




Standard Operating Procedure

Subject: GoGuardian	Effective Date: October 5, 2020	Page 1 of 2
	Approved by:	

I. Purpose:

To establish District Guidelines for handling GoGuardian alerts in the Paterson Public School District.

II. Authority:

The District Superintendent

III. Terms and Conditions:

1. Smart Alerts are monitored/received by respective school-based staff members, Superintendent's Cabinet and Director of Guidance & Counseling.
2. Smart Alerts are categorized as Explicit (Nudity/Violence) or Self-Harm
3. Smart Alerts will be monitored by School-based Administrators and their designees, Superintendent's Cabinet and the Director of Guidance & Counseling. When addressing alerts, all will refer to the GoGuardian Reference Page and Communications Chart.
 - Self-harm alerts may require a [Crisis Information Packet](#) be completed along with the *Suicide Questionnaire*. Directions can be found on page 2 of the GoGuardian Reference Page
4. Smart Alerts should be addressed as soon as possible. Upon receipt of an alert, staff member should log into the [GoGuardian Admin Page](#), investigate the alert and change the status from "Active" to either "Dismissed" or "Resolved" at the conclusion.
 - Dismissed – intent of search was unfounded/ alert was a false positive
 - Resolved – intent of search was found and further intervention or disciplinary measure(s) were taken
5. Notifications received outside of one's contractual work hours or during days off should be given equal attention by all professional parties.

IV. Reporting Procedures:

Any variations to the above procedures should be discussed and approved by the Director of Guidance & Counseling.

V. Dissemination:

Superintendent's Cabinet, Principals, Vice Principals, and assigned staff members.