



Book	Policy Manual
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8400 - **SCHOOL SAFETY**

The Board of School Trustees is committed to maintaining a safe environment in all of the School Corporation's schools. To that end, in accordance with State and Federal law,

[CHOOSE ONE OF THE FOLLOWING OPTIONS (OPTION 1 IS REQUIRED BY STATE LAW; OPTION TWO IS NOT REQUIRED BUT THE BOARD MAY CHOOSE IT INSTEAD)]

~~() the Corporation shall establish a *Safe School Committee* for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines.~~

(X) the *Safe School Committee* shall be a subcommittee of the committee that develops the Corporation's strategic and continuous school improvement and achievement plan.

[END OPTION 1]

[] OPTION 2

~~() each school within the Corporation shall establish a *Safe School Committee*, the composition of which shall be in accordance with the Superintendent's guidelines.~~

(X) the *Safe School Committee* at each school shall be a subcommittee of the committee that develops the school's strategic and continuous school improvement and achievement plan.

[END OPTION 2]

Each *Safe School Committee* may include at least one (1) member who is a member of the school or Corporation career and technical education school.

The *Safe School Committee* shall be responsible for developing a plan that addresses the following issues:

- A. Unsafe conditions, crime prevention, school violence, bullying, criminal organization activity, child abuse and child sexual abuse, and other issues that prevent the maintenance of

[if Option 1 was chosen above] safe schools.

[if Option 2 was chosen above] a safe school.

Accordingly, the school safety plan developed by the school safety specialist (☒) with the assistance of the school resource officer **[END OF OPTION]** shall be a part of the plan developed by the Safe School Committee.

- B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.
- C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem-solving teams.
- D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school.

NOTE: The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

In developing the plan, the *Safe School Committee* shall seek input from representatives of the following:

- A. The State Department of Education;
- B. The Corporation's school safety specialist;
- C. (☒) School Resource Officer(s);
- D. () Corporation Police Officer(s);
- E. (☒) local law enforcement (☒) agency () agencies;
- F. (☒) the local Fire Marshal(s) or his/her designee(s);
- G. (☒) local emergency medical services;
- H. () a member of the Board;
- I. (☒) building administrators;
- J. (☒) the local emergency management service agency.
- K. () **[other, please specify]** _____;
- L. () **[other, please specify]** _____.

[] [If Option 1 was chosen above] The Superintendent shall recommend the approval and adoption of the Corporation's plan.

[☒] [If Option 2 was chosen above] The Superintendent shall recommend the approval and adoption of each school's plan.

Safe School Committee's Duty To Implement the Safe and Drug-Free Schools and Communities Act

The *Safe School Committee* is responsible for implementing the Safe and Drug-Free Schools and Communities Act. To ensure that the Corporation remains compliant with Federal law, the *Safe School Committee* shall:

- A. develop a drug-free school plan that:
 - 1. requires each school to collect and report drug-related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug-related behavior; and
 - 2. addresses ways to eliminate illegal drugs and drug-related behavior in schools;
- B. oversee the implementation of the school plan;
- C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

[X.] To apply annually for matching grant funds from the Indiana secured school fund, the Corporation shall certify to the Department of Homeland Security that it has:

- A. conducted a threat assessment for each school building it uses; and
- B. a memorandum of understanding (MOU) in place with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

School Safety Specialist

The Corporation shall designate an individual to serve as the school safety specialist for the Corporation. The school safety specialist shall be chosen by the Superintendent with the approval of the Board. The school safety specialist shall perform the following duties:

- A. Serve on the county school safety commission, if a county school safety commission is established under I.C. 5-2-10.1-10.
- B. Participate each year in a number of days of school safety training that the council determines.
- C. With the assistance of the county school safety commission, if a county school safety commission is established under I.C. 5-2-10.1-10, develop a safety plan for each school in the Corporation.
- D. Coordinate the safety plans of each school in the Corporation as required under rules adopted by the Indiana state board of education; and
- E. Act as a resource for other individuals in the Corporation on issues related to school discipline, safety, and security.

