



To: RASD Staff; Parents/Guardians; Students
From: Superintendent of Schools
Date: August 4, 2022; Reissued 02/03/2023
Re: RASD School Communication Protocol - Non-Active Shooter/School Safety Threats
Cc: District Emergency Operation Plan

- I. This protocol serves as the District’s communication protocol for reporting NON-ACTIVE shooter/school safety threats. It is expected that the procedures outlined in this protocol serve as the primary communication tool between stakeholders and the school district regarding school safety concerns. IN THE EVENT OF AN ACTIVER SHOOTER PLEASE CALL 911.**
- **SCHOOL:** Throughout the school day, staff, parents/guardians and students have direct or indirect communication with students that is critical to maintaining safety. This communication enables the district to be as prepared as possible for safety threats to students, staff, and/or schools. Such communication may include verbal exchanges, written exchanges (submission of written assignments hard copy or electronic); first person reports; a conversation overheard; and/or a student reporting a concern 2nd or 3rd hand.
 - **COMMUNITY:** Parents/guardians and community members also have communication with and between youth in our community. This is critical to maintaining the safety in the school environment. Having access to such communication can assist law enforcement and school administration in keeping students, staff, and schools safe. Such communication may include verbal exchanges; overheard conversations; social media exchanges (Facebook, snap chat, twitter, etc.); first person reports; and/or conversations you have with your children regarding concerns they have about their friends/peers.
- II. School staff, parents, and community members are responsible for IMMEDIATELY reporting all school safety threats that they have knowledge of to school administration and/or law enforcement. DO NOT try to determine the credibility of the threat. REPORT IMMEDIATELY. Reporting a school safety threat enables preparedness and timely intervention and response.**
- School Staff MUST IMMEDIATELY report a school safety threat, in person, to the building administration. If a student reported the threat, the student and the staff person should report directly to the building office and speak with an administrator. Brining the student with you expedites the interview process. In the event that the building administration is not accessible the report MUST be made to the superintendent (via cell phone). Do not leave a message and do not send a text, a person to person report MUST be made.
 - During school hours (7:00-3:00 pm) students, parents, guardians, and community members MUST IMMEDIATELY make a report to the school administration. When contacting the school, indicate to the receptionist that you have a school safety concerns and need to speak directly with an administrator: FSG (814)776-2176; RMS/RHS (814)773-3164; Superintendent’s Office (814)773-3146. Before or after school hours, IMMEDIATELY report to local law enforcement at 911.
 - School staff, students, parents, guardians and community members should be prepared to report the following information to school administration or law enforcement:
 1. The school/student/staff that the threat is being directed toward.

2. Date and time that the threat was made or that the reporting person became aware of the threat.
3. Who is making the threat: name/address/current location/access to weapons/mental-emotional-behavioral status/association with other school districts.
4. Nature of the threat: verbal or written; use of explosive, firearm, or weapon; unauthorized entry to school; abduction
5. Brief factual summary.

III. When school staff, students, parents/guardians, and/or community members report a non-active shooter/school safety threat to school administration or law enforcement, the report is documented via Elk County's Non-Active Shooter School Safety Threat Report Form.

- Building Administration sends the Report Form to the District Superintendent.
- District Superintendent transmit the Report Form to the Elk County District Attorney.
- The District investigates the school safety threat as per school policy and administrative procedures simultaneously law enforcement conducts an investigation.
- The conclusion of the investigation by both the school district and law enforcement is reviewed.
- The investigation, conclusion and public information regarding the school safety threat is communicated via school district communication officer.
- Law enforcement and District Attorney consult with the District regarding potential for prosecution of the school safety threat.

IV. In the event that there is a barrier to making a direct report to the District or to 911, the community is encouraged to utilize the Pennsylvania Office of Attorney Generals resource, SAFE2SAY.

- Safe2Say is an anonymous reporting system that enables community members, students, parents, etc. to report school safety concerns.
- Stakeholders can access the tip line via a mobile app, phone, or internet: App (access at Google Play or App Store) – Safe2SayPA; hotline 1-844-SAF2SAY; website <https://www.saysomething.net>.
- Safe2Say Training occurs annually across the District.
- Students entering 6th grade will be trained on the tip line in the fall of the school year.
- Stakeholders who have questions regarding the tip line are encouraged to contact the District Safe2Say Lead, Heather A. McMahon-Vargas, RASD Superintendent at (814)773-3146 or mcmahonheather@rasd.us.

V. In addition to the previously mentioned monitoring systems (staff, parents/guardians, community members, Safe2Say), the District has also deployed a system called Lanschool and Bark across all District technology resources and the District's server. This software filters and monitors District devices for the purpose of identifying students at risk for suicide or possible harm to others through threats, violence or bullying.