

## STOPit

Collierville Schools uses STOPit, an online and app-based system, to empower students, parents, teachers and others to anonymously report anything of concern to the school administrators. Some of which may include the following:

Bullying/Cyberbullying	Weapons
Drugs/Alcohol	Violence/Threats
Discrimination	Hazing

Collierville Schools believes the adoption of STOPit is an important step in the continued effort to provide a positive school climate and a safe learning environment for students.

## Reporting Concerns

With STOPit, users can submit anonymous reports containing text, photos, or video. Assigned administrators will then view and manage the incident using the DOCUMENTit system.

DOCUMENTit provides investigative tools to staff, including the ability to message (anonymously) with the reporter, which will allow Collierville Schools staff to address concerns in a timely manner.

## How do I get started?

1. To use STOPit and make an anonymous report, download the STOPit app from the App Store or Google Play onto a cellular device, ipad, or desktop computer.



2. Use the corresponding access code for your student's assigned school:

ORGANIZATION	ACCESS CODE
Collierville Elementary	Dragon2
Bailey Station Elementary	Bears1
Crosswind Elementary	Eagles2018
Schilling Farms Elementary	Stallions1
Sycamore Elementary	Lions1
Tara Oaks Elementary	TaraTigers1
Collierville Middle School	CMSDragons1
West Collierville Middle School	WestCMiddle1
Collierville High School	CHSDragons2019

3. Once you have downloaded the STOPit app, you will be guided to report your concern, and the information will be shared with your school's designated administrators.

***STOPit is not a crisis nor emergency response service. If you need immediate help from police, fire, or medical services, please call 911.***

***If you need crisis counseling, please seek out a qualified mental health clinician, as STOPit does not provide counseling services.***

## **FAQ**

### **Is STOPit truly anonymous?**

STOPit is truly anonymous. The school has no ability to identify the submitter of a report or message. At their discretion, an end user may choose to voluntarily provide identifying information in the content of their report or message.

### **How does the app work?**

Once the STOPit mobile app is downloaded to the student's phone, it provides them with several powerful features. The Report feature can be used to anonymously submit an incident report consisting of an image, video, and/or text to school contacts who can respond to the incident and get help to the student in need. The STOPit mobile app also allows for anonymous two-way communication between students and school administrators with STOPit Messenger.

### **What happens after a STOPit bullying/harassment report is made?**

After a report is made in STOPit, the following steps are taken:

1. The STOPit administrator (designated school administrator) will begin the investigation process.
2. When necessary, interim steps will be taken to insure safety of the targeted student while the investigation is taking place.
3. The student who was targeted is encouraged to report any retaliation or continued mistreatment now or in the future to an administrator, counselor, other school staff member, his/her parents, and/or the police (when necessary) immediately.
4. After the investigation is complete, the administrator will contact the students and parents involved in the report to address the alleged bullying/harassment.

5. If there is a founded case of bullying/harassment, appropriate consequences will be given to the student committing the bullying behavior. (Note: the school is not allowed to share consequences with the parents of the targeted student.)

6. In order to provide extra support, both students involved in the incident (offender and target) may be offered counseling services by the school counselor. Other services for counseling may be available upon request.

7. Staff members (specials teachers, bus drivers, etc.) will be involved on a need to know basis.

**Who can use the STOPit app to make a report?**

The STOPit app (and its browser-based version) may be used by Collierville Schools students and staff, parents/caregivers, and any other concerned community member to make anonymous reports.

**Who receives the reports my child submits via the STOPit app?**

Reports and Messenger messages will be received by designated school and district administrators.

**If I have additional questions about STOPit, who should I contact?**

For more information about the STOPit program, you may contact your school principal or district supervisor, Dr. Nancy Kelley, [nkelley@colliervilleschools.org](mailto:nkelley@colliervilleschools.org) or 901-286-6398.