



***Say Something* Anonymous Reporting System (*Say Something* ARS) Memorandum of Understanding between
Sandy Hook Promise Foundation and Waterbury School District**

This Memorandum of Understanding ("MOU") is entered into by Sandy Hook Promise Foundation ("SHPF"), a non-profit IRC 501(c)(3) organization, located at 13 Church Hill Road, Newtown, Connecticut 06470, and the City of Waterbury, Waterbury School District, which is organized and existing under and pursuant to the Constitution and laws of the State of Connecticut and with a primary business address at 235 Grand Street, Waterbury, Connecticut, 06702. SHPF and Waterbury School District may also each be referred to herein individually as a "Party" or collectively as the "Parties."

1. PURPOSE.

SHPF and Waterbury School District agree to educate Waterbury School District participating schools identified in EXHIBIT E about SHPF's *Say Something* Anonymous Reporting System. The *Say Something* ARS teaches students how to recognize for warning signs especially in social media, from individuals who may want to hurt themselves or others and to "*Say Something*" to a trusted adult or use the Anonymous Reporting System (App, Website or 24/7/365 Crisis Telephone Line) to get them help.

2. DUTIES.

The Parties shall perform the duties described generally below, and in Exhibits attached hereto and made a part hereof.

A. During the Program, SHPF will perform the following duties:

- i. Program coordination and onboarding: Provide guidance and support in the establishment of tip management teams and tip management infrastructure. Supply communication and outreach materials needed for the setup, announcement, and launch of the Program.
- ii. Trainings:
 - a. Adult Training: Provide user training for district and school team members (Teams Training) on use of the P3 Tip Manager, on Crisis Center tip processing and protocols, on tip management best practices, on conducting and passing the Official Pre-Launch Tip Test, and on ways to ensure program longevity. Additional learning resources and guides for *Say Something* ARS Teams are provided digitally at no cost. This training is available via the SHPF Digital Learning Center and will be shared with Waterbury School District.
 - b. Student Training: Provide video-based student training and related lesson plans and activities (through the SHPF Learning Center, an online learning management system).
- iii. Program engagement and success: Provide ongoing account management support, including dedicated Account Manager available for 1:1 coaching in the areas of team management, tip management, and use of the P3 Tip Management platform. Supply monthly newsletter, professional development webinars, Awareness Materials (posters, window cling, etc.) to participating schools. Provide framework and materials needed for participating schools to establish SAVE Promise Clubs to reinforce the philosophy of the *Say Something* ARS program amongst students and help ensure proper and continued utilization of the anonymous reporting system.
- iv. Compliance: SHPF shall adhere to and comply with applicable federal and state laws and regulations.



- v. Background Checks: All SHPF employees, agents, and volunteers who will have contact with students will undergo and must pass a background check before interacting with students.
 - vi. Exhibit A-1: The activities set forth on Exhibit A-1 attached hereto and made a part hereof.
- B. Waterbury School District will perform the following duties:
- i. Communication: Waterbury School District will communicate the benefits of *Say Something* ARS at Waterbury School District, foster buy-in with program participants (team members) and supply regular and ongoing reminders of the program to the school community, including parents.
 - ii. Program infrastructure and workflow: Support the establishment of tip management teams, including School Teams for each participating school, a District Team for tip management support and oversight, a Special Team for exceptional or highly sensitive tips, and a Flex Team, as needed, for activation during school breaks and holidays. Reinforce program requirements and Crisis Center protocol, including Tip Disposition requirements. Equip team members with the devices or equipment needed to carry out their tip management and tip follow-up responsibilities, with scheduling and outreach and, where needed, communication on presentations/training.
 - iii. Meet all *Say Something* ARS Launch Readiness Standards and complete all Onboarding steps prior to program launch (i.e., initiation of student training), including the establishment of:
 - a. A Program Lead: A district-level administrator who *believes in the program*, has the ability to mobilize school administrators, can communicate effectively amongst various disciplines (i.e., education, law enforcement, mental health), supports School Teams in providing timely and appropriate responses to concerns raised in tips, and provides clear and consistent feedback to SHPF on the program's needs, challenges, *and* successes. The Program Lead also provides clear parameters and timeframe for Flex Team activation (covered in more detail below). The Program Lead is the primary point of contact for the SHPF Team, including Account Management and Crisis Center teams.
 - b. A District Team: A team of 3-5 year-round district-level administrators, including the Program Lead. District Teams support School Teams in tip management and providing follow-up resources, assessments, or care plans for students in need.
 - c. School Teams: A team for each participating school that consists of 3-5 school-level administrators, including a School Team Lead (typically but not necessarily the principal), who serves as the Crisis Center's primary point of contact regarding tips submitted to their specific school or questions/concerns about their specific School Team. Team Leads are responsible for identifying trusted and high-performing school administrators to perform the duties of the School Team; for keeping their Team roster up to date with staff turnover; for ensuring tips are closed-out and dispositioned thoughtfully, accurately, and regularly in the P3 Tip Manager; for communicating needs or challenges to the Program Lead; and for providing follow-up, assessments, or care plans to students in need.
 - d. A Special Team: a team consisting of 1-2 members of the District Team who are notified of exceptional or particularly sensitive tips, including but not limited to tips concerning school-related adults (e.g., school administrators, teachers, coaches, volunteers, etc.) or sexual assault of a minor.
 - e. A Flex Team: an optional team consisting of a mix of 3-5 District Team members (typically, the Program Lead and each School Team's Lead). If the designated district and school teams are not able to take tips



