

CAPITAL AREA  
SCHOOL FOR THE  
ARTS (CASA)  
CHARTER SCHOOL

No. 805.2

SECTION: OPERATIONS

TITLE: SAFE2SAY  
PROGRAM  
POLICY

ADOPTED: 4/29/2020

The Board of Trustees (“Board”) of the Capital Area School for the Arts Charter School (“Charter School”) recognizes its responsibility to safeguard the health and welfare of Charter School students and employees. The Sandy Hook Promise (“the Promise”) is a national non-profit organization founded and led by surviving family members of the Sandy Hook Elementary School Shooting on December 14, 2012. This Promise is designed to provide additional support for Charter School staff, students and our community in instances of their well-being. The Promise teaches Charter School students and staff to look for and report possibly warning signs, signals, and threats. This policy is not intended to replace the Charter School’s procedures as outlined in other policies, including the Emergency Preparedness, Active Shooter, and Mandatory Reporter Policy.

The Promise finds that each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical and digital means. In a majority of these acts, youth and adults are witness to threats, warning signs or signals, especially on social media, but do nothing to intervene to help the at-risk youth. Additionally, there are many reasons why youth and adults do not *Say Something* when they see a warning sign or signal. They do not:

- Understand or know how to recognize warning signs and signals of at-risk behavior
- Believe a threat to be true because “they would never say it publicly if they meant it”
- Want to be labeled, stigmatized and/or possibly physically threatened as a “snitch”
- Know who to tell or “believe that nothing will be done to help anyhow”
- Think they need to because someone else will say something

Act 44 of 2018 (“Act 44”) institutes a statewide anonymous reporting system where Charter School staff are given new responsibilities regarding the safety of the Charter School, its staff, students and community. The anonymous tip program within Act 44 is known as the “Safe2Say Program” (“the Program”) and requires designated Charter School staff to monitor and react to tips within the Program 24-hours-per-day, every day

of the calendar year.

Beginning January 14, 2019, the Pennsylvania Office of Attorney General is responsible for the following:

- (1) To ensure anonymous reporting concerning unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or the threat of the activities in a school entity.
- (2) To establish protocols and procedures to promptly notify the appropriate law enforcement agency via 911 centers and the Pennsylvania State Police when the program receives an anonymous report of violent or criminal activities in a school entity that poses an immediate threat of violence or criminal activity.
- (3) To ensure that the identity of the individual making a report remains unknown to any person, including law enforcement officers and employees of the office.
- (4) To ensure that information obtained from an individual making a report who voluntarily discloses his or her identity and verifies that he or she is willing to be identified may be shared with law enforcement officers, employees of the office and school officials.
- (5) To ensure that if the identity of an individual making a report becomes known through a means other than voluntary disclosure, the identity is not further disclosed.
- (6) To establish procedures to promptly forward information received by the program to the appropriate law enforcement agency, school official or organization, as determined by the office. The office may not be held liable for investigation of a report made to the program following confirmation of receipt of the report by the appropriate law enforcement agency, school official or organization.
- (7) To train or provide instruction to individuals, including, but not limited to, emergency dispatch centers and school entities, on appropriate awareness and response to the program.
- (8) To provide program awareness and education materials to school entities.
- (9) To, in consultation with the Department of Education, establish guidelines school entities may utilize to respond to a report received from the program.
- (10) To work with school entities, local law enforcement agencies and organizations to identify each person to whom a report from the program will be sent.

24 P.S. § 13-1303-D

The Office of Attorney General will communicate with the Charter School to train Charter School staff regarding the Program and their designated responsibilities relating to its implementation and ongoing reporting. Please contact [info@safe2saypa.org](mailto:info@safe2saypa.org) if with questions regarding the Program or if it is unclear who the designated Charter School Program lead is. Please also visit the School Resources webpage for training materials: <https://s2ss.knack.com/s2ss#schools/>

Any student, staff or community member of the Charter School are directed to submit an anonymous tip about individuals who may be a threat to themselves or to others by either:

1. Call the hotline at 1-844-SAF2SAY (1-844-723-2729)
2. Submit a tip online through the Program's webportal here: <https://www.safe2saypa.org/tip/>
3. Submit a tip on your phone through the downloadable Safe2Say Mobile App for Android or iOS, available here: <https://www.safe2saypa.org/download/>

### **Confidentiality**

A record created or obtained through the implementation or operation of the program shall be confidential. A person may not disclose a record of the program except:

(1) To provide notice to the appropriate law enforcement agency, school entity and organization in accordance with the procedures established under section 1303-D.

(2) Upon order of the court as provided in section 1306-D.

Any record of the program:

(1) shall not be subject to the act of February 14, 2008 (P.L. 6, No. 3),<sup>3</sup> known as the Right-to-Know Law; and

(2) does not create a record under 18 Pa.C.S. Ch. 91 (relating to criminal history record information).

An individual who discloses a record in violation of this section commits a misdemeanor of the third degree.

24 P.S. § 13-1304-D

## **False Reports**

A person commits a misdemeanor of the third degree if the person knowingly or intentionally makes a false report to the program. If a report filed with the program is determined to be a false report, information about the subject of the false report shall not be made part of the subject student's record.

## **Training**

The Charter School can begin to train students, staff and parents on January 14, 2019 utilizing materials provided a "first awareness kit" by the Program. Training students is a critical component of this program and it is recommended to have Schools/Districts training as soon as possible in the 2018-2019 School Year. Only middle and high school students and the adults around them will be trained in the Program.

As designated by the Charter School Program lead, one team of 3-5 Charter School staff members will receive and act against a tip (the "Team"). The Team will be trained on how to receive and review tips by the Program's administrators. All team members should have 24/7 access to the Charter School's Student Directory to be able to provide a student address to police (as needed) for life safety issues. The Charter School Program Lead will be the administrator for the Team and will be able to make additions/deletions/changes to any Team member by communicating this change to the CEO.

The Charter School CEO or his/her designee will annually evaluate the effectiveness of the Program at the Charter School and work with staff to improve its use at the Charter School when necessary. The CEO or his/her designee will report to the Board if he/she determines that the Program is too resource intensive or requires extensive modification. Finally, the CEO or his/her designee will work with Charter School staff to develop effective protocols for responding to anonymous tips generated through the Program. The Program's available resources support these logistical challenges and describe detailed best practices for the Charter School to emulate.