safeSCHOOLS® ALERT

In the spring of 2010, the Washington State law addressing harassment, intimidation and bullying (HIB) was revised (RCW28A.300-285). In order to help districts meet those requirements, Clear Risk Solutions has partnered with SafeSchools Alert to provide an online incident reporting and tracking system at no cost to your district.

SafeSchools Alert allows students, staff and parents to confidentially report safety concerns to your administration at anytime. Reporting can be made via phone, text, email or Website. Every tip is immediately logged into your custom alert system so you can easily investigate and manage tips to resolution. SafeSchools Alert keeps you connected to your school community like never before; you can prevent crises before they occur.
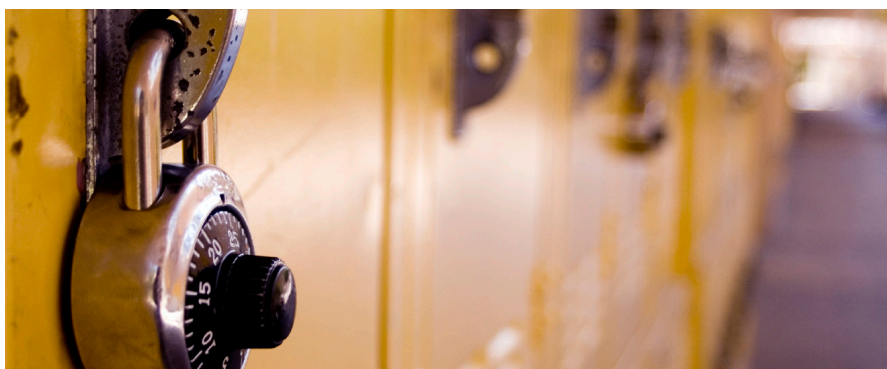
Implementation Process

- Building Set-up
- User Set-up and Role Assignment
- Roll Out SafeSchools Alert to Administrators and Principals
- Roll Out SafeSchools Alert to your School Community

For More Information:

Visit *www.SafeSchoolsAlert.com/videos* to watch a short overview of the system or contact SafeSchools Alert Customer Service Team at 1.800.434.0154. You can also contact Clear Risk Solutions directly via e-mail *info@safeschools.com* or contact Lori Sieverkropp at 800.407.2027 ext 314.

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Implementation Process

Building Set-up

SafeSchools Alert Customer Support team will set up the buildings in your SafeSchools Alert system for you. Once this is completed, you will confirm that all the building names are correct. Since students and parents will be using your Alert system, be sure the building names are easily recognizable.

User Set-up and Role Assignment

Next, identify your core team of Administrative users. This includes individuals who can log into the system and see tickets, create tickets, or manage tickets. Most districts set a core team for the district and for individual buildings. Job titles may include administrators, principals, assistant principals, resource officers, counselors and administrative assistants.

Each administrative user is given a role assignment that identifies his/her level of permission in the system. Roles include:
- Ticket Managers
- Worker
- Observer
- External Notification Creator

Roll Out SafeSchools Alert to Administrators and Principals

When these steps are complete you are ready to introduce SafeSchools Alert to your district. Before starting the program for the entire district, it is best to give a brief presentation to the leadership team and your core team(s). In the SafeSchools Help section, you will find a Principal's PowerPoint and video, that you will find useful for this step.

Roll Out SafeSchools Alert to Your School Community

You are now ready to let staff, students and parents know about SafeSchools Alert. In the Help section, we've included a number of resources that will make it easy to promote your Alert system district wide, including customizable:
- Flyers
- Posters
- Student or Staff Handbook
- Parent Letter

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