during these times, a Flex Team can be engaged during school breaks or holidays (or whenever deemed necessary by the Program Lead). The Flex Team *flexes* to fill gaps and serves as backup as needed. The Program Lead must clearly define, in advance and in writing, to the Crisis Center, periods of activation (start and end dates/ times) of the Flex Team.

f. Launch Readiness Standards:

- i. **Approval on *Say Something* ARS related websites:** Program Lead will work with district IT personnel to make sure *Say Something* ARS domains and IP address are approved to ensure *Say Something* ARS communications, including notifications of new and updated tips, reach team members' inboxes.
- ii. **District Team establishment:** Program Lead must identify 3-5 district-level admin to support the management of tips and follow-up.
- iii. **School Team establishment:** Participating Schools must establish a team of 3-5 school-level administrators to receive and manage tips and provide follow-up and support to students.
- iv. **School Team Lead Identification:** School Teams must have a Team Lead identified.
- v. **Special Team and optional Flex Team establishment:** Special Team must have 1-2 district-level team members, and the Flex Team must have 3-5 school or district-level team members.
- vi. **Cell Phones in P3:** All team members must have a cell phone on file in P3 for emergency contact purposes
- vii. **District email addresses in P3:** All team members must provide a district, not personal email address in P3.
- viii. **Team Training:** A Team is considered "trained" when at least 3 of its members have completed *Say Something* ARS Team Training; All Teams must be considered "trained."
- ix. **The Official Pre-Launch Tip Test:** Prior to program launch, Teams are tested by the Crisis Center to ensure team members are being notified properly, are able to access tips in the P3 Tip Manager, and can perform basic functions within the P3 platform, a Team receives a "Pass" on the Official Pre-Launch Tip Test when at least 3 of its members respond to the test properly. Program Leads will select their Tip Test date on the Onboarding Dashboard after submitting their Student Engagement Plans. Program Leads will select their dates through the *Say Something* ARS Portal using the Dates and Deadlines Tab.
- x. **Student Engagement Plans Submission:** The Program Lead must submit a plan of when they plan to train their students and how many students they'll train. Student Engagement Plans determine the program's "Go Live Date," as the program is considered officially "live" once the first group of students receive *Say Something* ARS student training. The *Go-Live* Date determines when the Official Pre-Launch Tip Test is conducted. Submission of Student Engagement Plans occur annually following the program's launch, prior to the start of the new school year. **As such, student training/re--training occurs annually, at a minimum.**

Note: The following can result in delayed program launch, additional training, remediation measures, or termination.

