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Revised Guideline

2221 - MANDATORY CURRICULUM

The following administrative guidelines should be followed to prepare, implement, and supervise courses of instruction in the following areas as mandated by the Indiana Code and the regulations of the State Department of Education.

A. Display of United States Flag; Pledge of Allegiance

The principal shall ensure that the United States flag is displayed in each classroom in his/her building. The principal shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance and to participate in a moment of silence in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

1. the student chooses not to participate; or
2. the student's parent chooses to have the student not participate.

B. Constitutions; Interdisciplinary Course

The principal shall ensure that instruction is provided to students in grades 6 through 12 on the constitutions of:

1. Indiana; and
2. the United States.

Elementary school principals shall ensure that instruction on the constitutions is included as a part of American history.

Failure of principals and teachers to comply with the requirement to provide instruction on the constitutions of the United States and Indiana constitutes misconduct in office under I.C. 20-28-5-7.

High school principals shall ensure that instruction on the constitutions is included as part of civics or another course, consistent with any rules issued by the State Board of Education. High school principals shall include in the curriculum a required course that is not less than one (1) year of school work in the following aspects of the constitutions of Indiana and the United States:

1. historical;
2. political;
3. civic;
4. sociological;
5. economical; and
6. philosophical

and that uses the appropriate course outlines and necessary curricular materials for uniform instruction as prescribed by the State Board of Education.

~~Failure of principals and teachers to comply with this requirement constitutes misconduct in office under I.C. 20-28-5-7.~~

High school students may not receive a diploma unless they successfully complete the interdisciplinary course described above.

C. Protected Writings, Documents, and Records of American History or Heritage

1. the Constitution of the United States;
2. the national motto;
3. the national anthem;
4. the Pledge of Allegiance;
5. the Constitution of the State of Indiana;
6. the Declaration of Independence;

7. the Mayflower Compact;
8. the Federalist Papers;
9. "Common Sense" by Thomas Paine;
10. the writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States;
11. United States Supreme Court decisions;
12. Executive orders of the presidents of the United States;
13. Frederick Douglass' Speech at Rochester, New York, on July 5, 1852, entitled "What to a Slave is the Fourth of July?";
14. Appeal by David Walker; and
15. Chief Seattle's letter to the United States government in 1852 in response to the United States government's inquiry regarding the purchase of tribal lands.

A principal or teacher may read or post any excerpt or part of a protected writing, document, or record in a school building or classroom or at a school event.

Content-based censorship of American history or heritage based on religious references in a protected writing, document or record is prohibited.

Principals shall ensure that their building library, media center, or equivalent facility maintained for student use contains in its permanent collection at least one (1) copy of each of the protected writings, documents, and records listed in 1. through 9. above.

Students shall be allowed to include a reference to a protected writing, document or record in a report or other work product. Students may not be punished in any way, including a reduction in grade, for using such a reference.

D. System of Government; American History

Principals shall ensure that all students in grades 6 through 12 are provided within the two (2) weeks preceding a general election five (5) full recitation periods of class discussion concerning:

1. the system of government in Indiana and in the United States;
2. methods of voting;
3. party structures;
4. election laws; and
5. the responsibilities of citizen participation in government and in elections.

The completion of a two (2) semester course in American history is a prerequisite to a student receiving a high school diploma.

E. Moment of Silence

Principals shall ensure that each building participates in a daily observance of a moment of silence in each classroom or on school grounds.

Principals shall direct the teacher responsible for a classroom to ensure that during the moment of silence all students remain seated or standing and silent and make no distracting display so that each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of his/her individual choice.

F. Morals Instruction

Principals shall direct the classroom teachers in their building who instruct in the regular courses of grades 1 through 12 to present their instruction with special emphasis on:

1. honesty;
2. morality;
3. courtesy;
4. obedience to law;
5. respect for the National flag and the Constitution of the State of Indiana and the Constitution of the United States;
6. respect for parents and the home;
7. the dignity and necessity of honest labor; and
8. other lessons of a steadying influence that tend to promote and develop an upright and desirable citizenry.

Such instruction shall be done pursuant to outlines or materials for the instruction prepared by the ~~state superintendent of public instruction~~ State Secretary of Education and incorporated in the classroom instruction in the regular courses of grades 1 through 12.

