



Superintendent of Schools
94 North Elm Street, Suite 201
Westfield, MA 01085
Telephone: 413-572-6403
Fax 413-572-6518

Mr. Stefan Czaporowski
Superintendent of Schools

Dear Parent/Guardian,

The Westfield Public Schools uses a communication tool called Anonymous Alerts that allows students, parents, and staff to quickly, easily, and anonymously report urgent information to school officials across all of our school campuses. The system encourages students, parents, and staff to confidentially report bullying, cyber-bullying, and other sensitive topics through private messages to our administration. Our goal is to keep our students and staff as safe as possible and to be able to respond to timely information.

We also believe that the best way to address problems that our students face in school is personal contact with a teacher, school administrator, psychologist or counselor and we strongly encourage and fully support that continued practice. However, we do know that sometimes there is a concern that a student or parent may want to communicate anonymously.

How do I place an incident report from Internet connected computers/tablets?

1. Go to <https://www.anonymousalerts.com/westfieldps> from any Internet connected device.
2. Click on the web button called "Anonymous Alerts." Fill out your incident report.

How do I place an incident report from an iPhone or Android phone?

1. From the iPhone Store, download the free app by searching for "Anonymous Alerts". If you have an Android phone go to the Play Store, search for "Anonymous Alerts" and download.
 - a. After downloading the app, click on it and enter the activation code: **westfield**

The mobile apps and web-based reporting system provides secure 1-way or 2-way encrypted messages, increasing the flow of important information to school officials. Message topics for submission may include bullying, cyber-bullying, family difficulties, self-harm/cutting, drug and alcohol abuse, student depression, sexual harassment, gang related issues or strange/abnormal student behavior.

All reports remain completely anonymous, although submitters have the option to identify themselves if they prefer to have a person-to-person discussion. The program is monitored from 7AM to 5PM, and should only be used for serious and urgent matters. Indeed, if something disturbing or life threatening occurs at other times, it is imperative to call 911.

We are pleased to offer this tool to our community. Our goal is to enhance student learning in academic, social, and emotional realms.

Sincerely,

Stefan Czaporowski
Superintendent of Schools

Christopher Rogers
Administrator of Student Interventions