A school safety plan developed by the school safety specialist must:

- A. include the requirements set forth in I.C. 20-26-18.2-2(b), namely:
 - 1. Protect against outside threats to the physical safety of students,

2. Prevent unauthorized access to school property,
 3. Secure schools against violence and natural disasters, and
 4. on or before July 1, 2020, identify the location of bleeding control kits;
- B. be provided to a member of the secured school safety board, as established by I.C. 10-21-1-3, if a member requests the plan; and
- C. be filed with the county school safety commission under I.C. 5-2-10.1-10 if the county has established a county school safety commission.

Bleeding Control Kits

A "bleeding control kit" means a first aid response kit that contains at least the following:

- A. One (1) tourniquet endorsed by the Committee on Tactical Combat Casualty Care.
- B. A compression bandage.
- C. A bleeding control bandage.
- D. Protective gloves and a permanent marker.
- E. Scissors.
- F. Instructional documents developed by the Stop the Bleed national awareness campaign of the United States Department of Homeland Security or the American College of Surgeons Committee on Trauma, or both.
- G. Other medical materials and equipment similar to those described in subdivisions (A) through (C), and any additional items that:
 1. are approved by local law enforcement or first responders;
 2. can adequately treat a traumatic injury; and
 3. can be stored in a readily available kit.

Beginning in the 2020-2021 school year and each school year thereafter and subject to either:

- A. an appropriation by the general assembly; or
- B. the Corporation receiving sufficient bleeding control kits for each school in the Corporation from:
 1. donations from individuals or entities; or
 2. gifts necessary to purchase the bleeding control kits;

The Corporation shall develop and implement a Stop the Bleed program that meets the requirements set forth in I.C. 20-34-3-24(c), namely:

- A. requires bleeding control kits be assigned to designated rooms in easily accessible locations to be determined by local first responders or the school safety specialist;
- B. includes bleeding control kits in the emergency plans of the school corporation or charter school, including the presentation and use of the bleeding control kits in all drills and emergencies;
- C. provides that all Corporation schools have a minimum of five (5) individuals in each school building who obtain appropriate training in the use of the bleeding control kit, including:
 - 1. the proper application of pressure to stop bleeding;
 - 2. the application of dressings or bandages;
 - 3. additional pressure techniques to control bleeding; and
 - 4. the correct application of tourniquets;
- D. requires bleeding control kits in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kits are not expired, and that any expired materials, supplies, and equipment are replaced as necessary; and
- E. requires a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

The Corporation's Stop the Bleed program must include each school in the Corporation.

The Corporation (☒) may (☐) shall **[END OF OPTION]** request direction to resources that are available to provide bleeding control kits to the Corporation from (☒) the Department of Homeland Security; (☒) the State Department of Education. **[END OF OPTION]**

School Resource Officers

"School resource officer" means an individual who:

- A. has completed the training described below;
- B. is assigned to one (1) or more school corporations or charter schools to:
 - 1. assist the school safety specialist with the development and implementation of the school safety plan; and
 - 2. carry out any additional responsibilities assigned to the school resource officer under the employment engagement, contract, or memorandum of understanding and to:
 - a. protect against outside threats to the physical safety of students;
 - b. prevent unauthorized access to school property; and
 - c. secure schools against violence and natural disasters; and
- C. is:

1. employed by a law enforcement agency;
2. appointed as a police reserve officer (as described in I.C. 36-8-3-20) or as a special deputy (as described in I.C. 36-8-10-10.6) if the police reserve officer or special deputy:
 - a. is subject to the direction of the sheriff or appointing law enforcement agency;
 - b. is required to obey the rules and orders of the sheriff's department or appointing law enforcement agency;
 - c. is required to complete all training required of regular full-time law enforcement officers employed by the sheriff's department or appointing law enforcement agency; and
 - d. may be removed by the sheriff or appointing law enforcement agency at any time, with or without cause; or
3. a school corporation police officer appointed under I.C. 20-26-16-3

Before being appointed as a school resource officer, an individual must have:

- A. successfully completed the minimum training requirements established for law enforcement officers under I.C. 5-2-1-9; and
- B. received at least forty (40) hours of school resource officer training through:
 1. the Indiana law enforcement training board established by I.C. 5-2-1-3;
 2. the National Association of School Resource Officers; or
 3. another school resource officer training program approved by the Indiana law enforcement training board.