G. Bullying Prevention; Student Instruction

Principals shall ensure that not later than October 15 of each year age-appropriate, research-based instruction focusing on bullying prevention within the parameters of I.C. 5-2-10.1-12(d)(1) is provided to all students in grades 1 through 12 in their building.

Instruction on bullying prevention may utilize outlines or materials prepared by the State Department of Education, in consultation with school safety specialists and school counselors. Instruction on bullying prevention may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

H. Good Citizenship Instruction

~~This section applies only to public schools.~~

Principals shall ensure that good citizenship instruction is provided to students in their building. "Good citizenship instruction" means integrating instruction into the current curriculum that stresses the nature and importance of the following:

1. being honest and truthful;
2. respecting authority;
3. respecting the property of others;
4. always doing the student's personal best;
5. not stealing;
6. possessing the skills (including methods of conflict resolution) necessary to live peaceably in society and not resorting to violence to settle disputes;
7. taking personal responsibility for obligations to family and community;
8. taking personal responsibility for earning a livelihood;
9. treating others the way the student would want to be treated;
10. respecting the national flag, the Constitution of the United States, and the Constitution of the State of Indiana;
11. respecting the student's parents and home;
12. respecting the student's self;
13. respecting the rights of others to have their own views and religious beliefs.

In providing this instruction, principals may utilize models of conflict resolution that have been identified and made available by the State Department of Education. The instruction may consist of a teacher education program that applies the techniques to the students in the classroom.

I. School Corporation Studies

The School Corporation's curriculum includes the following studies:

1. Language arts, including:
 - a. English
 - b. Grammar
 - c. composition

- d. Speech
- e. second languages

2. Mathematics

3. Social studies and citizenship, including the:

- a. constitutions
- b. governmental systems
- c. histories

of Indiana and the United States, including an enhanced study of the Holocaust in each high school United States history course

The high school shall offer a one (1) semester course in Indiana studies and a one (1) semester course in ethnic studies at least once every school year.

As a part of the United States government course for which credit is awarded for each of the four (4) designations of the high school diploma, the naturalization examination provided by the United States Citizenship and Immigration Services shall be administered to each student.

Beginning with students entering grade 6 in the 2023-2024 school year, each student shall complete successfully one (1) semester of a civics education course in grade 6, 7, or 8.

4. Sciences

5. Fine arts, including music and art

6. Health education, physical fitness, safety, and the effects of alcohol, tobacco, drugs, and other substances on the human body

7. ~~Beginning after June 30, 2021 computer~~ Computer science in the curriculum for students in grades K through 12. Each high school ~~after June 30, 2021,~~ must offer at least one (1) computer science course of at least one (1) semester.

8. Additional studies selected by each governing body, subject to revision by the ~~state board~~ State Board of Education

Principals shall ensure that such courses are provided as part of the curriculum in their buildings.

J. Physical Activities

All elementary school principals must provide daily physical activity for students in their building. The physical activity may include the use of recess. On a day when there is inclement weather or unplanned circumstances have shortened the school day, the elementary school principals shall

[OPTION 1]

☒ provide physical activity alternatives for students.

[END OPTION 1]

[OPTION 2]

☐ not provide physical activity for students.

[END OPTION 2]

The requirement to participate in daily physical activity does not apply to a student who:

1. is in half-day kindergarten; or
2. has a medical condition that precludes participation in the daily physical activity described above.

K. Safety Education

Principals in buildings that include grade 8 shall ensure that a course in safety education which is at least one (1) full semester in length is taught in grade 8 and shall direct grade 8 teachers to utilize the guide for this course that has been prepared by the State Board of Education.

L. Hygiene

Principals in buildings that include grade 5 shall ensure that the principles of hygiene and sanitary science are taught in grade 5. This instruction must explain the ways that dangerous communicable diseases are spread and the sanitary methods for disease prevention and restriction. Principals shall direct the grade 5 teachers to provide this instruction utilizing leaflets prepared by the State Health Commissioner and the State ~~Superintendent of Public Instruction~~ Secretary of Education that describe the principles of hygiene, sanitary science, and disease prevention.

Persons who violate this requirement may face prosecution upon a report by the State Department of Health or the State Department of Health's agents to the prosecuting attorney.

Any student who objects in writing, or any student less than eighteen (18) years of age whose parent or guardian objects in writing, to health and hygiene courses because the courses conflict with the student's religious teachings is entitled to be excused from receiving medical instruction or instruction in hygiene or sanitary science without penalties concerning grades or graduation.

