



The Classical Academy	Policies and Procedures
Policy Name:	Safe2Tell
Policy Number:	JLI-TCA
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Author:	Safety
Approval:	Director of Operations

INTRODUCTION

SAFE2TELL™ is based on the Colorado Prevention Initiative for School Safety. SAFE2TELL™ gives students or anyone else a safe, anonymous way to report any threats to their safety or the safety of someone else.

BACKGROUND

The Classical Academy (TCA) implemented the SAFE2TELL™ program. Each of the TCA schools operates within the SAFE2TELL™ processes and procedures. In 2007, TCA SPED counselors attended SAFE2TELL™, “Train-The-Trainer” training and conducted follow-on program orientation/training for the TCA Lead Team. TCA has invested over \$1,000 to increase awareness, support prevention initiatives, provide training, and implement SAFE2TELL™ at all TCA campuses. The Colorado SAFE2TELL™ Program Executive Director spoke at TCA town hall/parent training to 400+ community members on March 2, 2009. TCA staff training for 375+ staff members was held on May 8, 2009. SAFE2TELL™ brochures and resources are in each TCA main office as well as an established link on the TCA website to the SAFE2TELL™ hotline.

IMPLEMENTATION

TCA provides information each school year to students. Annually, TCA provides to all staff a SAFE2TELL™ refresher orientation briefing on the program and provides the information to ASD20 as part of the established monitoring report processes. TCA has processed reports from within the SAFE2TELL™ reporting system since 2007. Each of the TCA schools receives SAFE2TELL™ reports when the reported event had circumstance linkages to their respective school communities. These reports are worked by the appropriate administration representative and the report responses are returned to the Colorado SAFE2TELL™ office. TCA averages approximately seven reports per year.

PROGRAM PROCEDURES/PROCESS

In the SAFE2TELL™ program, anonymity is guaranteed by law; there is no caller ID and callers’ names are not required. SAFE2TELL™ will assign a code number for a tip. Call takers will not ask for any personally identifiable information. Each caller will be assigned a code number (not a name) along with a report number. If SAFE2TELL™ needs more information about a case; SAFE2TELL™ will use the two-way dialogue feature. Callers should save the code number AND report number to log-in and check for messages from SAFE2TELL™. Anyone can call SAFE2TELL™ or make a web report 24 hours a day, seven days a week. Making a SAFE2TELL™ report is a free service, a person can call or make web reports from anywhere and their identity remains anonymous. If someone is not comfortable discussing a situation with an administrator, they should call SAFE2TELL™ anytime with information about something bad that could happen or about a crime that has taken place. This includes, but is not limited to, gang activity, guns or other weapons, drugs or alcohol, fights, suicide threats, and bullying.

A trained call taker puts all information that is called in to SAFE2TELL™ into a report. All reports are sent to the appropriate school and/or law enforcement officials and then SAFE2TELL™ requests an outcome statement detailing the action that was taken and the result. Anyone who has information about a potentially dangerous situation can call the toll-free, state-wide number at **1-877-532-7233** or make a web report at www.safe2tell.org.

AFTER AN INCIDENT

Each SAFE2TELL™ report requires a response while maintaining the anonymity of the reporting party who is protected by Colorado State Law 07-197 C.R.S. While the anonymity of the reporting party is to be protected, administrators in a position of trust can make a difference in the life of a student who is at risk, feeling threatened, or in a dangerous situation. Those administrators may be notified and assist in helping to provide a positive outcome. Each organization should determine what the practice or procedure will be for routinely handling SAFE2TELL™ report issues in a confidential and anonymous manner. Consider who the most effective and involved party may be or form a collaboration of:

1. School Principal
2. School Resource Office / Local Law Enforcement
3. School Security
4. Student’s Parent(s) / Guardian(s)
5. School Counselor / Psychologist / Nurse

With varied content and circumstances for each report, the goal is always prevention and awareness through education and training. It is not necessary to inform the student (whether victim or perpetrator) that a SAFE2TELL™ report has been received. Please remember that SAFE2TELL™ reports are considered intelligence information and are NOT to be included in case files with public access.

In most cases, the most effective intervention for the student is realizing that an adult in their life notices, cares, and is aware. Consider some suggestions of possible actions for the most productive method for obtaining a positive outcome:

- **Counseling** - Speak with students on an individual basis; counseling large groups can be ineffective, leading to further intimidation/bullying. Strive for solution-based outcomes.
- **Monitoring Situation with Awareness** - Seek to personally observe the noted behavior, particularly in situations where students assume the adults are not aware of the reported actions.
- **Immediate Intervention** - Many SAFE2TELL™ reports save lives. Take all threats seriously and be prepared to suggest helpful outside resources in your area for students in crisis.
- **School Discipline** - Any behavior that violates school or district policies should be met with the appropriate disciplinary procedures.
- **Citation/Arrest** - When a report is crime-related, it will be at the prerogative of local law enforcement to determine the appropriate action.
- **Referral** - Should it befit the circumstance, a referral to another local agency, such as DHS, Mental Health, etc. is appropriate and acceptable. Please note as such on the Disposition Report.

Policy Revision History

Date	Revision Details	Revised By
4/22/2013	Reformatted policy into new template. Completed annual review.	Mike Matsukis
7/22/2014	Changed policy number from ADD-S-TCA. Completed annual review.	Laurie McIntyre