- Repeated failure of the Official Pre-Launch Tip Test
- Unresponsive Teams/Team members who do not respond to Life Safety calls



- Out-of-date Team rosters/contact information
 - Lack of student engagement/very low tip volume
 - Failure to observe or undermining of Crisis Center processes and protocol, including not responding to after-hours life-safety calls
- iv. Policies and Procedures: Waterbury School District to inform SHPF on the relevant Waterbury School District policies and procedures applicable to the services SHPF is providing. Waterbury School District to coordinate visitor passes for Program Coordinator, Presenters and, as needed, SHPF support staff.
- v. SAVE Club Activity and Special Event Support: Waterbury School District to support identified and agreed to special events at Waterbury School District, within the region, and SHPF "Call to Action" Weeks.
- vi. Report Backs and Directory Information: Waterbury School District will report back to SHPF on the number of students to be trained per participating school or any related data within one week of training. In the event that SHPF requires additional information concerning a "tip" subject to this agreement, they will reach out to the City of Waterbury. The City of Waterbury will provide "directory information" as defined by FERPA, and specifically requested by SHPF.
- vii. Close Out / Disposition tips in a timely manner: School and District Teams must close out and Disposition tips in a timely manner, or within 7 days of tip submission, providing information regarding Tip outcome, plan of action for student, and next steps.
- viii. Up-to-date information in the P3 team roster: All School / District Teams must maintain accurate contact information/details in the team roster, including cell phone numbers and district/school email address.
- ix. Exhibit A-2: The activities set forth on Exhibit A-2 attached hereto and made a part hereof.

3. EXHIBITS. The Exhibits to this MOU are an integral part of this MOU and are specifically incorporated into this MOU. They include the obligations and rights of both parties.

4. FUNDING. SHPF generally funds its programs from a combination of public, private and governmental support. SHPF anticipates it will be able to secure adequate funding through these sources to pay for the program for the duration of this MOU. However, SHPF reserves the right to terminate the program per the Term and Termination clause in this MOU.

5. TERM AND TERMINATION. The Program will begin July 01, 2025 and end on Jun 30, 2028. This MOU shall be effective upon execution by the Mayor of the City of Waterbury. This MOU and the Program may be terminated, in whole or in part, by either Party hereto, upon thirty (30) calendar days' advance written notice to the other Party. This MOU may be amended at any time by the mutual agreement of the Parties; provided, however, that before any amendment shall be operative or valid, it shall be reduced to writing and signed by the authorized representatives of the Parties, including any amendments to any and all Exhibits of this MOU.

6. CONTRACTOR. While engaged in performance of this MOU, SHPF is an independent contractor and is not an officer, agent, or employee of Waterbury School District. SHPF employees, volunteers and agents are not entitled to benefits of any kind to which Waterbury School District's employees are entitled, including but not limited to unemployment compensation, worker's compensation, health insurance and retirement benefits.



7. EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of Waterbury School District that, in connection with all work performed under Waterbury School District MOUs, there shall be no discrimination against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, marital status, sex, sexual orientation, age, disability or medical condition and, therefore, the SHPF agrees to comply with applicable federal and state laws. In addition, the SHPF agrees to require similar compliance by its employees, agents, and all sub-contractors employed on the work.

8. NON-DISCRIMINATION. Waterbury School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and/or bullying. Waterbury School District prohibits discrimination, harassment, intimidation and/or bullying and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance. The SHPF agrees to comply with applicable federal and state laws. In addition, the SHPF agrees to require similar compliance by its employees, agents, and all sub-contractors employed on the work.

9. GOVERNING LAW. All matters relating to this MOU and any dispute or claim arising therefrom or related thereto (in each case, including non-contractual disputes or claims), shall be governed by and construed in accordance with the internal laws of the State of Connecticut without giving effect to any choice or conflict of law provision or rule (whether of the State of Connecticut or any other jurisdiction).

10. FINGERPRINTING and BACKGROUND CHECKS. SHPF shall perform the following acts:

- A. As required by Waterbury School District, SHPF shall have all current and subsequent employees, agents and volunteers of who may enter a school site during the time that students are present submit their fingerprints in a manner authorized and required by Waterbury School District. SHPF shall comply with the requirements of C.G.S. 10-222 c (g) and shall ensure, and represents to the City, that any employee who will be on school grounds/Department of Education Property/at Department of Education events and/or where City Students may be present, that will or may have direct contact with Students while providing services pursuant to this Agreement has stated, in writing, whether such person has ever been convicted of a crime or whether criminal charges were ever pending against such person.
- B. Prohibit employees, agents and volunteers of SHPF from coming into contact with students until SHPF and/or WSD has conducted a background check, DCF Registry check and employment history check to ascertain that the employee, agent or volunteer has not been convicted of a felony. SHPF shall further ensure, and represents to the City that any person who will have direct contact with a Student has submitted to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to Conn. Gen. Stat. §17a-101k, as well as state and national criminal history records checks conducted in accordance with Conn. Gen. Stat. §29-17a, the federal National Child Protection Act of 1993, and the federal Volunteers for Children Act of 1998.
- C. Certify in writing to WPS that neither SHPF nor any of SHPF's employees, agents or volunteers who may enter a school site during the time that students are present have been convicted of a felony.
- D. As required, provide a list of the names of SHPF's employees, agents and volunteers who may have contact with students to Waterbury School District administrator for this MOU.



