

This "TIPLINE" is not for immediate response. If you need immediate assistance, dial 911.



# **S.T.O.P. Tipline**

Discussion and Considerations  
For Implementation



# **“Considerations Before Implementation” of the STOP Tipline**

- **Five Areas to Cover**
  - Email/Reported Tips
  - Timely Manner
  - Documentation
  - Internal Roll Out (Get Buy In)
  - Media Roll Out



# Email/Reported Tips

**1.** Even before the partnership can be formed with KCSS and your school can receive the STOP Tipline, your school district needs to decide who in the school system should receive the tip (in email form) initially? (Tip is referring to an email with the reported information from a student or others.) Below are some suggestions and remember a minimum of three deep is suggested (redundancy.)

- DPP
- Safe school coordinator
- School Resource Officer
- Principal (in small districts)

Additional note:

- Test emails (reports) should be conducted to make sure emails are being received periodically.



# Email/Reported Tips

## 2. Where does tip go next?

- If principals are not in the initial distribution list, then they would be the logical next contact for the tip. A suggestion would be to text the principal that a tip has been received and is being sent to their email.
- From the principal, the decision is made who should take action or be aware of this information in the tip. This could be the SAMs, guidance counselor, assistance principal, etc. (Distribution to those who can/should take action is required.)



# Remember Confidentiality

- As the tips are sent to your district, your administrator makes a decision who needs to manage each tip. The original tip should be shared only with school administrators for purposes of addressing items revealed in the tip. *This means do not share a “tip” with parents, community members, the media or social media.*
- Use the routing form provided on the resources page to gather evidence, make comments and plan a strategy which will address the issue at hand in a timely manner.



# Email/Reported Tips

- 3.** Who houses and files paper copies if any?
  - Original reporting email can be used to reply or forward with action taken (to a designated person).
  - A sample routing sheet is available
- 4.** Who houses and files paper copy of tip?
  - A couple of options are the DPP or the Principal.
  - In the building the Principal may give this job to an assistant principal or a guidance counselor.



# Email/Reported Tips

- 5.** If your district wants to save files to “Intranet”
  - Original reporting email can be used to reply or forward with action taken (to a designated person).
  - A sample routing sheet is available (digital form)
  - Save the emails (slide 23) to folder on the Internal Drive
  - Setup subfolders by schools, keep tip, documentation or notes together in the folder.



# Timely Manner

- These three levels are on the form for the person reporting a tip to check...
  - Level 1 - alert
  - Level 2 – contact me
  - Level 3 – be aware
- Once the tip is received by the designed person, they will determine the action to be taken and in what time frame...suggestion is within three days. Better option would be within 24 hours or acknowledge receipt at all levels within 24 hours.
- Best ‘consideration’ is that someone at the school level indicates what response was taken. That response can be matched to case number or form number. A response form is included in packet of materials as an option for recording response.
- It is necessary for some system of documentation to be set up in-district.
- If a level is not checked, the district needs to decide on the nature of the report and response needed.
- Remember: those who report (students) may be waiting to see a response (if report was specific and warrants attention).





# Documentation

- Districts must decide whether to save email tip forms on server or paper
- If paper (see notebook, which is provided) color coding and level with routing slip (provided)...
- Each district will have a unique system of documentation, but the common thread will be... there must be documentation of the actions taken in a timely matter to insure the effectiveness of this school safety tool.



# Internal Roll Out (For Total District Buy-In)

- Include in an administrative meeting the program and brief training
- Have as an agenda item for the School Board
- Include all certified and non-certified staff in overview of program and brief training
- Include on the agenda at the Site Base Council Meeting of each school
- Introduce to the students at school (video possibly)
- Include in letter or newsletter home
- All of the above before you release to the media and begin the program



# Media Roll Out

- Media Materials will be Available
  - Press Release (provided in email)
  - Brochure (on webpage)
  - Handout/Flyer (on webpage)
  - Agenda Book/Planner Entry
  - Alert Parents on the “All Call”
- Other Places to Market the Tipline
  - Teacher Webpages
  - News Articles in School Papers
  - Posters /Signs
  - Logo Available for School Promotional Items



# Sample of “Agreement”

- Agreement must be signed by the Superintendent of the partnering district.

Superintendent  
Signs this  
Agreement

## AGREEMENT

This Agreement is between the Kentucky Center for School Safety, with address at Eastern Kentucky University, 105 Stratton Building, 521 Lancaster Avenue, Richmond, Kentucky 40475 (KCSS), and the Board of Education of \_\_\_\_\_, with address \_\_\_\_\_ (Board).

1. KCSS will provide Board with access to the “Safety Tipline, Online Prevention/STOP Tipline,” (Program).

2. In consideration of KCSS’s providing the Board with access to the Program, the Board on behalf of itself, its successors, and assigns releases and discharges Murray State University; Murray State University Board of Regents; Eastern Kentucky University; Eastern Kentucky University Board of Regents; Kentucky Center for School Safety; and any of their Regents, directors, officers, employees, individually and collectively the “Released Parties”] from any and all present



# Success

The success of this STOP Tipline is like so many other programs or projects. It takes time and attention. The concept behind this program sounds solid, allowing students, parents or community members to report bullying, violence or any unsafe situation at school online at anytime. The management of the sensitive information and the immediacy of it may be exhausting at times. Having a web-based conduit for school safety information and stopping some safety concerns before they escalate hopefully is worth the extra time and effort. We at KCSS, applaud you for what you do everyday to keep schools safe.



# S.T.O.P.! Tipline Next Steps

- Take this information back to your district and discuss with necessary folks
- Make a determination who will receive the email tips...
- Take the S.T.O.P.! Tipline Agreement to your Board of Ed Meeting. Have Superintendent sign and email or fax to our office (fax 270-809-5090)
- KCSS starts the process, your agreement will be signed by Jon Akers, Executive Director of KCSS and sent back to you
- The next email you receive will be forwarded on to your DTC (create outlook mailbox)
- We will work through the process and send you logos, hyperlink to your district pages and a press release to use anywhere you would like
- Next you use the resource page to inform, promote and saturate your schools with S.T.O.P.! Tipline messaging