Advocating For Your Child With The School



Ask about the involvement of the Threat Assessment Team.

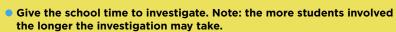
Advocating For Your Child With The School



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)



- 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"):
 - O 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 filling a grievance. There are deadlines for filling 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.

