



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Indiana School Safety Specialist Academy Registration Form

Basic Training – New Specialists Only

November 13-14, 2024

February 17, 2025

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

FROM: _____
(Please print or type your 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: _____

Email: _____

(please print clearly to ensure accuracy)

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

Lodging Information will be sent via email once available. The hotel does have a rooming block where participants can make reservations at a discounted rate. Per State policy, the Indiana Department of Education (IDOE) and the Indiana School Safety Specialist Academy (ISSSA) are not able to provide lodging for participants. Lodging reservations can be made for the nights of November 12 and 13, 2024. The rooming block for February 2025 will open at a later date following the training in November. **The deadline to make reservations in our block for the fall is October 30, 2024.**

Please scan and email this form to [Ryan Stewart](#) by November 4, 2024. Contact Ryan at 317-234-1362 or [via email](#) with additional questions.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Indiana School Safety Specialist Academy Basic Training Commitment Form

Please return this form to the Indiana Department of Education's (IDOE's) [Ryan Stewart](#).

BASIC TRAINING REQUIREMENTS

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

- Two days of onsite training: This training is held in the fall on two consecutive days.
- Online training to be completed by spring training date
- One day of onsite training: This final day of training is held in the spring.
- You must participate each subsequent year in two days of school safety training (Advanced Training) to remain certified as a School Safety Specialist. The *Indiana School Safety Specialist Academy (ISSSA)* holds two-day training sessions in the fall and spring, along with various regional training sessions to accommodate schedules.

ROLE OF A SCHOOL SAFETY SPECIALIST: Once a School Safety Specialist has completed Basic Training, it is expected that **all** specialists who have been trained by ISSSA are in charge of, or participate in, the following 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 two days of Advanced 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 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 13-14, 2024**, and **February 17, 2025**, are **full-day, mandatory** attendance requirements and excused absences would be at the discretion of IDOE 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:

Print Name / Participant's Signature

Date

Participant's Email

Print Name/Superintendent's Signature

Date