11. **INSURANCE:** SHPF shall, at its sole cost and expense, maintain in full force and effect, during the term of this MOU, the following insurance coverage from a licensed, admitted or authorized insurer with an A minus (A-), VIII, or better rating from A.M. Best, sufficiently estimated to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with SHPF's fulfillment of any of its obligations under this MOU:

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:
 - \$1,000,000 per occurrence
 - \$100,000 fire damage
 - \$5,000 med expenses
 - \$1,000,000 personal & adv. injury
 - \$3,000,000 general aggregate
 - \$3,000,000 products/completed operations aggregate
- B. **Business Auto Liability Insurance** for owned scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1 million per occurrence.
- C. **Workers' Compensation and Employers Liability Insurance** in a form and amount covering SHPF's full liability under applicable state and federal laws, as follows:
 - Part A – Statutory Limits
 - Part B – Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000
- D. **Errors & Omissions** (Professional Liability) coverage, as follows: \$1,000,000 per occurrence/ \$1,000,000 aggregate
- E. **Sexual Abuse and Molestation** coverage, as follows: \$1,000,000 per occurrence/\$1,000,000 aggregate
- F. **Excess/Umbrella Liability Insurance** \$1,000,000 each occurrence/\$1,000,000 aggregateC
- G. **Cyber/Privacy/Network Insurance** \$1,000,000 per loss/\$1,000,000 aggregate

SHPF, upon execution of this MOU and periodically thereafter upon request, shall furnish Waterbury School District with certificates of insurance evidencing such coverage. **The City of Waterbury and its Board of Education shall be listed as Additional Insured on a primary and non-contributory basis on all policies except Professional Liability. All policies shall include a Waiver of Subrogation except Professional Liability.**

12. **NOTICES.** All notices to be given, or documents, samples, or other materials to be delivered by either Party to the other pursuant to this MOU will be sent by prepaid first-class mail, electronic mail, or hand-delivered, to the addresses set forth below. Any such notices, documents, samples, or other materials will be deemed to have been given or delivered forty-eight (48) hours after posting, if sent by first class mail; when received, if sent by electronic mail; or when delivered, if delivered by hand.

To SHPF:

Title: Chief Financial Officer
Entity: Sandy Hook Promise Foundation
Address: PO Box 3489, Newtown, CT 06470



Telephone: (203)491-2059
Email: info@sandyhookpromise.org

To Waterbury School District:

Name: Dr. Darren Schwartz
Title: Superintendent of Schools
Entity: Waterbury School District
Address: 236 Grand Street, Waterbury, Connecticut, 06702
Telephone: (203) 574-8000
Email: dschwartz@waterbury.k12.ct.us

With a copy to: City of Waterbury
Office of the Corporation Counsel
235 Grand Street, 3rd Floor
Waterbury, CT 06702

13. DISPUTE RESOLUTION. Should any problem or conflict arise during the course of the delivery of services under this MOU, it is understood that both parties will work with each other to accomplish an effective resolution through discussion. If discussions are unsuccessful, Parties reserve their right to enforce the terms of this MOU in any Court having jurisdiction, this being in addition to any other remedy to which the Parties are entitled at law or in equity.

14. COMPLIANCE WITH LAWS. Each Party will comply at their own expense with all applicable laws and regulations that may apply concerning the protection of personal data. Waterbury School District agrees and acknowledges that Waterbury School District is solely responsible for obtaining any consents required under the applicable data privacy and data protection laws for information and access to information provided by Waterbury School District to SHPF under this MOU. Waterbury School District acknowledges and agrees that SHPF's collection and use of personal data from users of the *Say Something* ARS in connection with this MOU shall be governed by the SHPF Privacy Policy, as updated from time to time and posted at <https://www.sandyhookpromise.org/say-something-tips/>, which Privacy Policy is made a part of this MOU as if fully set forth herein.