The training described above must include instruction regarding skills, tactics, and strategies necessary to address the special nature of:

- A. school campuses; and
- B. school building security needs and characteristics.

A school resource officer may be employed:

- A. by one (1) or more school corporations or charter schools through a contract between a local law enforcement agency and the school corporation or school corporations or the charter school or charter schools;
- B. by one (1) or more school corporations or charter schools;
- C. by a local law enforcement agency that assigns the school resource officer to one (1) or more school corporations or charter schools through a memorandum of understanding between the local law enforcement agency and the school corporation or school corporations or the charter school or charter schools; or

- D. through a contract between an Indiana business that employs persons who meet the qualifications of a school resource officer and the school corporation or school corporations or the charter school or charter schools.

The contract or memorandum of understanding described above for the employment of a school resource officer must state the nature and scope of a school resource officer's duties and responsibilities. A school resource officer's duties and responsibilities include the duty to assist the Corporation's school safety specialist with the development and implementation of a school safety plan that does the following:

- A. Protects against outside threats to the physical safety of students.
- B. Prevents unauthorized access to school property.
- C. Secures schools against violence and natural disasters.
- D. On or before July 1, 2020, identifies the location of bleeding control kits (as defined in I.C. 20-34-3-24(a)).

A school resource officer shall consult with local law enforcement officials and first responders when assisting the Corporation's school safety specialist in the development of the school safety plan.

A school resource officer shall participate in the development of programs designed to identify, assess, and provide assistance to troubled youth.

A school resource officer shall not be reassigned to other duties by the Corporation.

A school resource officer may:

- A. make an arrest;
- B. conduct a search or a seizure of a person or property using the reasonable suspicion standard;
- C. carry a firearm on or off school property; and
- D. exercise other police powers with respect to the enforcement of Indiana laws.

A school resource officer has jurisdiction in every county where the Corporation operates a school or where the Corporation's students reside. This does not restrict the jurisdiction that a school resource officer may possess due to the officer's employment by a law enforcement agency.

The Corporation shall report all instances of

- A. seclusion (as defined in I.C. 20-20-40-9);
- B. chemical restraint (as defined in I.C. 20-20-40-2);
- C. mechanical restraint (as defined in I.C. 20-20-40-4); and
- D. physical restraint (as defined in I.C. 20-20-40-5);

involving a school resource officer in accordance with the restraint and seclusion plan adopted by the Corporation under I.C. 20-20-40-14.

Security Police Training

In the case of a special police officer who is assigned as a security police officer for the Corporation, the Board shall require that the police officer receives training and education, approved by the State Board of Education, that will enable the police officer to appropriately deal with individuals with Autism and Asperger's Syndrome.

Mental or Behavioral Health Services

The Corporation shall enter into a memorandum of understanding (MOU) with a community mental health center established under State law or a provider certified or licensed by the State to provide mental or behavioral health services to students.

The Corporation may not refer a student to a mental health care provider or community mental health center for services unless the Corporation has received the written consent of the student's parent or guardian. If a referral is made, the Corporation may note the referral in the student's cumulative record but shall not include any possible diagnosis or information concerning the student's mental health other than any medication that the student takes for his/her mental health. A student's record that contains medical information shall be kept confidential. A school counselor or other Corporation employee may not diagnose a student as having a mental health condition unless his/her scope of practice includes diagnosing a mental health condition.

