

Intradistrict Communication

DATE: August 10, 2023

TO: Principals
Assistant Principals

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services

SUBJECT: School Safety Specialist

HB61 requires that each school have a designated Safety Specialist. This person will work with the assigned administrator over safety and serve on the school's safety committee and is to be selected by the school principal. Administrators should thoughtfully and carefully select a willing individual to be the School Safety Specialist. The School Safety Specialist:

- Should be a full-time employee
- Can be from any employee group or type (licensed or educational support)
- Will receive a stipend for the 23-24' school year (\$3,000 for a full-time employee before benefits/taxes)
- Serves as a co-chair/backup to the administrator assigned school safety on the school's safety committee
- Will be trained and provide training and leadership to school staff regarding school safety
- Will be trained and a part of your school's threat assessment team.
 - They will need to be trained in Comprehensive Threat Assessment Guidelines (CSTAG). This training is \$85 per person paid for by the school. (Student Services will set up/pay for the training and work with your administrative assistant for reimbursement through a journal entry)
 - It is recommended that all school safety committee members be trained in CSTAG.
- Will assist with safety assurances and compliance

Identify the administrator assigned to school safety and the School Safety Specialist using this [form](#) (also shared with principals via Google Sheets on 8.7.2023) as soon as reasonably possible.

Generally, the administrator assigned to school safety should serve as the school's safety committee chairperson with the safety specialist serving as the co- or vice-chair. The school committee should meet regularly to discuss, implement, plan, and implement required school safety practices.

The District Safety Specialist will facilitate ongoing training and support. Questions regarding the School Safety Specialist should be directed to Travis Hamblin at travis.hamblin@jordandistrict.org or 801.567.8439.