROUNDS**

No child will leave the school grounds without permission from a school administrator.

## **PUPILS RELEASED FROM SCHOOL**

Pupils are not to be released from school except to parents or guardians or by direction from either the superintendent or principal.

## **PUPILS RELEASED TO OFFICERS OF THE LAW**

A pupil may be released to an officer of the law ONLY after contacting the pupil's parents or guardian. No teacher is to release a pupil in this circumstance without the approval of the principal.

In case contact with parents or guardians is impossible, the principal will contact the superintendent before releasing the pupil.

## **PUPIL ROSTERS**

Pupil information is not to be given to any group or individual without authorization from the principal.

## **RECESS**

We feel that recess periods are of utmost importance for children. Recess develops muscular coordination, helps students to get along with others, and diverts their attention from classroom work to a period of free play. Therefore, we expect all children to participate in outside recess unless: 1) the teacher requests a child to remain inside, 2) the child has a written statement from his/her doctor stating he/she should not participate in outside activities, 3) the student has just returned to school after having been ill and you feel it is absolutely necessary he/she remains inside (he/she may remain inside for three (3) days providing the parent requests it in writing) and 4) all recesses are canceled by the principal or his designee when the wind chill factor renders it necessary.

## **RECORDS AND REPORTS**

Throughout the year various reports or information shall be requested by the principal. Please ensure that all information and accounts are turned in by the designated time.

## **REPORT CARDS**

Report cards are issued four (4) times per school year according to the dates on the school calendar. Cards may be kept by parents. Response envelopes should be returned to the teacher, signed by the parent or guardian, within five (5) days.

It is the responsibility of the teacher to notify parents of children who are doing below average work in any subject or whose work falls below their normal rating by not later than mid-point in the grading period and arrangements are to be made by the teacher for a conference.

Grades should reflect all the values of the school.



## **RETENTION OF PUPILS**

Retention can be justified only on the basis that it would be the best thing for the growth and development of the child.

The case of any child being considered for retention a second time in school must be called to the attention of the principal NOT LATER THAN the end of the third nine-week grading period. If the decision to retain is determined to be in the best interest of the child, a conference with the parents must be arranged by the teacher to discuss the matter.

No pupil will be retained in Grades 1 through 6 if he/she is beyond the age of fourteen (14) years as of September 1, without the approval of the principal and superintendent.

Homeroom teachers will develop a plan for educational improvement for students who are being retained.

## **SCHOOLGY**

Schoology will be used as the school's learning management system. Teachers are required to upload all lesson plans into Schoology. This includes all materials, resources needed to complete the lesson, links to lesson resources, and worksheets/packets that can be completed digitally on a daily basis. All grades will be recorded and maintained electronically on a weekly basis. Incompletes are issued only when work is not made up due to a recent illness. If incomplete work is not made up within one week after the end of the grading period, the "I" or incomplete becomes failing.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is scheduled into our district on an as needed basis during the school year. The psychologist works with the pupil, teacher, parent, principal, school nurse and guidance director. Children are referred to the psychologist in all instances by the classroom teacher after meeting with a pre-referral committee. A form for such referral can be obtained in the principal's office.

Requests for psychological data concerning pupils when made by persons other than the pupil's parents, guardian or teacher shall be referred to the principal.

Requests for psychological evaluation that are accepted after April 1<sup>st</sup> may not be completed by the end of the school year.

## **SECURING SUBSTITUTES**

Teachers are responsible for securing substitute teachers through WillSub Services. It will be the principal's responsibility to dismiss the substitute when the regular employee returns to work and reports to the principal. Substitutes are NOT to accept dismissal by a teacher who was absent and for whom the substitute worked. All such direction for the substituting will come from the principal. It is the responsibility of the teacher to have plans made for at least one week in advance, preferably two (2) weeks, in the event of absence, to assist a substitute. All plan books should remain in the teacher's homeroom.

## **SEXUAL HARASSMENT**

### Section I:

A. It is the policy of DeKalb County Eastern Community School District to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any member of the DeKalb County Eastern Community School District staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II.

### Section II (definition):

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student toward a staff member when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education, or when:

2. Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- verbal harassment of abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied explicit threats concerning one's grades, job, etc.

## **SEVERANCE OF CONTRACT BY TEACHERS**

Teachers planning to resign from the system are urged to make known their intentions to the superintendent's office as soon as possible. A twenty-one (21) day notice is required after August 1 and until the end of each school year. Contracts can be rescinded by mutual agreement in less than twenty-one (21) days. If a teacher breaks a contract without proper notification, it is possible to have that teacher's license revoked.

## **STANDARDIZED ACHIEVEMENT TEST**

The Indiana State Testing of Education Progress (ILEARN) is a testing program passed by the Indiana General Assembly in 1987 and updated annually. This requires testing at grades 3, 4, 5, 6, 7, and 8 in all public schools.

All grade levels may be required to take criterion referenced tests. Test dates will be determined at the local level.

Remediation will be required of students according to properly adopted board policy.

## **STUDENT MEDICATION**

It is recommended that medications be given at home whenever possible. However, recognizing the necessity of some children to have medication while attending school, the following requirements must be observed to comply with school policy.

1. All medication sent to school must be kept in the clinic.
2. The medication (pill or liquid) must be sent to school in the original doctor's or pharmacy's container, labeled by them with the name of the medication, the amount to be given, the time of day to be taken, and the expected duration that the medication is to be taken.
3. The physician's name and the student's name must be on the label for prescription medication.
4. The permission form to give non-prescription and/or prescription medication must be signed by the parent or legal guardian of the child.
5. The parent may withdraw consent for the medication to be given (in writing) at any time.
6. According to the Indiana Senate Enrolled Act 376, students with an acute or chronic medical condition may self-administer emergency medication with a physician's written authorization. Asthma medicine and bee sting antidote are typical examples. Doctor's permission notes will be held on file by the office.

If medication is sent to school with the child and these requirements are not followed, the medication will not be given. Unused medicine must be picked up by a parent or guardian. It cannot be sent home with a student.

First-aid supplies are available in the clinic.

## **TARDIES**

Please ensure that any student arriving late checks into the office.

## **TEACHER DATA**

In order that the personnel file in the superintendent's office shall be complete, each teacher is required to furnish the following information: 1) transcript of college credits, 2) work experience record, 3) teacher's retirement number (if any), 4) a good copy of your Indiana teaching license, 5) Social Security number and 6) military service record (if any).

Teachers must be licensed by the Indiana State Department of Education. Those who are not must apply to Indianapolis through the superintendent's office. Every member of the licensed staff shall have on file in the superintendent's office a copy of the certificate which entitles the person to teach his/her assigned subjects or area.

This requirement must be met by the teachers prior to their reporting to work. No teacher can be paid legally until this is done. It is the individual teacher's responsibility to keep his/her certificate active and up-to-date.

