

***Indiana School Safety Specialist Academy Registration Form***

**Basic Training – New Specialists Only**

**November 20-21 2023**

**February 8, 2024**

**TO: Ryan Stewart, Senior School Safety Specialist  
Indiana School Safety Specialist Academy**

**FROM:** \_\_\_\_\_  
(Please print or type name as you wish for it to appear in our database)

**Title:** \_\_\_\_\_

**School Corporation:** \_\_\_\_\_

**School Building Name:** \_\_\_\_\_

**School Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_  
(please print clearly to insure accuracy)

**Training sessions will take place at the Indianapolis Marriott Downtown (350 West Maryland Street, Indianapolis, IN 46225) from 8:30-4:00 each day. Full day attendance is required.**

**Lodging Information will be sent via email once it is available. The hotel does have a rooming block where participants can make reservations at a discounted rate. Per State policy, IDOE and School Safety Academy are not able to provide lodging for participants. Lodging reservations can be made for the nights of November 19 and 20, 2023 and February 7, 2024. The deadline to make reservations in our block for the fall is **October 30, 2023.****

**Please scan and email this form to Ryan Stewart at [rstewart@doe.in.gov](mailto:rstewart@doe.in.gov) no later than November 6, 2023.**

**If you have any questions regarding registration contact Ryan at 317-234-1362 or [rstewart@doe.in.gov](mailto:rstewart@doe.in.gov).**

# Indiana School Safety Specialist Academy

## Basic Training Commitment Form

*Please return this form by mail to Ryan Stewart, Senior School Safety Specialist or by email to: [rstewart@doe.in.gov](mailto:rstewart@doe.in.gov).*

### **BASIC TRAINING REQUIREMENTS**

The following requirements must be met to fulfill BASIC TRAINING and become fully certified as a **SCHOOL SAFETY SPECIALIST**:

- 2 Days of On-Site Training- This training is held in the fall on two consecutive days.
- On-Line Training to be completed by Spring Training Date
- 1 Day of On-Site Training-This final day of training is held in the spring.
- You must participate each subsequent year in 2 days of school safety training (Advanced Training) to remain certified as a School Safety Specialist. The *Indiana School Safety Specialist Academy* holds 2-day trainings both in the fall in spring, along with various regional trainings in order to accommodate busy schedules.

**ROLE OF A SCHOOL SAFETY SPECIALIST:** Once a school safety specialist has completed Basic Training, it is expected that **all** school safety specialists who have been trained by the Academy are in charge of, or participate in, the following legally required responsibilities/activities on an annual and regular basis:

- Coordinate the review, editing, and updating of safety plans for your building and/or school district each school year.
- Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, security, and bullying prevention.
- The school corporation's school safety specialist(s) shall provide materials to assist a **safe school committee** in developing a plan for the school that addresses the following issues:
  - (1) Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school. (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
  - (3) Methods to encourage:
    - (A) involvement by the community and students;
    - (B) development of relationships between students and school faculty and staff. (IC 5-2-10.1-12)
- Participate each year in 2 days of Advanced Level training.  
(See IC 5-2-10.1-9, for additional information)

Therefore, new enrollees are expected to make a long-term commitment as a school safety specialist. The certified school safety specialist is expected to return to their school corporation and provide training to other staff members of the school corporation.

**ATTENDANCE:** I agree and understand that the training sessions on **November 20-21, 2023**, and **February 8, 2024** are **full day mandatory** attendance requirements and that excused absences would be at the discretion of the Department of Education, and allowable only for family and/or personal emergencies. **Excused absences will not be granted for any other purposes including extracurricular coaching/supervisory duties, or meetings.**

*I have read and agree to the above responsibilities:*

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*Print Name/ Participant's Signature*

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*Date*

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*Participants email address*

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*Print Name/Superintendent's Signature*

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*Date*