15. ENTIRE MOU/AMENDMENT. This MOU, all Exhibits to this MOU, and documents incorporated by reference herein, constitute the entire agreement between the parties to the MOU and supersede any prior or contemporaneous written or oral understanding or agreement, and may be amended only by written amendment executed by both parties to this MOU, as described in Section 5, above. Waterbury School District acknowledges and agrees that a user's access to and use of the *Say Something* ARS in connection with this MOU shall be governed by the SHPF Terms of Use, as updated from time to time and posted at <https://www.sandyhookpromise.org/say-something-tips/>, which Terms of Use is made a part of this MOU as if fully set forth herein.



Waterbury School District	
BY (SIGN): <u></u>	- SHPF- BY (SIGN): <u></u>
NAME (Print): <u>Paul K. Pernerewski Jr.</u>	NAME (Print): <u>David Conrad</u>
POSITION: <u>Mayor</u>	POSITION: <u>Chief Financial Officer</u>
DATE: <u>6/30/2025</u>	DATE: <u>5/1/2025</u>

[Signature page Say Something Anonymous Reporting System (SAY SOMETHING ARS) Memorandum of Understanding]

APPROVED AS TO FORM

Attorney, Corporation Counsel's Office



EXHIBIT A –1 – SAY SOMETHING ARS PROGRAM SPECIFICS

SHPF and Waterbury School District agree to this agreement as follows:

SHPF will perform the following duties:

1. SHPF shall provide training and support of *Say Something* ARS to Waterbury School District students and team members. SHPF will manage and maintain the 24/7/365 Crisis Center App and website for students, educators, administrators, and parents of Waterbury School District's students to use to submit anonymous tips.
2. SHPF shall implement *Say Something* ARS by retaining qualified persons (Instructors), digital-download instruction and training video to provide training and technical assistance to Waterbury School District.
3. SHPF shall manage the 24/7/365 Crisis Center and provide them with Waterbury School District developed and approved team member contact information, Reporting Process and Protocols (Exhibit C) and contact list.
4. SHPF 24/7/365 Crisis Center will, per Waterbury School District direction, triage all tip submissions prior to trafficking to Waterbury School District.
5. SHPF 24/7/365 Crisis Center will provide crisis management to any tip submission per Waterbury School District developed and approved Life Safety and Non-Life Safety Tip Definitions (Exhibit B), Reporting Process and Protocols (Exhibit C), state and federal laws.
6. SHPF shall share and/or provide immediate, direct access to Waterbury School District all information gathered using *Say Something* ARS – including number of participants, schools, tip details and dispositions.
7. SHPF will provide prompt support of *Say Something* ARS via phone, in-person and/or email and make available prompt and reasonable online training for all types of users who may interact with the system.
8. SHPF shall not under any circumstances sell any *Say Something* ARS information or other data or information received or generated as a result of this agreement to any advertiser or third party. Furthermore, and except as to Waterbury School District, SHPF shall always maintain the anonymity of all data and other information received in connection with the *Say Something* ARS including the identity of anyone providing a tip and the specifics of any incident responded to or averted unless otherwise demanded under state or federal law.
9. SHPF grants to Waterbury School District a limited, non-exclusive, non-transferable, revocable subscription *Say Something* ARS license during the term of this MOU, solely for Waterbury School District's purposes – including (a) to use, perform, and digitally display *Say Something* ARS to access, display, search, analyze, reformat, download, and print reports of any submissions and/or results generated by the authorized use of the *Say Something* ARS.
10. SHPF will provide each user identified on Waterbury School District's contact list with a unique username and password to enable such users to access *Say Something* ARS pursuant to this agreement. SHPF may alternatively provide an assigned Waterbury School District Administrator with a unique username and password, which such Administrator will use to create and issue additional unique usernames and passwords for Waterbury School District's additional users. SHPF may change or update these username and passwords, with notice to Waterbury School District. Each username and password may only be used to access *Say Something* ARS one (1) concurrent login session. SHPF reserves the right to terminate any username and password which SHPF reasonably determines may have been used by an unauthorized third party or by any user or individual other than the user to whom such username and password was originally assigned.



11. SHPF will make P3 and tip processing training available to local 911 dispatch, who are alerted 24/7/365 only in the case of events requiring law enforcement intervention as described in Exhibit B. In the event that local 911 does not agree to access tips via P3, then SHPF will call local 911 dispatch and provide a verbal intake. If 911 dispatch refuses to use P3, Waterbury School District acknowledges compliances with Exhibit D that SHPF assumes no liability for adverse that result because of this refusal.

