SCHOOL IMPLEMENTATION GUIDE

WHAT IS OK2SAY?

OK2SAY is a confidential reporting system encouraging anyone (students, teachers, parents, etc.) who has information about a student safety threat to submit a tip by text message, mobile app, email, phone, or on the OK2SAY website.

OK2SAY focuses on early intervention and prevention through awareness and education. More program information, including newsletters, resources, and promotional materials are available on the OK2SAY homepage (www.ok2say.com/).

HOW CAN MY SCHOOL PARTICIPATE?

OK2SAY is available statewide for public and nonpublic schools in Michigan; anybody can submit a tip. Specially trained technicians receive the tips and filter the information to the appropriate agency to provide a timely and effective response. Schools are encouraged to:

1. Register biannually at least one school official's emergency after-hours contact information with the Michigan State Police (www.mi.gov/ok2saycontact). Michigan law (Public Act 401 of 2020) requires every public and nonpublic school to register. The emergency after-hours contact information is kept confidential and accessed only if there is an after-hours emergency involving imminent danger to the safety or well-being of a student.

2. Place the OK2SAY logo on your school's website to promote the program and make a statement that your school is serious about school safety. The OK2SAY logo is available at www.mi.gov/ok2sayresources.

3. Download the free OK2SAY app or save a shortcut to the website on school computers.

4. Place a reminder about OK2SAY in your school handbook provided to students and parents.

5. Add OK2SAY contact information on the back of your student identification cards.

6. Put the OK2SAY contact information on schoolbook covers or school student planners.

7. Display OK2SAY promotional material (posters and stickers) in high-traffic locations in the school. School team members, particularly school counselors, may want to keep a supply of the OK2SAY contact cards and brochures. All promotional materials can be ordered through the website at www.mi.gov/ok2saypromo.

8. Promote OK2SAY with public service announcements throughout the year, available at www.mi.gov/ok2saypsa.

9. Encourage school supporters (PTA/PTO) to purchase a durable OK2SAY sign for display inside the school. OK2SAY sign information is available at www.mi.gov/ok2saypromo.

10. Encourage students to help make a positive impact in their school by incorporating the OK2SAY Ambassador Program (www.mi.gov/ok2sayambassador).

11. Educate the community through parent newsletters and other electronic communications.

12. Put an OK2SAY reusable sticker on your school buses.

13. Use the OK2SAY reusable and sharable resources in classrooms, bulletin boards, bathrooms, and locker rooms.

14. Complete an *Outcome Report* for each tip your school receives (www.mi.gov/ok2sayoutcomereport). Outcome Reports provide your school with an opportunity to take ownership of student safety threats and provide program feedback.

HOW IS CONFIDENTIALITY PROTECTED?

The Michigan Student Safety Act protects the identity of the person submitting the tip unless the tipster is an adult and chooses to voluntarily disclose his or her identity, or if ordered by a court under very limited and specific circumstances. The Attorney General will vigorously advocate against the disclosure of any legitimate tipster's identity.

HOW SHOULD WE HANDLE OK2SAY TIPS?

Your school should establish a procedure for routinely handling OK2SAY tips. It should be clear to your staff what individual is responsible to receive, investigate, and complete the Outcome Report on all OK2SAY tips.

OK2SAY tips will be provided to schools by phone. If a tip comes in after-hours and the student is in imminent danger, the OK2SAY technicians may contact the school's emergency after-hours contact. If the school does not provide emergency after-hours contact information, OK2SAY will make contact the following school day.

QUESTIONS

Visit the OK2SAY homepage at www.ok2say.com.