



DEPARTMENT OF EDUCATION

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Superintendent of Public Instruction

Working Together for Student Success

Indiana Department of Education Division of School Building Physical Security and Safety

School Safety Specialist Academy Proposed Basic Training Curriculum





BASIC TRAINING CURRICULUM

Indiana School Safety Specialist Academy

The Indiana School Safety Specialist Academy will provide on-going, certified training and information on national and state best practices, as well as exemplary resources for school safety, security, intervention/prevention, and emergency preparedness planning. School Safety Specialists will be trained to lead the development and implementation of school safety practices which will provide safe educational environments for all students in Indiana.

Basic Training

To receive certification as a school safety specialist, each participant is required to attend three days of Basic training. They must also complete the on-line *Indiana School Safety Specialist Academy* school safety training program.

Advanced Training

To continue certification as a School Safety Specialist, each Specialist is required to attend at least *two* training days per school year.

Each school corporation may have more than one certified School Safety Specialist. Since 1999, over 2000 School Safety Specialists in Indiana have received training.

A Note about Professional Growth Points and Law Enforcement Hours:

Specialists who complete Basic Training and certification requirements with the *Indiana School Safety Specialist Academy* are eligible to receive a total of **30 contact hours**. Law Enforcement Officers are eligible to receive **30 training hours**.

Certificates are distributed only after each participant has attended all three days of training, and completed the entire two days of on-line training program.

Full day attendance at each training is mandatory to receive certification.



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Belief Statements

We believe that for Indiana's schools to be safe and secure...

- Students are the key focus for successful school safety efforts.
- Each member of the school and community will be a partner in providing schools with adequate resources, exemplary leadership, and united support for the development of a secure learning environment for all children.
- Schools must promote ongoing and effective communication and involvement in a collaborative community dialogue to ensure a feeling of welcome and involvement.
- There must be a well-defined, written plan that is practiced, evaluated, and updated on an ongoing basis.
- Everyone in the school community must be well-trained and knowledgeable of the best practices in school safety.
- The school community must promote an environment of trust and respect, hope and belonging.
- Educational functions will be free of aggressive and violent behavior.
- All members of a school community are entitled to accurate and timely information, while recognizing the legal responsibility of confidentiality."

(Program Curriculum Committee—October, 1999)



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School Safety Academy Curriculum Objectives

I. National Overview in School Safety and Best Practices

- The School Safety Specialist will be knowledgeable and apply the elements of national and state best practices to all facets of school safety.

II. Comprehensive Safe School Planning

- The School Safety Specialist will be knowledgeable and apply the essential elements of a comprehensive district emergency preparedness plan.
- The School Safety Specialist will provide on-going comprehensive training to students, staff, parents, and community members, in order to facilitate the successful implementation of a district emergency preparedness plan.
- The School Safety Specialist will be knowledgeable and apply the elements of effective communication with students, staff, parents, community members, and media representatives related to school safety.
- The School Safety Specialist will be knowledgeable and apply “best practices” related to school safety.

III. Violence Prevention and School Crisis Management

- School Safety Specialists will be knowledgeable and apply the essentials of violence prevention in order to create a safe and responsive school climate and environment.
- School Safety Specialists will be knowledgeable and apply the essentials of recognized early warning signs relating to potential violence and troubling behavior and will negate these signs with the application of appropriate interventions.
- School Safety Specialists will be knowledgeable and apply crisis management practices when applicable to restore order, minimize effects, and activate a comprehensive mental health response to reinstate an effective learning climate.



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IV. School and Community Relationships

Understanding the reciprocal relationship between schools and communities, School Safety Specialists will:

- The School Safety Specialist will categorize and utilize community resources to aid school safety initiatives.
- The School Safety Specialist will establish and maintain productive relationships with individuals, neighborhoods, agencies, and other resources within the community to enhance school safety efforts.
- The School Safety Specialist will become a primary resource in the application process and the acquisition of available grant resources for supporting local school and community safety initiatives.
- The School Safety Specialist will establish and maintain an effective working relationship with the local print and electronic media representatives to authenticate the process of maximizing school safety.
- The School Safety Specialist will establish and maintain an effective relationship with parents to create an inviting and collaborative school community that advocates school safety.

V. Legal Issues and Development of District Policies

- The School Safety Specialist will be knowledgeable and apply appropriate legal policies related to school safety.



