

Anonymous Alerts – Protocol and Procedures

While Lenox Public Schools encourages students to contact a teacher, school administrator, psychologist, or counselor with any issues first, this new app is an option for student or parents who want to communicate anonymously.

How to upload the app: Download the app on your phone or computer. After downloading the app you can click it open and enter a simple username and password supplied by LPS. Informational posters explaining how to use the app will be displayed throughout the elementary (grades 4 and 5), middle, and high school beginning in early February. To load the app from home please follow the directions located on the District’s website under School Safety. All reports are anonymous, although submitters have the option to reveal their identity if they prefer. **Incidents can be reported anytime, however, the building principal will monitor and respond during school hours, if the incident being reported is level Red or highly serious in nature they may respond at any time.** If an alert of high risk is reported, the building principal will follow district procedures and policies as he/she does currently.

Administrators and the Lenox Public School’s School Resource Officer (SRO) have been assigned to receive *Anonymous Alerts* for the following incidents:

Administrator/ SRO	Notification of Incident		
Peter Bachli	<p>Abuse/ Assault Attempted Rape/Rape Guns Safety Theft/Vandalism Threats Weapons Suicide - ideation</p>	<p>Alcohol Drugs Fighting Bullying Cutting/Self Injury Cyberbullying Depression Eating Disorders School Phobia Social Isolation Truancy</p>	Academic Integrity
Mike Knybel	Same as Peter Bachli		
Brian Cogswell	Same as Peter Bachli		
Bill Colvin (SRO) and/or Lenox Police	<p>Assault Rape Abuse Suicide Drugs Fighting</p>	<p>Safety Theft/Vandalism Threats Weapons Guns/Weapons</p>	
Ellen Farris	Same at Peter Bachli		
Kim Merrick	Same as SRO		

When an administrator receives an anonymous alert, he/she will determine the severity level of the incident: **Red - Severe**, **Blue - Somewhat Severe**, **Green – Moderate**, **Black - Mild**. If the incident is determined to be **Red**, the administrator will contact the SRO and the superintendent upon reading the *Alert* (even on weekends). If the incident is determined to be **Blue**, the administrator will contact the SRO and/or the Lenox Police as soon as possible (not necessarily on a weekend or holiday).

If the incident is determine to be **Green** or **Black**, the administrator will conduct an investigation, seek counsel from guidance, SAC, and/ or the Director of Student Services as appropriate and in accordance with the LMMHS or Morris Handbook. All investigations will be written on the forms indicated in the school's handbook and shared with victims, parents, and /or the alleged bully/aggressor according to handbook procedures.

If the incident is determined to be **Red**, the administrator will talk with the student in order to determine the legitimacy of the *Alert*. If the *Alert* is determined to be false, appropriate disciplinary actions will be applied by the administrator (e.g., verbal/written reprimand, suspension, criminal charges). If the *Alert* is determined to be legitimate, the administrator will contact the SRO and/or Lenox Police. The Lenox Police will determine next steps. If requested to do so by the superintendent, the Director of Technology will contact the AA help desk to assist the district in searching the student's IP address. The district reserves the right to search the identity of the sender in cases where the safety of the student or other students is at risk and/or if a false report is suspected.

*All students should use the Anonymous Alert program responsibly. **Adverse consequences, including serious criminal charges, may result from the submission of a false report.** Any unauthorized attempts to upload information or change information on our Anonymous Alert program are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.*