12. Contact Us. Please contact us at the following address:

Sandy Hook Promise Foundation
PO Box 3489
Newtown, CT 06470

Or contact us by email at info@sandyhookpromise.org



EXHIBIT A –2 – SAY SOMETHING ARS PROGRAM SPECIFICS

Waterbury School District will perform the following duties:

1. Waterbury School District to provide and update SHPF their district and school team contact list, identifying the order in which team individuals should be contacted.
2. Waterbury School District acknowledges and agrees that only users are entitled to receive a username and password and to access the Services. Waterbury School District will provide SHPF information and other assistance as necessary to enable SHPF to establish usernames for users, and Waterbury School District will verify all user requests for account passwords. Waterbury School District will ensure that each username and password issued to a user will be used only by that user. Waterbury School District is responsible for maintaining the confidentiality of all users' usernames and passwords and is solely responsible for all activities that occur under these usernames. Waterbury School District agrees (a) not to allow a third party to use its account, usernames, or passwords at any time, and (b) to promptly notify SHPF in writing of any actual or suspected unauthorized use of its account, usernames or passwords, or any other breach or suspected breach of the obligations contained in this Section. In the event of a data breach, SHPF shall timely notify Waterbury School District, take prompt and deliberate action in response to the breach, and provide all such notifications as required under law, as well as perform any other legally required functions in response to the data breach.
3. Waterbury School District acknowledges and agrees to act upon all known *Say Something* ARS submissions in accordance with Waterbury School District policies and procedures.
4. Waterbury School District acknowledges and agrees that all trainings are SHPF's intellectual property, and they will not be shared beyond the school and district (i.e., on social media, on school website, etc.), nor will they be modified in any way without express permission from SHPF.



EXHIBIT B – SAY SOMETHING ARS Event Types

Below is a list of event types that Tipsters can choose from the dropdown when submitting a tip. When a Crisis Counselor receives, vets, and triages a tip, it is categorized as Life Safety or Non-Life Safety based on the criteria below.

For a tip to be designated by a Crisis Center Crisis Counselor as “Life Safety,” the tip must articulate a **threat of substantial bodily harm or death**, **and** it must have **at least one** of the following characteristics:

- **Actionability:** enough information is available for a welfare check/intervention to immediately take place;
- **Timeliness:** reported concern is imminent, in-progress, or just happened;
- **Credibility:** information is clear, consistent, convincing, and supported by evidence; or
- **Probability:** subject has the means, intent, and opportunity to carry out the threat.

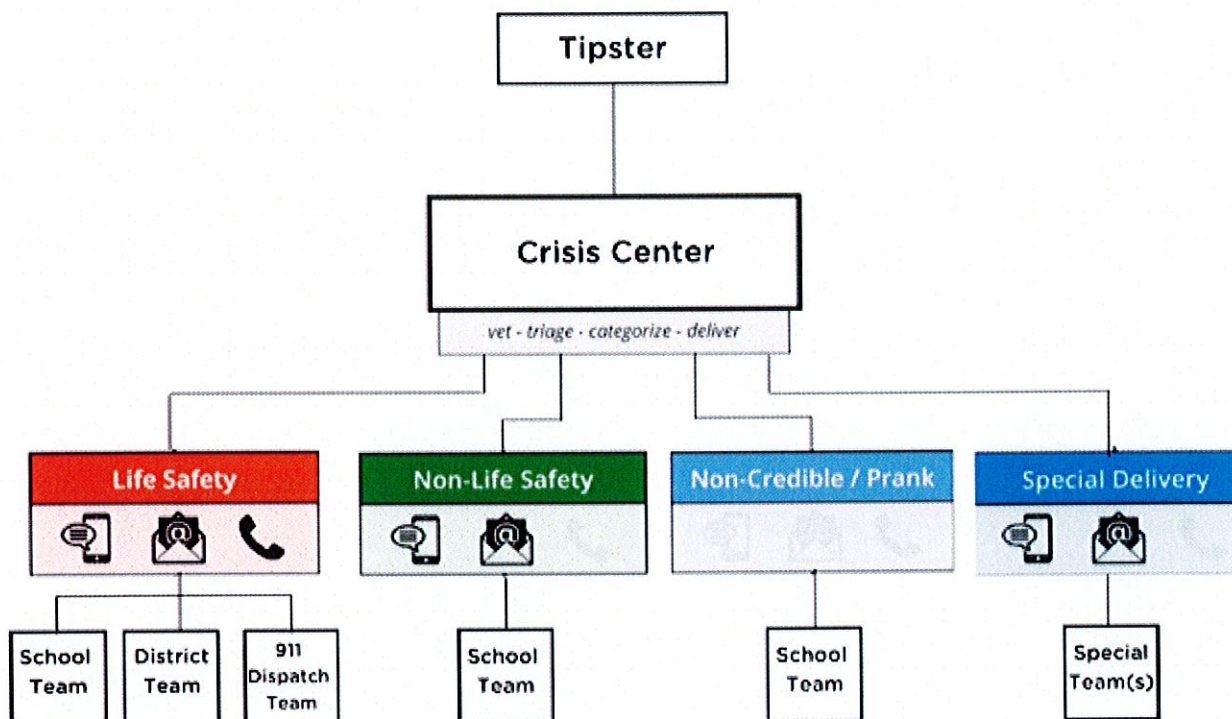
Based on their intuition and the totality of the circumstances, Crisis Counselors have the discretion to err on the side of caution and make a Life Safety designation.