Another requirement of the Indiana law is each licensed employee must file with the superintendent a transcript of college credits justifying the teacher's position on the salary schedule. Please note: any records of college credits forwarded to the State Department of Education must be in addition to those kept in the superintendent's office.

## **TORNADO WARNING**

Should the school authorities be advised of an alert or warning, school WILL NOT be dismissed. The signal, if given, will be ten (10) short blasts of the school bell. The teacher should take his/her class record book when leaving the classroom. All pupils and teachers in this building, along with all other personnel, will proceed to their designated areas and assume a protective position. Once students are in their respective areas, each teacher should make an attendance check from the class record book. All personnel will remain in their respective places until all danger from the tornado has passed. They will then be dismissed by an "all clear" signal.

In case of a tornado warning, no child is to leave the premises with anyone other than the child's legal parent or guardian: e.g., a child will not be released to a neighbor or friend. Also, in case of a tornado warning, school buses and bused children will NEVER leave the school premises until after the "all-clear" signal is given.

After a tornado has passed, with no personal injury or building damage, teachers will conduct pupils to their respective classrooms. If damage has been done to either a person or the building, you will be advised of an alternative course of action.

## **VISITORS**

Due to security concerns and the safety of our students and staff, all visitors must enter the building through door #1 and check in with the front office staff. All visitors must present a valid driver's license or state ID card which will be scanned into our visitor management program and run through the sex offender registry check. If the visitor will be leaving the main office area, they must have authorization from a building administrator and must provide their own Personal Protective Equipment as mandated by state and district guidelines. Authorized visitors will be expected to provide the office staff with the keys to their vehicle in exchange for a visitor tag and lanyard. All visitors must check out of the building through the main office. Visitors must exit the building through door #1. Visits with students during their lunch will not be allowed. Appointments are recommended for any meeting with an administrator or teacher and all meetings should occur in the main office. Visitors will abide by the same rules and regulations as a student or staff member. Visits by former students are not permitted during regular school hours.

## **WORK DAY**

As a result of Teacher-School Board negotiations, teachers are expected to work a minimum of eight hours and five minutes (8 hours, 5 minutes). This would mean teachers would be expected to be in the building not later than 7:30 a.m. and leave no earlier than 3:35 p.m.

The School Board and Administration agree that additional training is necessary toward excellence in teaching: therefore, members of the faculty who are taking courses at various colleges and universities in the area during the school year may be permitted to leave a few minutes earlier than the previously stated time. This, however, shall be only with the permission and knowledge of the principal or superintendent and not at the teacher's discretion.

All personal appointments are to be made after school hours, on Saturdays or otherwise when classes are not in session and teachers are not expected to be in school. Again, for any exception to this, see the principal.

## APPENDIX A

The information in the appendix is meant to provide the actual statutes regarding school discipline.

### APPENDIX A: IC 20-33-8 Chapter 8. Student Discipline (UPDATED 6/2015)

**IC 20-33-8-0.2 "Bullying"** Sec. 0.2. (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following: (1) Participating in a religious event. (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger. (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both. (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults. (5) Participating in an activity undertaken at the prior written direction of the student's parent. (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana. As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013, SEC.5.

**IC 20-33-8-0.5 "Physician"** Sec. 0.5. As used in this chapter, "physician" means an individual licensed to practice medicine or osteopathic medicine under: (1) IC 25-22.5; or (2) the law of another state. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-1 "Principal"** Sec. 1. As used in this chapter, "principal" includes a principal's designee. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-2 "Educational function"** Sec. 2. As used in this chapter, "educational function" means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-3 "Expulsion"** Sec. 3. (a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student: (1) is separated from school attendance for a period exceeding ten (10) school days; (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program. (b) The term does not include situations when a student is: (1)

disciplined under section 25 of this chapter; (2) removed from school in accordance with IC 20-34-3-9; or (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-4 "School purposes"** Sec. 4. As used in this chapter, "school purposes" refers to the purposes for which a school corporation operates, including the following: (1) To promote knowledge and learning generally. (2) To maintain an orderly and effective educational system. (3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-5 "School property"** Sec. 5. As used in this chapter, "school property" means the following:

(1) A building or other structure owned or rented by a school corporation. (2) The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-6 "Superintendent"** includes superintendent's designee Sec. 6. As used in this chapter, "superintendent" includes a superintendent's designee. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-7 "Suspension"** Sec. 7. (a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days. (b) The term does not include a situation in which a student is: (1) disciplined under section 25 of this chapter; (2) removed from school in accordance with IC 20-34-3-9; or (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students** Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of: (1) a school corporation; and (2) the students of a school corporation. (b) In all matters relating to the discipline and conduct of students, school corporation personnel: (1) stand in the relation of parents to the students of the school corporation; (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and (3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. (c) Students must: (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the educational environment. As added by P.L.1-2005, SEC.17. Amended by P.L.121-2009, SEC.12.

**IC 20-33-8-9 Disciplinary powers of teachers and school staff members** Sec. 9. (a) This section applies to an individual who: (1) is a teacher or other school staff member; and (2) has students under the individual's charge. (b) An individual may take any action that is reasonably necessary to carry out or to prevent interference with an educational function that the individual supervises. (c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member. (d) If an individual removes a student from a class under subsection (c), the principal may place the student in another appropriate class or placement or into in-school suspension. The principal may not return the student to the class from which the student was removed until the principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time, the student may be moved to another class

at the principal's discretion. As added by P.L.1-2005, SEC.17. Amended by P.L.121-2009, SEC.13.

**IC 20-33-8-10 Disciplinary powers of principals** Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. (b) Subsection (a) allows a principal to write regulations that govern student conduct. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-11 Disciplinary powers of superintendents and administrative staff members** Sec. 11. A: (1) superintendent; or (2) member of the superintendent's administrative staff, with the superintendent's approval; may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-12 Adoption of discipline rules; publicity requirement; discipline policy regulations and guidelines; delegation of authority; rulemaking powers of governing body** Sec. 12. (a) Except as provided under IC 20-33-8-16, the governing body of a school corporation must do the following: (1) Establish written discipline rules, which must include a graduated system of discipline and may include: (A) appropriate dress codes; and (B) if applicable, an agreement for court assisted resolution of school suspension and expulsion cases; for the school corporation. (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as: (A) making a copy of the discipline rules available to students and students' parents; or (B) delivering a copy of the discipline rules to students or the parents of students. This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule. (b) The: (1) superintendent of a school corporation; and (2) principals of each school in a school corporation; may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body. (c) The governing body of a school corporation may delegate: (1) rulemaking; (2) disciplinary; and (3) other authority; as reasonably necessary to carry out the school purposes of the school corporation. (d) Subsection (a) does not apply to rules or directions concerning the following: (1) Movement of students. (2) Movement or parking of vehicles. (3) Day to day instructions concerning the operation of a classroom or teaching station. (4) Time for commencement of school. (5) Other standards or regulations relating to the manner in which an educational function must be administered. However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection. As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.22; P.L.66-2009, SEC.3.

