

# Advocating For Your Child With The School

01

Determine the impact the situation has had on your child and determine if therapeutic help would be beneficial.



## Resources for parents:

- School Mental Health Practice Guide and Toolkit
- School Mental Health supports – find support by ESC

[CLICK HERE >](#)

[CLICK HERE >](#)

[CLICK HERE >](#)

[CLICK HERE >](#)

02

Research your options and understand the law.



- David's Law (For bullying/cyberbullying situations)

[CLICK HERE >](#)

- Texas School Safety Center "A Parent's Guide to School Safety Toolkit"

[CLICK HERE >](#)

03

Document



- Create a chronological timeline
- Take/keep screenshots and or videos
- Document names of children, parents, teachers, school administrators, etc. involved or who witnessed the incident(s), or who otherwise have direct knowledge of the incident(s)
- Download the TXSSC bullying checklist and determine if the incident/s meets the legal definition of bullying for schools in Texas (gives school jurisdiction to investigate and take action per school policy)

[CLICK HERE >](#)

04

Report



- Campus anonymous reporting tool
- Campus Police (if necessary)
- Campus administrator

05

Request and meet with appropriate school administrator



- The goal is to work with the school, cooperatively, with a focus of helping your child
- Ask for your school/district policy on bullying/cyberbullying. If you have already read/reviewed the policy, let the person you're speaking with know, and ask questions you may have regarding the policy.
- Ask about the involvement of the Threat Assessment Team.

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05  
Continued

Request and meet with appropriate school administrator



- Provide clearly documented materials if the school does not have them.
- Ask about how you can work together with the school to best help your child
  - If one has not been started yet, you can request an investigation.
  - Work together on creating a plan to keep your child safe on campus (ex. stay-away agreement)
  - Have the administrator help coordinate support from the wellness counselor (if needed)



- Give the school time to investigate. Note: the more students involved the longer the investigation may take.
- Before leaving the meeting, reiterate what you and the administrator have discussed/agreed upon to best support your child.
- Document your meeting and send a follow-up email/thank you to the person(s) you met with and put in writing what was discussed at the meeting and what the agreed upon next steps by all parties. Ask the person to respond back within a specific timeframe if any part of what you have stated is incorrect.



- Follow up if you do not hear back from the administration in the timeframe they provided you, and especially if the bullying/cyberbullying has not stopped. Note: document your follow up(s) in writing.
- If you do not hear back from the administration in a reasonable amount of time, you can then reach out to the following offices/individuals (this is most often called “working your way up the chain of command”):
  - Campus principal (if you have been working with the assistant principal)
  - District office (when you call to set up an appointment, ask who the appropriate individual is for you to speak to)
    - △ Assistant Superintendent    △ Superintendent



- Filing a grievance
  - If you are unable to reach a resolution locally, and the informal process (meetings and/or phone calls, etc.) are unsuccessful, a parent may initiate the formal written complaint process, called a grievance.

*Note: When you file a grievance against a school district, or one of their employees, it puts the school district on high alert that that legal action might be involved in the future. This will change the way the school district and/or school personnel communicate with you moving forward. The district should have a written board policy in place and available for you to become familiar with the process and timeline when filing a grievance. There are deadlines for filing a grievance.*

#### More Information

- Texas Education Agency (TEA) Review Process for Local Grievance Process

[CLICK HERE >](#)

- Contact your school district for specific instructions and information on filing a written grievance.