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Basic Course Syllabus

Course Description: The course is designed to present the basic information, current best practices and resources in order for an individual to perform as a school corporations school safety specialist as defined in Indiana law and by fiduciary responsibility. The course requires full attendance for three days and completion of an on-line module (equivalent to two days).

Required Curricular Material:

School Safety Specialist Basic Training Online

Recommended Curricular Material prior to attendance:

- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-700: NIMS, An Introduction
- ICS-800.B: National Response Framework, An Introduction

Course Objective: The overall objective of this course is prepare the safety specialist student to serve as the designated individual to serve as a school safety specialist for an Indiana public school corporation.

Learning Objectives:

The role and responsibilities of the school safety specialist

The safety specialist student shall be familiar with the roles and responsibilities of a school safety specialist as defined in Indiana law

Legal aspects of school safety

The safety specialist student shall be able to understand and apply the basic principles of the 4th Amendment to school safety situations

The safety specialist student shall be able to understand how the principle of probable cause applies differently to the education team, school resource officers and other law enforcement officers Reasonable suspicion and probable cause

The safety specialist student shall be able to understand the role of a school resource officer assigned to a school

Reporting responsibilities to IDOE; emergency preparedness certification, arrest data, bullying data, gang data

Basics of Threat Assessment

The safety specialist student shall be familiar with the 10 key findings from the Secret Service and US Department of Education research

The safety specialist student shall be able to develop an anonymous reporting system based on the School Safety Initiative



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School Building Safety Assessment

The safety specialist student shall be familiar with the concept of Crime Prevention Through Environmental Design (CPTED)

The safety specialist student shall be able to conduct a basic site survey and safety audit for a school building

The safety specialist student shall be able to conduct a safety survey of students and staff

The safety specialist student shall be able to initiate a program to identify and designate safe zones with a school building

Access Control

The safety specialist student shall be able to familiar with visitor recognition, identification and supervision concepts

The safety specialist student shall be familiar with the importance and best practices for identification (numbering), securing (locking) interior and exterior doors

Environmental Hazards

The safety specialist student shall be able to define basic severe weather terms

The safety specialist student shall be familiar with the best practices for schools during a severe weather incident

The safety specialist student shall know the importance of using the proper resources to identify and address manmade hazards posing a risk to a school

Crisis Management

The safety specialist student shall be familiar with the National Incident Management System and Incident Command System

The safety specialist student shall be familiar with the importance of developing procedures for communicating with students, parents, staff, media and first responders during and after a crisis/emergency event

Safety at Extracurricular Events

The safety specialist student shall be familiar with the best assessment and safety practices for an extracurricular event

The safety specialist student shall be able to develop search and access denial procedures for an extracurricular event

The safety specialist student shall be able to develop safety procedures for the time window immediately before and after school

Staff and Student Safety Training

The safety specialist student shall be familiar with options for a safety plan; formatting; review; staff actions; student specific issues; special needs issues

The safety specialist student shall be familiar with the best practices for table top exercises; drills for natural and manmade events; staff initiated drills; drill schedules



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Staff and Student Preparedness

The safety specialist student shall be familiar with the concepts of staff and student empowerment

The safety specialist student shall be able to use ISSSA resources in order to develop administrator/staff checklists for safety events

Active Shooter/Threat of Violence Response

The safety specialist student shall be able to identify the common characteristics of detecting, deterring, and delaying the actions of an active shooter

The safety specialist student shall be able to identify the principal of hardening of facilities

The safety specialist student shall be able to identify the options available to response to an active shooter or other acts of violence

The safety specialist student shall be aware and incorporate the law enforcement responses into the school safety plan

School Recovery from a Safety Event

The safety specialist student shall be familiar with the planning and concepts of recovering from an event and including the following areas; structural recovery, psychological first aid, psychological recovery, operational recovery

The safety specialist student shall be aware of outside resources available including the DOE Response Team; mutual aid from neighboring school corporations; community, state and federal resources

Student-Family Reunification Procedures

The safety specialist student shall be able to develop a standard reunification procedure for his/her school corporation

Bullying Prevention

The safety specialist student shall be familiar with the following aspects of bullying prevention; legal definitions' identification, prevention practices, interventions, and reporting

Gang Activity

The safety specialist student shall be familiar with the following aspects of gang activity; legal definitions; identification, prevention practices, interventions, and reporting



Indiana School Safety Specialist Academy

Indiana Department of Education

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