**IC 20-33-8-13 Possession and self-administration of medication permitted** Sec. 13. (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met: (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2). (2) A physician states in writing that: (A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; (B) the student has been instructed in how to self-administer the medication; and (C) the nature of the disease or medical condition requires emergency administration of the medication. (b) The authorization and statement described in subsection (a) must be filed annually with the student's principal. As added by P.L.1-2005, SEC.17.



**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 20-33-8-14 Grounds for suspension or expulsion** Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: (1) Student misconduct. (2) Substantial disobedience. (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-15 Unlawful activity by student** Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices** Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5. (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device. (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4. (d) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a firearm or destructive device to school or on school property; or (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section. (f) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year. (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action. (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17. Amended by P.L.114-2012, SEC.42.

**IC 20-33-8-17 Student's legal settlement not in attendance area** Sec. 17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-18 Maximum term of suspension; procedure** Sec. 18. (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter. (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following: (1) A written or an oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) An opportunity for the student to explain the student's conduct. (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension. (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (1) The student's misconduct. (2) The action taken by the principal. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-19 Expulsion procedure; appeals** Sec. 19. (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting: (1) Legal counsel. (2) A member of the administrative staff if the member: (A) has not expelled the student during the current school year; and (B) was not involved in the events giving rise to the expulsion. The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting. (b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an

expulsion meeting must: (1) be made by certified mail or by personal delivery; (2) contain the reasons for the expulsion; and (3) contain the procedure for requesting an expulsion meeting.

(c) The individual conducting an expulsion meeting: (1) shall make a written summary of the evidence heard at the expulsion meeting; (2) may take action that the individual finds appropriate; and (3) must give notice of the action taken under subdivision (2) to the student and the student's parent. (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body: (1) shall hold a meeting to consider: (A) the written summary of evidence prepared under subsection (c)(1); and (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and (2) may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 21 of this chapter. (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent. (f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-20 Maximum term of expulsion; re-enrollment in alternative program after expulsion or exclusion; reinstatement review** Sec. 20. (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program. (b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review: (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester. (c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review: (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-21 Scope of judicial review** Sec. 21. Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body

acted without following the procedure required under this chapter. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-22 Effectiveness of statute during judicial review** Sec. 22. An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless: (1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-23 Suspension pending expulsion decision** Sec. 23. The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of: (1) interference with an educational function or school purposes; or (2) a physical injury to the student, other students, school employees, or visitors to the school. However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-24 Requirements for re-enrollment after expulsion** Sec. 24. (a) This section applies to a student who: (1) is at least sixteen (16) years of age; and (2) wishes to reenroll after an expulsion. (b) A principal may require a student to attend one (1) or more of the following: (1) An alternative school or alternative educational program. (2) Evening classes. (3) Classes established for students who are at least sixteen (16) years of age. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-25 Additional disciplinary actions authorized** Sec. 25. (a) This section applies to an individual who: (1) is a member of the administrative staff, a teacher, or other school staff member; and (2) has students under the individual's charge. (b) An individual may take disciplinary action instead of or in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following: (1) Counseling with a student or group of students. (2) Conferences with a parent or group of parents. (3) Assigning additional work. (4) Rearranging class schedules. (5) Requiring a student to remain in school after regular school hours: (A) to do additional school work; or (B) for counseling. (6) Restricting extracurricular activities. (7) Removal of a student by a teacher from that teacher's class for a period not to exceed: (A) five (5) class periods for middle, junior high, or high school students; or (B) one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting. (8) Assignment by the principal of: (A) a special course of study; (B) an alternative educational program; or (C) an alternative school. (9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision: (A) A principal may not assign a student under this subdivision unless the student's parent approves: (i) the nonprofit organization where the student is assigned; and (ii) the plan described in clause (B)(i). A student's parent may request or suggest that the principal assign the student under this subdivision. (B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following: (i) A plan for the service that the student is expected to perform. (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled. (iii)

Monitoring of the student's performance of service by the principal or the principal's designee. (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's

performance of the service. (C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision. (D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion. (10) Removal of a student from school sponsored transportation. (11) Referral to the juvenile court having jurisdiction over the student. (c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17. Amended by P.L.66-2009, SEC.4.

**IC 20-33-8-26 Rules requiring participation in disciplinary action by person caring for dependent student** Sec. 26. (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following: (1) Procedures for giving actual notice to the person having care of the dependent student. (2) A description of the steps that the person must take to participate in the school corporation's action. (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action. (b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age: (1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and (2) the student needs care, treatment, or rehabilitation that the child: (A) is not receiving; and (B) is unlikely to be provided or accepted without the coercive intervention of the court. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-27 Supplemental procedures authorized** Sec. 27. The governing body of a school corporation may by rule: (1) amplify; (2) supplement; or (3) extend; the procedures provided in this chapter in any manner that is consistent with this chapter. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-28 Waiver of rights** Sec. 28. Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made: (1) voluntarily; and (2) with the knowledge of the: (A) procedures available under this chapter; and (B) consequences of the waiver. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-29 Special schools** Sec. 29. (a) As used in this section, "special school" includes the following: (1) A career and technical education school. (2) A special education school or program. (3) An alternative school or program. (b) To the extent possible, this chapter applies to a special school. (c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure

of a special school. (d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation. As added by P.L.1-2005, SEC.17. Amended by P.L.234-2007, SEC.119.

**IC 20-33-8-30 Enrollment in another school corporation or charter school during period of expulsion or proposed expulsion** Sec. 30. (a) This section applies to the following: (1) A student who: (A) is expelled from a school corporation or charter school under this chapter; or (B) withdraws from a school corporation or charter school to avoid expulsion. (2) A student who: (A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or (B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school. (b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if: (1) the student's parent informs the school corporation in which the student seeks to enroll and also: (A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or (B) in the case of a student withdrawing from a conversion charter school to avoid expulsion: (i) the conversion charter school; and (ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation; (2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and (3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school). (c) If: (1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or (2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation. (d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to: (1) a written or an oral statement of the reasons for the withdrawal of the consent; (2) a summary of the evidence against the student; and (3) an opportunity to explain the student's conduct. (e) This section does not apply to a student who is expelled under section 17 of this chapter. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-31 Effect of suspension or expulsion on compulsory attendance laws** Sec. 31. If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of: (1) IC 20-33-2; or (2) any other statute relating to compulsory school attendance. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-32 Locker searches** Sec. 32. (a) A school corporation must provide each: (1) student; and (2) student's parent; a copy of the rules of the governing body on searches of students' lockers and locker contents. (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in: (1) that locker; or (2) the locker's contents. (c) In accordance with the rules of the governing body, a principal may search: (1) a student's locker; and (2) the locker's contents; at any time. (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school

corporation; assist a school administrator in searching a student's locker and the locker's contents. As added by P.L.1-2005, SEC.17.

