

Intradistrict Communication

DATE: March 9, 2023

TO: All Administrators

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
McKinley Withers, Health and Wellness
Angie Rasmussen, Student Safety & Wellness Specialist

SUBJECT: Management of SafeUT and BARK Monitoring Tips

SafeUT alerts - After hours, holidays, and weekends

SafeUT may still send text and email alerts after hours or during blackout periods when they are deemed urgent. Most tips and alerts are deemed as non-urgent and are batched for 7am the next school day.

When a text/email alert is received after school hours or on a weekend, it should be addressed as soon as reasonably possible. In some cases, SafeUT will call the District's on-call contact, through Health and Wellness, to obtain information immediately. When SafeUT contacts the after-hours staff member it will be logged in the disposition notes in SafeUT for schools to address the next school day. SafeUT may still send urgent alerts to schools after hours or during blackout periods without contacting the on-call staff. These alerts are managed by the school.

BARK after-hours alerts

A BARK content monitoring alert that comes in after 3pm will not be forwarded to school staff until the next school day if it is non-urgent. Urgent notifications that come in after 3pm are sent to the Student Safety & Wellness Specialist, Angie Rasmussen for triage.

Documentation and closing SafeUT tips

It is essential to assign, document interventions, and close each SafeUT tip. This effectively communicates the status of the tip to all parties involved. Here are some helpful tools for this process:

- [Instructions](#) on how to assign, document, and close a SafeUT tip.
- A [complete training](#) for new dashboard users

All school administrators are set up in the SafeUt dashboard to receive alerts. **If you are not getting SafeUT emails check your SPAM.** There is an email filter in place to ensure that SafeUT alerts are not sent to SPAM. If you have checked your SPAM folder and are still not getting notifications, please email Angie Rasmussen.

Should you have any questions please reach out to [Angie Rasmussen](#) at angie.rasmussen@jordandistrict.org