Prior to providing any referrals under a MOU, the Corporation must:

- A. Develop a process for a teacher or Corporation employee to notify a school official to contact a student's parent if the student demonstrates a repeated pattern of aberrant or abnormal behavior. The parental notification process must include a conference with the school, student, and the student's parent;
- B. Require that the aforementioned conference address the student's potential need for and benefit from:
 1. mental or behavioral health services; or
 2. mental or behavioral health services provided by the community mental health center or appropriate provider that is contracted and paid for by the Corporation;
- C. Establish a procedure for a parent who chooses to seek services for the student to follow that includes granting written parental consent for the student to receive mental or behavioral health services by a community mental health center or appropriate provider; and
- D. Protect the confidentiality of any medical records that result from a student's participation in any treatment described in subpart B-1 above and adopt a policy that prohibits the Corporation from:
 1. sharing any reports or notes resulting from the provision of mental or behavioral health services described in subpart B.-1- above with other school officials; and
 2. maintaining any reports, notes, diagnosis, or appointments that result from a student's participation in any treatment described in B.-1- or B.-2- above in the student's permanent educational file. (See Policy 8330 - Student Records.)

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Corporation report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the Corporation's school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the Superintendent shall refer this to the *Safe School Committee*

☐ **[If Option 1 was chosen above]** for the Corporation

☒ **[If Option 2 was chosen above]** for the school which exceeded the threshold number of reportable incidents of violent criminal offenses

so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

When developed, the Superintendent shall make a report to the Board about this plan of corrective action and recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall meet with the *Safe School Committee*

☐ **[If Option 1 was chosen above]** for the Corporation,

☒ **[If Option 2 was chosen above]** for the school which was identified as persistently dangerous,

discuss the school's designation as a persistently dangerous school, and develop a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

☐ ~~If a school in a neighboring corporation is identified as persistently dangerous and there is not another school in that corporation, the Corporation will admit students from that school in accordance with Board Policy 5113.02.~~

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

[] Corporation Police

The Board may establish a Corporation police department and may appoint police officers, prescribe their duties and direct the conduct of the police officers, prescribe distinctive uniforms, and provide emergency vehicles. An individual appointed as a Corporation police officer must successfully complete the training, as approved by the State Board of Education, that will enable the officer to appropriately deal with individuals with Autism and Asperger's Syndrome, in addition to training prescribed by the Law Enforcement Training Board. **[END OF OPTION]**

An individual appointed as a Corporation police officer must successfully complete at least:

- A. the pre-basic training course established under I.C. 5-2-1-9(f); and
- B. the minimum basic training and educational requirements adopted by the law enforcement training board under I.C. 5-2-1-9 as necessary for employment as a law enforcement officer.

A Corporation police officer:

- A. is a law enforcement officer (as defined in I.C. 5-2-1-2(1));
- B. must take an appropriate oath of office in a form and manner prescribed by the Board;
- C. serves at the Board's pleasure; and
- D. performs the duties that the Board assigns.

Corporation police officers appointed under this chapter have general police powers, including the power to arrest, without process, all persons who within their view commit any offense. They have the same common law and statutory powers, privileges, and immunities as sheriffs and constables, except that they are empowered to serve civil process only to the extent authorized by the Board; however, any powers may be expressly forbidden them by the Board. In addition to any other powers or duties, such police officers shall enforce and assist the educators and administrators of the Corporation in the enforcement of its rules and regulations and assist and cooperate with other law enforcement agencies and officers.

Such police officers may exercise the powers granted under this section only upon any property owned, leased, or occupied by the Corporation, including the streets passing through and adjacent to the property. Additional jurisdiction may be established by agreement with the chief of police of the municipality or sheriff of the county or the appropriate law enforcement agency where the property is located, dependent upon the jurisdiction involved.

I.C. 5-2-10.1-9

I.C. 5-2-10.1-10

I.C. 5-2-10.1-12

I.C. 20-26-5-31

I.C. 20-26-16

I.C. 20-26-18.2-2

I.C. 20-30-5-11

I.C. 20-34-3-20

I.C. 20-34-3-21

I.C. 20-34-3-24

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act (Title IV, Part A of the Elementary and Secondary Education Act)

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I.C. 5-2-10.1-9

I.C. 5-2-10.1-10

I.C. 5-2-10.1-12

I.C. 20-26-5-31

I.C. 20-26-16

I.C. 20-26-18.2-2

I.C. 20-30-5-11

I.C. 20-34-3-20

I.C. 20-34-3-21

I.C. 20-34-3-24

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 7101 et seq., The Safe and Drug-Free Schools and Communities Act
(Title IV, Part A of the Elementary and Secondary Education Act)