**IC 20-33-8-33 Duty to submit information to bureau of motor vehicles** Sec. 33. Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), the principal shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the suspension of driving privileges under IC 9-24-2-4. As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.44; P.L.125-2012, SEC.402.

**IC 20-33-8-34 Disciplinary action for children with disabilities** Sec. 34. (a) Notwithstanding any other law, a suspension, expulsion, or other disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the: (1) procedural requirements of 20 U.S.C. 1415; and (2) rules adopted by the state board. (b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2). As added by P.L.1-2005, SEC.17.

## **IC 20-33-9 Chapter 9 Reporting Requirements (UPDATED 6/2016)**

### **IC 20-33-9-10.5 Criminal gang 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 incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang 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.* Sec. 11. (a) If an individual who is required to make a report under this chapter is a member of the staff of a school, the individual shall make the report by immediately notifying the principal of the school that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment. (b) An individual who receives a report under subsection (a) shall immediately make a report or cause a report to be made under section 13 of this chapter. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.5.*

**IC 20-33-9-12 Relief of obligation to report** Sec. 12. This chapter does not relieve an individual of the obligation to report a threat, intimidation, a battery, or harassment on the individual's own behalf, unless a report has already been made to the best of the individual's belief. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.6.*

**IC 20-33-9-13 Oral report to local law enforcement agency** Sec. 13. An individual who has a duty under sections 10 through 12 of this chapter to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment shall immediately make an oral report to the local law enforcement agency. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.7.*

**IC 20-33-9-14 Immunity from liability** Sec. 14. Except as provided in section 15 of this chapter, an individual, other than a person accused of making a threat against a school employee, intimidating a school employee, committing a battery against a school employee, or harassing a school employee,

who: (1) makes, or causes to be made, a report under this chapter; or (2) participates in any judicial proceeding or other proceeding: (A) resulting from a report under this chapter; or (B) relating to the subject matter of the report; is immune from any civil or criminal liability that might otherwise be imposed because of such actions. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.8.*

**IC 20-33-9-15 Liability** Sec. 15. An individual who has acted maliciously or in bad faith is not immune from civil or criminal liability under this chapter. *As added by P.L.1-2005, SEC.17.*

**IC 20-33-9-16 Good faith** Sec. 16. An individual making a report under sections 10 through 14 of this chapter or assisting in any requirement of sections 10 through 14 of this chapter is presumed to have acted in good faith. *As added by P.L.1-2005, SEC.17.*

## **IC 35-45-9 Chapter 9. Criminal Gang Control (UPDATED 6/2016)**

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**IC 35-45-9-1 "Criminal gang"** Sec. 1. As used in this chapter, "criminal gang" means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). *As added by P.L.180-1991, SEC.11. Amended by P.L.140-1994, SEC.5; P.L.192-2007, SEC.9.*

**IC 35-45-9-3 Participation in criminal gang; offense** Sec. 3. (a) As used in this section, "benefit, promote, or further the interests of a criminal gang" means to commit a felony or misdemeanor that would cause a reasonable person to believe results in: (1) a benefit to a criminal gang; (2) the promotion of a criminal gang; or (3) furthering the interests of a criminal gang. (b) As used in this section, "purpose of increasing a person's own standing or position within a criminal gang" means committing a felony or misdemeanor that would cause a reasonable person to believe results in increasing the person's standing or position within a criminal gang. (c) A person who knowingly or intentionally commits an act: (1) with the intent to benefit, promote, or further the interests of a criminal gang; or (2) for the purpose of increasing the person's own standing or position within a criminal gang; commits criminal gang activity, a Level 6 felony. (d) In determining whether a person committed an offense under this section, the trier of fact may consider a person's association with a criminal gang, including, but not limited to: (1) an admission of criminal gang membership by the person; (2) a statement by: (A) a member of the person's family; (B) the person's guardian; or (C) a reliable member of the criminal gang; stating the person is a member of a criminal gang; (3) the person having tattoos identifying the person as a member of a criminal gang; (4) the person having a style of dress that is particular to members of a criminal gang; (5) the person associating with one (1) or more members of a criminal gang; (6) physical evidence indicating the person is a member of a criminal gang; (7) an observation of the person in the company of a known criminal gang member on multiple occasions; and (8) communications authored by the person indicating criminal gang membership. *As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013,*

**IC 35-45-9-4 Threats; refusal to join or withdrawal from gang; intimidation offense** Sec. 4. A person who threatens another person because the other person: (1) refuses to join a criminal gang; (2) has withdrawn from a criminal gang; or (3) wishes to withdraw from a criminal gang; commits criminal gang intimidation, a Level 5 felony. *As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013, SEC.539.*

**IC 35-45-9-5 Criminal gang recruitment** Sec. 5. (a) Except as provided in subsection (b), an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another



individual to join a criminal gang or remain in a criminal gang commits criminal gang recruitment, a Level 6 felony. (b) The offense under subsection (a) is a Level 5 felony if: (1) the solicitation, recruitment, enticement, or intimidation occurs within one thousand (1,000) feet of school property; or (2) the individual who is solicited, recruited, enticed, or intimidated is less than eighteen (18) years of age.

*As added by P.L.192-2007, SEC.10. Amended by P.L.158-2013,SEC.540.*

## **APPENDIX B EXCUSED ABSENCES**

1. Illness or temporary physical disability, supported by parent/doctor's statement
2. Death in the family
3. Page in the State Legislature
4. Quarantine or exclusion from school because of exposure to a contagious disease
5. Days for participation in the County Fair by pre-arrangement.
6. Parent pre-arranged absence
7. Other emergency absences accepted at the discretion of the administration

It is the student's responsibility in all cases to seek out and make up all work. The deadline for makeup work is determined by the teacher, who will allow at least one day for each day of absence. The student will be encouraged to makeup work ahead of time if the absence is known in advance.

**UNEXCUSED:** If an absence is not classified by the school as excused, then it is unexcused and may be subject to disciplinary action. A student who accumulates seven unexcused absences in a given semester may be recommended for sanctions and/or alternative educational opportunities.

**TRUANCY:** Truancy is the willful absence from school, or, a single class, without the permission or consent of the parent or school personnel. Students who are truant are subject to disciplinary action. It is recommended that the student makeup work missed in order to keep up with the class, but the student will receive no credit for class periods missed due to truancy.

**PLANNED:** Whenever an absence is planned in advance (field trip, family travel, page in legislature, etc.), a request for a leave from school should be made in the office prior to the absence. A student-leave form should be picked up in the office, completed, signed first by the parent, then an administrator, and finally by the student's teachers. The completed form must be on file in the office before the absence occurs.

**APPOINTMENTS:** It is recommended that medical or dental appointments be scheduled outside the school day. However, if an appointment needs to be scheduled during school hours, the student must request a dismissal form from the office before school and then follow with sign out/sign in procedures. Verification from the doctor is required. Parents will pick up their child in the office.

**STUDENT ABSENCE PROCEDURE:** When a student is absent, the parent or guardian is to call the school (868-2123) prior to 10:00 A.M. informing the office of the reason for the absence.

