



TEC Bully/Safety Tip Line Options

Option 1 - Caller Reports an Incident but Does Not Receive an Incident Number

A phone call is made to the Bully/Safety Tip Line using your dedicated phone number.

You have reached the (school district) Bully/Safety Tip Line. Information recorded on this line is taken seriously. Please do not continue if you do not intend to report an incident. You are not required to provide your name or telephone number. To leave a message which will be forwarded to the appropriate authority, press 1.

The caller presses 1 and hears the following:

At the tone record your message. To end your recording, you may hang up or press the pound key.

If the caller presses the pound key, they hear the following:

Your message has been recorded. Thank you for calling (school district) Bully/Safety Tip Line.

Your personalized Web link is used to access the Bully/Safety Tip Line



Any message left on your school's BSTL can be retrieved by authorized personnel either by phone or over the Web. Text messages are also converted to wav audio files.

Option 2 - Caller Leaves a Message and Requests an Incident Number for Follow-up

A phone call is made to the Bully/Safety Tip Line using your dedicated phone number

In addition to hearing the same information as above, the caller will hear the following message: *Please listen to the following two options: To leave a message, which will be forwarded to the appropriate authority, press 1. If you already have an incident number and would like to listen to a response or record additional information, press 2.*

Caller presses 1

At the tone record your message. At the end of your recording, you may press the pound key to be given an incident number or hang up to end your call.

If the caller presses the pound key, they are given an incident number and instructions on how to use it. They may replay the information as many times as necessary.

Caller presses 2

Enter your incident number now to hear updates on your report or to record additional information. The caller enters incident number and hears: There are no updates on your incident at this time or the caller hears a message regarding the incident.

The caller can press 1 to repeat the information or press 2 to record additional information about the incident.