Event Types

Anger Issues	Physical Abuse
Animal Cruelty	Planned Fight / Assault
Bullying / Cyber Bullying	Planned School Attack
Concern about an Adult	Reckless / Dangerous Behavior
Cutting / Self-Harm	Sexual Assault / Rape
Depression / Anxiety	Sexual Exploitation / Abuse
Domestic Violence / Child Abuse	Sexual Harassment
Drug Use / Distribution	Sharing Inappropriate Photos
Eating Disorder	Social Isolation / Withdrawal
Gang Violence / Activity	Substance Abuse
Harassment / Intimidation	Suicide / Suicide Ideation
Hate Crime / Hate Speech	Theft
Hazing	Toxic / Abusive Relationship
Homeless / Runaway Student	Vandalism
Inappropriate Relationship	Verbal Abuse
Intent to Harm Someone	Weapon(s)



EXHIBIT C - REPORTING PROCESS AND PROTOCOLS



All Non-Life Safety tips are sent to School Team contacts between the hours of 6:00am and 6:00pm on weekdays (local time) daily, and between the hours of 10:00am to 6:00pm on weekends. Life Safety tips are delivered 24/7/365

Contact Us. Please contact us at the following address:

Sandy Hook Promise
PO Box 3489
Newtown, CT 06470

Or contact us by email at info@sandyhookpromise.org



EXHIBIT D - 911 Dispatch Training and P3 Use

The *Say Something* ARS model is designed to contact and involve local 911 dispatch in life-threatening situations. However, local 911 is not required to attend training or use the P3 system. SHPF will, however, make *Say Something* ARS training available to all local 911 dispatch centers and will also make available the web-based tip management system, which allows team members to:

- View real-time anonymous dialogue between tipsters and SHPF Crisis Counselors
- View any pictures, videos or evidence attached to a tip
- Dialogue with a tipster if necessary
- Access real-time updates to an evolving situation, potentially providing officer safety information

Waterbury School District and SHPF agree and acknowledge that SHPF will not be held liable for any adverse outcome resulting from a local 911 dispatch's refusal to participate in training or use the Say Something-ARS model or web-based tip management system as intended.

Contact Us. Please contact us at the following address:

Sandy Hook Promise
PO Box 3489
Newtown, CT 06470

Or contact us by email at info@sandyhookpromise.org



EXHIBIT E - Participating Schools List

School Name	Street Address	City	NCES School ID	Grade Range	Grades Served	Has any of Grades 6-12
Carrington School	24 Kenmore Ave.	Waterbury	090483000970	Elementary	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08	TRUE
Duggan School	38 West Porter Street	Waterbury	090483001602	Elementary	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08	TRUE
West Side Middle School	483 Chase Parkway	Waterbury	090483000991	Middle	06 · 07 · 08	TRUE
Gilmartin School	94 Spring Lake Rd	Waterbury	090483000976	Elementary	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08	TRUE
Wilby High School	568 Bucks Hill Rd.	Waterbury	090483000992	High	09 · 10 · 11 · 12	TRUE
Waterbury Arts Magnet School (Middle)	16 South Elm St.	Waterbury	090483001395	Middle	06 · 07 · 08	TRUE
Wendell L. Cross School	1255 Hamilton Ave.	Waterbury	090483000990	Elementary	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08	TRUE
Reed School	33 Griggs Street	Waterbury	090483001613	Elementary	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08	TRUE
Crosby High School	300 Pierpont Rd.	Waterbury	090483000971	High	09 · 10 · 11 · 12	TRUE
John F. Kennedy High School	422 Highland Ave.	Waterbury	090483000979	High	09 · 10 · 11 · 12	TRUE
Waterbury Arts Magnet School (High)	16 South Elm St.	Waterbury	090483001396	High	09 · 10 · 11 · 12	TRUE
Waterbury Career Academy	175 Birch Street	Waterbury	090483001638	High	09 · 10 · 11 · 12	TRUE
Michael F. Wallace Middle School	3465 East Main St.	Waterbury	090483000983	Middle	04 · 05 · 06 · 07 · 08	TRUE
State Street School	30A Church Street	Waterbury	SSSchool-00001	K-12	KG · 01 · 02 · 03 · 04 · 05 · 06 · 07 · 08 · 09 · 10 · 11 · 12	TRUE
North End Middle School	534 Bucks Hill Rd.	Waterbury	090483001115	Middle	06 · 07 · 08	TRUE
Enlightenment School	58 Griggs Street	Waterbury	ESSchool-00001	Other	06 · 07 · 08 · 09 · 10 · 11 · 12	TRUE

Any questions or concerns should be directed to:

Company: Sandy Hook Promise Foundation
 Address: PO Box 3489, Newtown, CT 06470
 Telephone: 203-304-9780
 Email: info@sandyhookpromise.org



EXHIBIT F

1. Confidentiality/FERPA. SHPF shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education, Connecticut Department of Education and the Waterbury Board of Education regarding confidentiality of student records, files, PPTs, IEPs, etc. Recipient shall further ensure that its employees, agents, or anyone performing work on their behalf under the terms of this Agreement shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and those of the Waterbury Board of Education regarding confidentiality of student records, files, PPTs, IEPs, etc.

1.1 Any and all materials contained in City of Waterbury student files that are entrusted to Recipient or gathered by the Recipient in the course of its services shall remain in the strictest confidence to prevent disclosure of the same. All information furnished by the City or gathered by SHPF shall be used solely for the purposes of providing services under this Agreement.

1.2 SHPF acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records of City Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99). SHPF and City shall comply with the requirements of said statute and regulations, as amended from time to time and SHPF agrees to use information obtained from the City or student education records only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, SHPF has no authority to make disclosures of any information from education records. SHPF shall instruct its employees of their obligations to comply with FERPA.

2. Student Data Privacy. All student records, student information, and student-generated content (collectively, "Student Data") provided or accessed pursuant this Agreement are not the property of, or under the control of, the SHPF.

2.1 The City's Board of Education ("Board") shall have access to and the ability to delete Student Data in the possession of the SHPF except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible



to the public, and (ii) unable to be used in the normal course of business by the SHPF. The Board may request the deletion of any such student information, student records or student generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of Student Data by the SHPF within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the Student Data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the SHPF that proper disposal of the data has occurred in order to prevent the unauthorized access or use of Student Data and that deletion has occurred in accordance with industry standards/practices/protocols.

2.2 The SHPF shall not use Student Data for any purposes other than those authorized pursuant to this Agreement.

2.3 A student, parent or legal guardian of a student may review personally identifiable information contained in Student Data and correct any erroneous information, if any, in such Student Data. If the SHPF receives a request to review Student Data in the SHPF's possession directly from a student, parent, or guardian, the SHPF agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The SHPF agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in Student Data that has been shared with the SHPF, and correct any erroneous information therein.

2.4 The SHPF shall take actions designed to ensure the security and confidentiality of student data.

2.5 The SHPF will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of Student Data. Such notification will include the following steps: Upon discovery by the SHPF of a breach of Student Data, the SHPF shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

2.6 Student Data shall not be retained or available to the SHPF upon expiration of the Agreement between the SHPF and City, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the SHPF after the expiration of such Agreement for the purpose of storing student generated content.



2.7 The SHPF and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.

2.8 The SHPF acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.

2.9 The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other Agreement entered into by the Parties concerning Student Data.