If a parent or guardian has not contacted the school by 10:00 A.M. regarding absence or tardy, the school will attempt to contact the parent at home or work. If parents cannot be reached, a note from the parent must accompany the student when the student returns to school. The note should indicate the student's name, date of absence, reason for the absence and the parent's signature.

Any student whose parent or guardian fails to contact the school on the day of the absence or to bring a written parental note on the day of returning to school will be considered unexcused. A student will have 48 hours to reclassify an absence status. Failure to do so will classify the absence as a truancy, and may be subject to disciplinary action.

**EXCESSIVE ABSENCES:** Absences affect the continuity of class activities and frequently cause students to suffer academically. Excessive absences or truanancies may result in filing with juvenile probation, parent educational neglect, requiring a Certificate of Disability, involving DeKalb County Department of Public Welfare or other action as determined by the administration.

### **TARDY POLICY**

Students are expected to be in their classes at 8:40 a.m. Students who are tardy to school must sign in at the office and get a pass to class. Students who are continually tardy may be subject to disciplinary action.

### **DRIVER'S LICENSING FOR STUDENTS**

Indiana Code 9-24-2-1, enacted in 1995, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under any of the following:

1. Is a habitual truant
1. Is under at least a second suspension from school for the school year.
1. Is under expulsion from school.
1. Has withdrawn from school, for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to **invalidate** a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit to have a license or permit revalidated upon the earliest of one of the following events:

1. The student turns 18.
1. One hundred and twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer..
1. The suspension, expulsion, or exclusion is reversed after a hearing conducted under I.C. 20-8.1-5.

The law requires school officials to report to the Bureau of Motor Vehicles:

- That a student is eligible for a license or permit because the student has not been suspended at least two times, expelled, or excluded.

- When a student has been suspended (at least two times), expelled, or excluded. Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least 13 but less than 15;
1. an habitual truant; and
1. identified in a list submitted to the Bureau of Motor Vehicles until the student turns 18. A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's permit.

## **DRIVER'S LICENSE/PERMIT HABITUAL TRUANCY NOTICE POLICY**

Pursuant to Public Law 121-1989, the Board of Trustees of the DeKalb Eastern Community School District adopts this policy regarding the restriction of driver's license and permits.

### SECTION I. Definitions and Interpretations

- A. Indiana Code provides that any person while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term **habitual truant** as used herein is defined as a student who willfully refuses to attend school. The term includes, but is not limited to, a student who willfully refuses to attend school for **three (3) or more days per semester or more than five (5) accumulated days during the adopted school year.**
- C. The term **student** as used herein is defined as a person less than 18 years of age who is enrolled in the DeKalb Eastern Community School District or who is required to attend the DeKalb Eastern Schools in accordance with Indiana Compulsory School Attendance Laws, including but not limited to Indiana Code 20-8.1-3.
- D. The Board of Trustees interprets Indiana Code 9-24-2-1 to mean that a student who receives a second suspension may not be issued an operator's license or permit until 120 days after the second suspension. Accordingly, each principal shall notify the Indiana Bureau of Motor Vehicles of the beginning and ending dates of a second suspension and the date of the end of the 120 day period. A principal may not issue an eligibility certificate to the Indiana Bureau of Motor Vehicles for any student who receives a second suspension until 120 days after the suspension, or the end of a semester during which the person returns to school, whichever is longer. This definition and the foregoing provisions relating thereto shall be subordinated to any different interpretations as set forth in a rule, regulation, or written communication from the Indiana Bureau of Motor Vehicles.

### SECTION II. Determination of Habitual Truancy

- A. The principal, or his designee, shall review the student attendance records at least once each month to determine if a student is a habitual truant.
- B. Each principal shall give written notice by certified or registered mail, return receipt requested, to each student and the student's custodial parent, legal guardian, or custodian that:
1. the student has been determined to be a habitual truant.
  1. the pertinent information concerning the student's habitual truancy will be submitted to the Indiana Bureau of Motor Vehicles.
  1. the determination may be appealed to the Superintendent of DeKalb County Eastern Community School District by delivering a written request for a hearing to the Superintendent within seven (7) calendar days from the receipt of the notice.

### SECTION III. Appeals and Hearing of Determinations of Habitual Truancy

All appeals and hearing shall be made and conducted according to the timelines and procedures applicable to charges by a student as provided in Indiana Code. Failure to deliver a written request for a hearing to the Superintendent of DeKalb County Eastern Community Schools within seven (7) calendar days after receipt of the notice of determination of habitual truancy shall be deemed to be a waiver of the right to an appeal and hearing.

#### SECTION IV. Periodic Review of Determination of Habitual Truancy

A. The principal, or his designee, shall, at least once each school year, review the attendance records of all students who have been determined to be habitual truants for the purpose of determining if each student should remain classified as a habitual truant. In conducting the review, the principal shall be guided by the following factors:

1. At least sixty (60) school days should have elapsed from the date of the last review or original determination in order to have a significant sampling upon which to make a determination of improved attendance.

1. The number of absences since the last review of the original determination of habitual truancy and the reasons for each absence shall be reviewed. A student who has one absence because of truancy since the later of the original determination or the last review shall remain classified as a habitual truant.

B. Each student who has been determined to be a habitual truant may, once each school year, request a review of the student's attendance record in school in order to determine whether the student should continue to be classified as a habitual truant. All requests for review shall be in writing and delivered to the student's principal. No more than one request may be made by or on behalf of a student during the school year.

#### SECTION V. Notice to the Bureau of Motor Vehicles

The principal shall submit to the Indiana Bureau of Motor Vehicles the pertinent information concerning a student's ineligibility to be issued a license or permit because of:

1. habitual truancy
1. the student under at least a second suspension from school for the school year.
1. the student under an expulsion from school.
1. the student withdrawing from school, for a reason other than financial hardship.
1. any other reasons based on the student's school attendance or performance as required by State Law.

#### SECTION VI. New Students

Each principal shall obtain and review the attendance and discipline records of each new student from the previous school the student attended. For purposes of this policy, all absences, suspensions, expulsions, exclusions, and other matters of student discipline contained in the record shall be considered to have occurred with the DeKalb Eastern Community School District. In addition, each principal shall give full faith and credit to any determinations or findings made at the previous school that the student is a habitual truant, as well as any suspension, expulsion, or exclusion.

#### SECTION VII. Principal's Certification

A. A principal may issue a certification to the Indiana Bureau of Motor Vehicles regarding a student's suspension, expulsion, exclusion, or habitual truancy only for students actually enrolled in the DeKalb Eastern Community School District; a certification may be issued during summer vacation for students who were enrolled in the DeKalb Eastern Community School District on the last day of the preceding year.

B A principal may not issue a certification to the Indiana Bureau of Motor Vehicles regarding a student's suspension, expulsion, exclusion, or habitual truancy if a student has been expelled, or has transferred from the DeKalb Eastern Community School District.

