



## Instructions for SafeSchools Online Safety Training

Much of the training that we're required to complete this year is available online for all staff. Follow these simple steps below to complete your safety training requirements:

### How to log on to the online training program:

1. Using your web browser, go to the web page <http://logancs.wv.safeschools.com> (No "www" is necessary and it's the same site we have used the past two years).
2. To access your assigned training, enter your username, which follows the following format: **Employee ID#**  
EXAMPLE: **945001234**
3. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you complete the course.

If you have any questions or problems with the site, please contact:  
**Lisa Teeters—mteeters@k12.wv.us**

### Required Courses for 2018-2019 School Year

Each Professional and Service Logan County employee will be asked to complete 7 hours of on-line Professional Development by **November 30, 2018**. Professional and Service employees who have completed the assigned courses will not report to work on January 2, 2019. **Those who haven't completed the courses will report to work on January 2 to complete them. You will not be reporting to your assigned job location, but to a designated location.**

Courses will be available beginning July 1, so that employees may work on or complete courses before the school year begins if they so desire.

### THE FOLLOWING THREE COURSES MUST BE COMPLETED BY AUGUST 13, 2018:

- FERPA (14 minutes)
- Sexual Misconduct: Staff to Student (35 minutes)
- Homeless Students: Awareness & Understanding (23 minutes)

**Thanks - and have a safe year!**