M. Diseases

Principals shall ensure that students in their building receive illustrative teaching of:

1. the spread of disease by:
 - a. rats;
 - b. flies; and

c. mosquitoes;

and the effects of disease; and

2. disease prevention by proper food selection and consumption.

Principals may direct classroom teachers in their building to provide such instruction. It is a Class C infraction for a school official to fail to comply with this requirement.

N. **Alcohol Beverages, Tobacco, Prescription Drugs, and Controlled Substances; Instruction in Kindergarten Through Grade 12**

Principals shall ensure that instruction is provided to all students in kindergarten through grade 12 in their building concerning the effects that:

1. alcoholic beverages;
2. tobacco;
3. prescription drugs; and
4. controlled substances;

have on the human body and society at large. Teachers providing instruction may utilize instructional materials recommended by the State Board of Education or curriculum guides developed by the State Department of Education. A Corporation teacher who has been trained in drug education may provide instruction or assistance to other teachers providing instruction.

O. **AIDSHIV**

Each principal shall include in the curriculum instruction concerning the ~~disease-acquired immune deficiency syndrome (AIDS)~~ human immunodeficiency virus (HIV) and, to the extent possible, integrate this instruction with instruction on other ~~dangerous~~ serious communicable diseases. ~~Principals shall consider the recommendations of the AIDS advisory council established under I.C. 20-34-1 concerning community standards on the:~~

1. ~~content of the instruction;~~
2. ~~manner in which the information is presented; and~~
3. ~~grades in which the information is taught.~~

Literature that is distributed to school children and young adults as part of this instruction must include information required by I.C. 20-34-3-17. Therefore, it must stress the moral aspects of abstinence from sexual activity and state that the best way to avoid ~~AIDS~~ HIV is for young people to refrain from sexual activity until they are ready as adults to establish, in the context of marriage, a mutually faithful monogamous relationship. The School Board ~~of School Trustees~~ must approve ~~AIDS~~ HIV literature before it is distributed.

P. **Instruction on Human Sexuality or Sexually Transmitted Diseases**

Principals shall direct teachers that provide instruction on human sexuality or sexually transmitted diseases to:

1. teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children;
2. include in the instruction that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems; and
3. include in the instruction that the best way to avoid sexually transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage.

Q. ~~Employment Matters and Work Values; Career Awareness and Career Development Education; Teacher Education; Career Preparation Demonstration Projects~~ Indiana Career Explorer program and Standards; Use of Alternative Internet-Based System and Standards

Principals of each building within the Corporation shall include in the school's curriculum for all students in grades 1 through 12 instruction concerning employment matters and work values. Principals shall either integrate within the curriculum instruction that is or conduct activities or special events periodically that are designed to foster overall career awareness and career development. Such instruction or activities and special events shall:

1. educate students on the importance of their future career choices;
2. prepare students for the realities inherent in the work environment; and
3. instill in students work values that will enable them to succeed in their respective careers;

The school's curriculum shall include interdisciplinary employability skills standards established by the Department of Education, in conjunction with the Department of Workforce Development, and approved by the State Board of Education. Principals may utilize career awareness and career development models developed by the State Department of Education that meet the following criteria:

1. For grades 1 through 5, career awareness models that introduce students to work values and basic employment concepts.
2. For grades 6 through 8, initial career information models that focus on career choices as they relate to student interest and skills.
3. ~~For grades 9 through 10, career exploration models that offer students insight into future employment options.~~
4. For grades ~~11-9~~ through 12, career exploration models that offer students insight into future employment options and career preparation models that provide job or further education counseling, including the following:
 - a. Initial job counseling, including the use of job service officers to provide school-based assessment, information, and guidance on employment options and the rights of students as employees.
 - b. Workplace orientation visits.
 - c. On-the-job experience exercises.

Teachers may utilize teacher guides prepared by the State Department of Education and/or attend seminars or other teacher education activities conducted by the State Department of Education. For students in at least Grade 9, innovative career preparation demonstration projects that have been designed and implemented by the State Department of Education may be used.

Principals in each building providing instruction to students in grade 8 shall include in the school's curriculum state developed career standards for all students in grade 8 that include instruction in and use of either:

- a. the Indiana Career explorer program and standards; or
- b. an alternative Internet-based system and standards that provide students

with career and college planning resources that have been approved by the State Board of Education.