#### SECTION VIII. Nonpublic School Students

No principal shall have the authority to sign an eligibility form to accompany an application to the Indiana Bureau of Motor Vehicles for an operator's license or permit for any person not enrolled in the DeKalb Eastern Community School District.

#### SECTION IX. Records and Forms

The school records of each student determined to be a habitual truant shall include a record which:

1. indicates the date on which the principal determined the student to be a habitual truant.
1. indicates the date and result of all appeals and hearings concerning a determination of habitual truancy.
1. indicates the date and results of all reviews of the attendance records of a habitual truant.
1. indicates the effective dates of all suspension, expulsions, and exclusions.
1. is placed in and becomes a part of the student's permanent record and shall be included with any records sent to another school system in which the student enrolls.

**HOMEBOUND PROGRAM:** Students who will be absent for a sustained length of time, in excess of 10 days, due to serious illness may apply for the Homebound program. This requires medical verification. This is a formal program with a visiting teacher. Students successfully participating in a Homebound program would be expected to complete the educational objectives required by their peers. Parents should contact the principal if such a program is necessary. Parents and students should be aware that certain classes such as Computer-related classes, Art, Band, Physical Education, may not permit Homebound study due to the nature of the courses

## APPENDIX C

### USE OF TIME-OUTS, SECLUSION, AND RESTRAINTS

NEISEC believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all NEISEC employees within the member corporations. Students will be treated with dignity and respect at all times in the school community.

NEISEC recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or time out to protect a student from causing harm to themselves or to others. Appropriate student behaviors will be taught and promoted, reducing the need for restraint and/or time outs. Positive behavior supports will be used throughout the school system. The school will use prevention and support to minimize the need for the use of restraint and seclusion.

Time-outs, seclusions, and restraints will be used as a last resort safety procedure, employed only after less restrictive procedures have been implemented without success. They will also only be used in situations in which there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Timeout, seclusion, and physical restraint as defined in this policy shall be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of time out, seclusion, or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures. Any behavior intervention used will be consistent with the student's most current behavioral intervention plan, or individualized education program, if applicable.

Neither timeout, seclusion, or physical restraint shall be used as a form of punishment or as a disciplinary measure.

Except in the case of an emergency, only NEISEC or member corporation employees who are current in the corporation-designated training program may implement physical restraints, seclusions, or isolated timeouts with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

#### Time Out and Seclusion

“Time out” means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

“Seclusion” means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. This does not include a supervised timeout in which an adult is continuously present in the room with the student.

Any enclosure used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion only for a short time period until the risk of injury has passed.

If a student is placed in seclusion pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control the length of time in seclusion.

### Physical Restraint

“Physical restraint” means physical contact between a school employee and a student (1) in which a student unwillingly participates and (2) that involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. the student poses a physical risk to himself, herself, or others;
2. there is no medical contraindication to its use; and
3. the employee using the restraint has been trained in its safe application.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control. In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.



If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be kept in a physical restraint only for a short time period until the risk of injury has passed.

### Reporting and Reviewing of Incidents

Any NEISEC employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student as soon as possible. A copy of the incident report must be sent to the student's parent.

An annual review of the use of physical restraint and seclusions, including a review of all individual corporation cases involving the use of physical restraint and seclusion, shall be completed and documented to ensure compliance with the school's policy and procedures. The building administrator will document the instances, including how the instances were debriefed. The administrator will also be the keeper of the documents and report to the district superintendent.

### Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and

6. demonstration by participants of proficiency in administering physical restraint.

7. Recurrent training on the appropriate use of effective alternatives to physical restraint and seclusion, including the use of positive behavioral intervention and support and conflict de-escalation.

Nothing in this policy should be construed to limit the rights and abilities of NEISEC employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

SOURCE: Superintendents' Council, October 13, 2016 - Revised

## APPENDIX D

### CHILD ABUSE AND NEGLECT

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It is the responsibility of the DeKalb County Eastern Community School Corporation to provide a safe, supportive, and responsive school environment for all students. The DeKalb County Eastern Community School Board believes that all students have the right to be protected from abuse and neglect. The Board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report suspected cases of abuse and neglect.

DeKalb County Eastern Community School District is committed to ensure all procedures will be followed as directed in the Child Abuse and Neglect Policy for Indiana Schools.

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#### Purpose

- a. To protect students from child abuse and neglect.
- b. To educate all school personnel on of the requirement to immediately report suspected child abuse (neglect, physical, sexual); their right to confidentiality; and of immunity from civil liability or criminal penalty for reporting.
- c. To establish procedures to be used by all school personnel when reporting suspected cases of child abuse or neglect to the appropriate authorities.

#### III. Child Abuse a. Types

- i. Physical Abuse: Any intentional, non-accidental physical injury to a child. Physical injury (may not be visible), indicative that a child's health or welfare may be harmed or at risk of being harmed;
- ii. Neglect: General neglect is the failure of a parent or caregiver to provide needed food, clothing, shelter, medical care, education, nurturing or supervision whereby a child's health, safety, and well-being are threatened with harm. Severe neglect results from failure to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive.
- iii. Emotional Abuse: The intentional or accidental failure of a parent or caregiver to provide adequate nurturing or positive interaction to a child, causing injury to the psychological capacity or emotional stability of the child, observable as a substantial change in behavior, emotional response, cognition, anxiety, depression, withdrawal, or aggressive behavior.
- iv. Verbal Abuse: Includes belittling, screaming, threats, blaming, sarcasm, bullying, harsh and insulting language, unpredictable responses, continual negative moods, constant family discord, and chronically communicating conflicting messages to children.
- v. Sexual Abuse: Any violation, exploitation, or sexual activity with a child to provide sexual gratification or financial benefit to the perpetrator. This includes contact for sexual purposes, molestation, statutory rape, prostitution, pornography, exposure, incest, or other sexually exploitative activities.
- vi. Child Safety: A subset of neglect, and includes leaving young children unsupervised, or leaving children in locked cars with closed windows. Hot cars can be lethal to young children.

vii. Substance Abuse: Use of alcohol, illegal drugs, and controlled substances by a parent or caregiver, which impairs their ability to adequately care for a child. Exposing a child to the chemicals, equipment, or manufacture of illicit drugs, and selling, distributing, or giving drugs or alcohol to a minor child.

viii. Abandonment: Parent's identity or whereabouts are unknown, the child has been left by the parent in circumstances in which the child suffers serious harm, or the parent has failed to maintain contact with the child or to provide reasonable support for a specified period of time.

b. Warning Signs

i. The child has repeated injuries that are not properly treated or adequately explained.

ii. The child begins acting in unusual ways ranging from disruptive and aggressive behaviors to passive and withdrawn.

iii. The child acts in the role of parent toward their siblings or even toward their parents.

iv. The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, needing a nightlight, etc.), which may also result in fatigue during the day at school.

v. The child loses his/her appetite, overeats, or reports being hungry.

vi. There is a sudden drop in school grades, attendance, or participation in activities.

vii. The child may act in stylized ways, such as sexual behavior that is not normal for his/her age group.

viii. The child may report abusive or neglectful acts.

IV. Reporting

Under Indiana law, any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; thus everyone in Indiana is considered a mandated reporter.

School professionals are required to immediately make a report to the Department of Child Services (DCS) or the local law enforcement agency. After making the report, the school staff person must notify the individual in charge of the school (insert name(s) here) or designee (insert designee name(s) here) that the report was made.

a. Any staff person who has a reason to believe (evidence that would cause you to

believe that a child was abused or neglected), should immediately make a report to DCS or local law enforcement. When in doubt, if you have 'reason to believe', make the report.

i. Do not investigate. If abuse or neglect is suspected, no further questioning should occur. DCS and law enforcement are responsible for the investigation and gathering of information.

ii. Do not call the parent unless told to do so by DCS.

b. A child may be in distress after reporting abuse or neglect. Therefore, it would be important to stay with the student or to ensure the student is not alone. Request assistance from School Counselor, School Social Worker, Psychologist, if appropriate. A call or email to the counselor may be appropriate to request assistance, keeping in mind minimum details should be shared.

c. Contact local law enforcement without delay if the child's immediate safety is a concern.

d. Report suspected abuse or neglect to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556. It is recommended that you identify yourself as a school professional.

i. Have readily available: name(s) of the alleged perpetrator(s); name(s) of the alleged victim(s); approximate time and duration of alleged abuse; and general nature of the abuse (the DCS Intake Tool will guide you on what information will be requested from DCS).

ii. Provide the most detailed information available.

e. Notify your school administrator or designee that a report was made and request signature on the preliminary report of alleged child abuse or neglect.

f. Maintain a copy of the preliminary report of alleged child abuse or neglect for your records and provide a copy to the administrator or designee.

g. Failure to report suspected abuse or neglect is a Class B misdemeanor. If it is determined that a student should not be sent home after dismissal, or if a student expresses concern for his/her safety or well-being by returning home or being released to the parent/guardian, DCS and/or local law enforcement should be consulted immediately. School staff should follow instructions from law enforcement and/or DCS.

V. Support for Students

a. School employees will collaborate with the department of child services and local law enforcement to provide support to the alleged victims of abuse and neglect as well as students who make such reports.

b. School Counselors, School Social Workers, School Psychologists, Nurses, and other appropriate school personnel are available to provide support and counseling to students who are victims or alleged victims of abuse.

c. Multidisciplinary/Student support/intervention team meetings should occur for the purpose of providing services and supports to students in need. To the extent permitted by confidentiality laws, information may be shared and concerns discussed to coordinate planning services for the student. Appropriate school personnel may also request information outside of the team meeting to coordinate services that may be provided in the community.

d. Community referrals may need to be made as necessary. The school should have a list of community resources available for the student and family.

e. Interventions

f. Counseling options

g. Education support available for a child to continue to be successful in school

VI. Immunity

School personnel who make a report of child abuse or neglect, or participate in good faith in a related judicial proceeding, are immune from civil or criminal liability.

VII. School Employee Training

Per IC 20-28-3-4.5, 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 reporting suspected abuse or neglect and recognizing possible signs, at least once every two years. Training must count toward professional development required by the governing body and must be during the employee's contracted day or at a time chosen by the employee.

VIII. History

Adopted: February 12, 2018 Reviewed:

Modified:

Revised:

Approved by the School Board: Effective:

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## APPENDIX E

### SUICIDE POLICY

It is the responsibility of the DeKalb County Eastern School Corporation to provide a safe, supportive, and culturally responsive school environment for all students. The DeKalb County Eastern School Board believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. The Board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

DeKalb County Eastern Community School District is committed to ensure all procedures will be followed as directed in the Suicide Policy for Indiana Schools.

#### II. Purpose

- a. To protect the health and well-being of all DeKalb Eastern CSD students.
- b. To establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers and make referrals as needed.
- c. To educate all school personnel on their role in providing an environment that is sensitive to individual and societal factors and one which helps to foster positive youth development.
- d. To ensure that all efforts will be made to maintain the privacy and dignity of students and families.
- e. To identify the Suicide Prevention Coordinator and other lead personnel. Suicide Prevention Coordinator (District) Rebecca Hoover. School Suicide Prevention Coordinator Cali King(Butler), Hannah Foster(Riverdale), Kelli Brock(EHS). Designee(s) when the coordinator is not immediately available Michelle Garrett for BE, RDALE, and EHS.

#### III. Suicide

##### a. Definitions

- i. Crisis Team: A multidisciplinary team comprised primarily of administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery, including for suicide related situations. These professionals have been specifically trained in suicide intervention and crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports. Crisis team members include: Brennen Kitchen, Kim Clark, Larry Yoder, Bowen Center Staff, DCS, and SRO.
- ii. Mental Health: A state of mental and emotional wellbeing that can impact choices, actions, and relationships that affect wellness.
- iii. Suicide Postvention: A crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- iv. Risk Determination/Assessment: An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

- v. Risk Factors for Suicide: Characteristics or conditions that increase the chance that a person may try to take his/her life. Suicide risk tends to be highest when several risk factors are present at one time. Risk factors may include biological, psychological, and /or social factors in the individual, family and environment.
- vi. Self-harm: Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. It can be categorized as either non- suicidal self-injury or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.
- vii. Suicidal Ideation: Thinking about, considering, or planning for self- injurious behavior which may result in death. A desire to be dead without a plan or intent to end one’s life is still considered suicidal ideation and should be taken seriously.
- viii. Suicidal Behavior: These behaviors include suicide attempts, intentional injury to self, associated with at least some level of intent, developing a plan or strategy for suicide, writing a suicide note, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one’s life.
- ix. Suicide Attempt: A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- x. Suicide: Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner’s or medical examiner’s office must first confirm that the death was a suicide before any school official may state this as the cause of death. Parent acknowledgement that the death was a suicide is strongly recommended before discussing the death as a suicide with the students.
- xi. District-Level Suicide Prevention Coordinator: The district-level Coordinator may be an existing staff member and is designated by the Superintendent with the responsibility of planning and coordinating implementation of this policy for the school district.
- xii. School Suicide Prevention Coordinator: Appointed at the building level by the school principal to act as a point of contact in each school for issues relating to suicide prevention and policy implementation (including documentation). All staff members report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator. In the absence of the school suicide prevention coordinator, the school counselor/school social worker/mental health professional or an administrator would be the designee.

\*The district and school coordinators are considered best practice (or recommended) but are not positions required by law. Additional definitions can be found in Appendix A of the Resource Guide for Indiana Schools.

b. Risk Factors  
The student:

- i. has made a previous suicide attempt(s);
- ii. has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition;
- iii. has thought about the potential means of death and may have a plan;
- iv. may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain;
- v. has had a parent/guardian or other close family member die by suicide.