[Option:]

[X-] Principals in each building shall include in the school's curriculum state developed career standards for all students in any grade level that include instruction in and use of the program and standards or system and standards described above for students in grade 8.

[End of Option]

[Option:]

[X-] If approved by the State Board of Education, Principals in each building may utilize an alternative Internet-based system and standards that provide students with career and college planning resources that:

- a. has an aptitude assessment tool;
- b. contains educational course track information;
- c. has a tool for the preparation and development of the graduation plan, including a parent sign-in component;
- d. allows access to education and career demand information using data prepared by the Department of Workforce Development; and
- e. is aligned to interdisciplinary employability skills standards established by the Department of Education, in conjunction with the Department of Workforce Development, and approved by the State Board of Education.

[End of Option]

R. Breast Cancer and Testicular Cancer Instruction

Each high school principal shall include in the school's health education curriculum instruction regarding breast cancer and testicular cancer as adopted by the State Board of Education, including the significance of early detection of these diseases through:

1. monthly self-examinations; and
2. regularly scheduled mammograms in the case of breast cancer.

Breast cancer and testicular cancer educational materials will be made available by the State Department of Education to assist teachers assigned to teach this material. Principals shall direct teachers providing such instruction to follow the guidelines developed by the State Department of Education and rules adopted by the State Board of Education concerning the instruction required under this section.

S. Human Organ and Blood Donor Program Instruction

Each high school principal shall include in the school's health education curriculum instruction regarding the human organ donor program and blood donor program as adopted by the State Board of Education, including

1. the purpose of the human organ donor program and blood donor program;
2. the statewide and nationwide need for human organ and blood donations; and
3. the procedure for participation in the human organ donor program and blood donor program.

Human organ donor program and blood donor program educational materials will be made available by the State Department of Education to assist teachers assigned to teach the material described in this section.

T. Access to Materials Relating to Personal Analysis, Evaluation, or Survey of Students; Instruction on Human Sexuality; Consent for Participation

Principals shall make available for inspection by the parent of a student any instructional materials, including:

1. teachers' manuals;
2. curricular materials;
3. films or other video materials;
4. tapes; and
5. other materials;
6. used in connection with a personal analysis, an evaluation, or a survey described below or instruction on human sexuality.

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or the student's family;

4. sexual behavior or attitudes;
5. illegal, antisocial, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)——

without the prior consent of the student if the student is an adult or an emancipated minor or the prior written consent of the student's parent if the student is an unemancipated minor. A parental consent form for a personal analysis, an evaluation, or a survey described in this section shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

Before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction. A consent form provided to a parent of a student or a student under this subsection must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The written consent form may be sent in an electronic format. The parent of the student or the student, if the student is an adult or an emancipated minor, may return the consent form indicating that the parent of the student or the adult or emancipated student:

1. **consents to the instruction; or**
2. **declines instruction.**

If a student does not participate in the instruction on human sexuality, the school shall provide the student with alternative academic instruction during the same time frame that the instruction on human sexuality is provided.

If the parent of the student or the student, if the student is an adult or an emancipated minor, does not respond to the written request for consent provided by the school within twenty-one (21) calendar days after receiving the request, the school shall provide the parent of the student or the student, if the student is an adult or an emancipated minor, a written notice requesting that the parent of the student or the student, if the student is an adult or an emancipated minor, indicate, in a manner prescribed by the school, whether the parent of the student or the adult or emancipated student:

1. **consents to the instruction; or**
2. **declines instruction**

A notice provided to a parent of a student or a student under this subsection must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The notice may be sent in an electronic format. If the school does not receive a response within ten (10) days after the notice, the student will receive the instruction on human sexuality unless the parent or the adult or emancipated student subsequently opts out of the instruction for the student.

The Board shall notify parents and students of the above rights.

U. Meningitis Information

Principals are directed to ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year. The information provided must include information concerning the:

1. causes;
2. symptoms; and
3. spread

of meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

The Superintendent shall work with the State Department of Education, in consultation with the State Department of Health or any other appropriate entity, to develop materials to be made available to schools to assist them in providing the information described in this section.

V. Personal Financial Responsibility Instruction

Principals in buildings that include grades 6 through 12 shall include in the school's curriculum for all students in grades 6 through 12 instruction concerning personal financial responsibility. Principals may meet this requirement by integrating within the curriculum instruction or conducting a seminar that is designed to foster overall personal financial responsibility.