- |       |          |                   |
|-------|----------|-------------------|
| IV.   | Response | Procedures        |
| First |          | responders/Staff: |
- a. School personnel may ask some initial screening questions, if appropriate, or make a referral to the suicide prevention coordinator for initial screening and assessment (see Appendix H, What Can I Say?, in the resource guide).
  - i. Listen to the student with an open and non-judgmental stance; do not dismiss or undervalue what is being shared; be supportive and offer hope.
  - ii. It is ok to ask the student if he/she has been thinking about suicide.
  - b. Always take the threat of harm seriously.
  - c. Take immediate action, which may include calling 911 and/or local law enforcement if the student is in imminent danger.
  - d. Notify the School Suicide Prevention Coordinator so s/he can meet with the student and conduct a suicide risk assessment.
  - e. The student should NOT be left unsupervised.
  - f. Notify a school administrator regarding the potential risk.
  - g. Document date, time, individuals involved, summary of conversation, etc. and share with the Suicide Prevention Coordinator.
  - h. Following the referral, debrief with appropriate staff involved in the student's referral process (avoid sharing details that may be considered privileged communication or unnecessary details that the student may wish to remain private).
- The following should be conducted by the School Suicide Prevention Coordinator or designee:
- i. Complete a Suicide Screening (if this hasn't already taken place) and/or a Suicide Assessment to determine or confirm suspected suicide risk. (Schools should insert the name of the screening and assessment tools used in the district).
  - j. Communicate with the student about contacting parents. Include the student in this conversation with the parent, when possible and appropriate.
  - k. Contact the parent/guardian when there is any risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:
    - i. seriousness of the situation;
    - ii. do not assume the student is seeking attention;
    - iii. a list of community mental health agencies/counselors;
    - iv. information about when it is necessary to seek outside professional help;
    - v. the need for ongoing and continuous monitoring at home;
    - vi. increasing safety measures in the home, ensuring the home is free of potential safety concerns;
    - vii. the desire and importance of working collaboratively with the student;
    - viii. the need to follow a safety plan and update it as needed;
    - ix. a request for a release of information form so communication between the school and outside health provider can take place to best support the student;
    - x. a request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting for the student (see Appendix O, Parent Information, in the resource guide);
    - xi. when appropriate, assist family with urgent referral and/or calling emergency services;
    - xii. support for families who don't speak or understand English, require an interpreter, etc. It's important not to have the student or other family member to translate.



- l. If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement. Documentation of all parties attempted to be reached will be made.
  - m. Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.
  - n. Develop a safety plan for the student. When possible, this should be developed collaboratively with the student, parent, and any other individual(s) determined to be appropriate. The plan should be shared with school administration and other personnel who will be involved in the implementation of the plan (see resource guide, Appendix L).
  - o. Once imminent risk to harm oneself or others is shared, confidentiality is not maintained (no longer considered privileged communication). Inform the School Administrator (who should contact the District Suicide Prevention Coordinator) regarding the imminent risk (danger to self and others), risk level, recommendations, and safety plan.
  - p. ALL actions and assessments must be documented. This should include screening and assessment results, behavioral observations; actions taken, including dates, times, individuals involved; a copy of the safety plan; phone calls; conversations; and follow-up actions. This documentation must be kept by the Suicide Prevention Coordinator in a secure file cabinet, separate from a student's cumulative folder or academic file. It is critical to keep this documentation separate, secure, and confidential.
  - q. The school administrator and suicide prevention coordinator should be informed regarding follow-up services, re-entry plan, and recommendations for the student to return to school.
- V. Reporting to State Authorities
- a. If after informing the parent of the situation, failure by the parent or the family to take seriously and provide safety for the student may be considered emotional neglect and may be reported to the Indiana Department of Child Services.
  - b. If it is determined by school staff that contacting the parent or guardian would endanger the health or well-being of the student, parent contact may be delayed as appropriate, and DCS and/or local law enforcement should be notified immediately. The school should document reasons for which parents were not immediately notified and information that demonstrates the student's health or well-being was assumed to be in danger. The school administrator or designee must stay at school with the student until the proper authorities arrive and assume responsibility for the child.
- VI. Support for Students
- a. School Counselor/Social Worker/Nurse have a current list of community-based mental health resources.
  - b. School employees, including the suicide prevention coordinator or designee and teachers(s), will collaborate with the family and community resource(s) involved to prepare for re-entry and to continue to monitor the student's safety plan and additional supports needed.
  - c. Counseling
    - i. In-School:
      - 1. School Counselors, School Social Workers, School Psychologists, Nurses, and other appropriate school personnel are available to provide support and counseling to students who are victims or alleged victims of abuse.
      - 2. School employees should act only within the authorization and scope of their credential or license. Only those employees with counseling expertise should provide counseling services.
    - ii. Community
      - 1. Community referrals may need to be made as necessary. The

school should have a list of community resources available for the student and family.

2. A signed release form may be necessary to communicate with community counselors/therapist.

d. Multidisciplinary/Student support/intervention team meetings should occur for the purpose of providing services and supports to students in need. To the extent permitted by confidentiality laws, information may be shared and concerns discussed to coordinate planning services for the student. Appropriate school personnel may also request information outside of the team meetings to coordinate services that may be provided in the community.

e. Academic support available, if needed, for a child to continue to be successful in school.

f. In the case of a student suicide, postvention plans need to be implemented.

#### VII. School Employee Training

##### a. Staff Training Required by Indiana Law

i. Per IC 20-28-3-6, after June 30, 2018, evidence-based youth suicide awareness and prevention training is required for all teachers, including Superintendent licensed under IC 20-28-5; principal; teacher; librarian; school counselor; school psychologist; school nurse; school social worker; and any other appropriate school employees who are employed at schools that provide instruction in any combination of grades 5-12. Training:

1. must be during the teacher or school employee's contracted day or at a time chosen by the employee;

2. may include an in-person presentation or online;

3. shall count toward professional development requirements; and

4. must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Advisory Council.

ii. Suicide Training Required for Indiana Licensure: An initial teaching license (instructional, student services, or administrative) may not be issued at any grade level unless the applicant has completed education and training on the recognition of signs that a student may be considering suicide.

##### b. Recommended training for Suicide Prevention Coordinators

It is recommended that all Suicide Prevention Coordinators at the district and school levels participate in training on the following topics:

i. Suicide Risk Assessment

ii. Safety Planning

iii. Counseling on Access to Lethal Means

iv. Community Resource Planning

v. Postvention Resources

#### VIII.

School Webpage [www.dekalbeastern.com/butler](http://www.dekalbeastern.com/butler)

[www.dekalbeastern.com/riverdale](http://www.dekalbeastern.com/riverdale), [www.dekalbeastern.com/eastside](http://www.dekalbeastern.com/eastside)

DOE

Webpage

IX.

History

Adopted: January 16, 2018