Principals shall direct teachers providing such instruction to utilize the curriculum adopted by the State Board of Education for instruction concerning personal financial responsibility.

W. Cardiopulmonary Resuscitation and Automated External Defibrillator Training

Except as permitted by waiver, each high school principal shall include in the school's health education curriculum instruction in cardiopulmonary resuscitation and use of an automated external defibrillator for its students. The instruction must incorporate the psychomotor skills necessary to perform cardiopulmonary resuscitation and use an automated external defibrillator and must include either of the following:

1. an instructional program developed by the American Heart Association or the American Red Cross;
2. an instructional program that is nationally recognized and is based on the most current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator.

"Psychomotor skills" means skills using hands-on practice to support cognitive learning.

High school principals may permit teachers to provide this instruction or arrange for the instruction to be provided by available community-based providers. The instruction is not required to be provided by a teacher. If instruction is provided by a teacher, the teacher is not required to be a certified trainer of cardiopulmonary resuscitation.

Students are not required to become certified in cardiopulmonary resuscitation and the use of an automated external defibrillator. However, if the Corporation chooses to offer a course that results in certification being earned, the course must be taught by an instructor authorized to provide the instruction by the American Heart Association, the American Red Cross, or a similar nationally recognized association.

High school principals may waive the requirement that a student receive the instruction required above if the student has a disability or is physically unable to perform the psychomotor skills component of the instruction required above.

If a school is unable to comply with the psychomotor skills component of the instruction required above, the Board ~~of School Trustees~~ may submit a request to the State ~~Superintendent of Public Instruction~~ Secretary of Education to waive the psychomotor skills component. The principal may ask the Superintendent for assistance in obtaining Board approval for such a request. A waiver request must:

1. be in writing;
2. include the reason or reasons that necessitated the waiver request;
3. indicate the extent to which the school attempted to comply with the above requirements; and
4. be submitted each year for the school year the school requests the waiver.

X. Internet Safety

Principals shall include in the school's curriculum for grades 3 and above instruction concerning safe usage of the Internet by children. Teachers may utilize guidelines developed by the State Department of Education and rules adopted by the ~~state~~ State Board of Education concerning the instruction required to teach the required material. The instruction must cover:

1. safe online communication;
2. privacy protection;
3. cyberbullying;
4. viewing inappropriate material;
5. file sharing;
6. the importance of open communication with responsible adults; and
7. any other matters that the State Department of Education or the State Board of Education finds will assist children in using the Internet safely.

Y. Dating Violence Instruction

Principals in buildings that include grades 6 through 12 shall implement dating violence education programs in grades 6 through 12 and enforce dating violence response policies, which may include the following topics:

1. warning signs of dating violence;
2. the basic principles of dating violence prevention; and
3. methods of parental education and outreach.

Z. Child Abuse and Child Sexual Abuse Education

~~Principals in buildings that include grades 2 through 5 shall implement age-appropriate and research and evidence-based instruction on child abuse and child sexual abuse to students in grades 2 through 5. Not later than December 15, 2018, the child abuse and child sexual abuse education programs will be expanded to include students in kindergarten through Grade 12.~~ Principals shall ensure that not later than December 15 of each year age-appropriate research and evidence-based or research or evidence-based instruction on child abuse and child sexual abuse is provided to all students in grades kindergarten through 12 in their building. Instruction on child abuse and child sexual abuse may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of child abuse and child sexual abuse. Education programs on child abuse and child sexual abuse may include the following topics:

1. Warning signs of a child who is being abused or sexually abused.
2. The basic principles of child abuse and child sexual abuse prevention.
3. Methods of student, teacher, and parental education and outreach.

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

1. examine and review the model educational materials before the materials are taught; and
2. decide if the parent's child will be instructed with the model educational materials.

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

Principals in all buildings shall enforce child abuse and child sexual abuse response policies and reporting procedures, which may include the following topics:

1. actions that a child who is a victim of abuse or sexual abuse may take to obtain assistance
2. interventions
3. counseling options
4. educational support available for a child who is a victim of abuse or sexual abuse to enable the child to continue to be successful in school
5. reporting procedures

The ~~School~~ Corporation shall not offer, support, or promote any student program, class, or activity that provides student instruction that is contrary to a curriculum required to be provided to students under I.C. 20-30-5, set forth above.

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Legal I.C. 20-30-5