

# How do I contact my child's school if my child is a victim of bullying?

When you are ready to contact your child's school, it's best to follow a chain of command.

## 1. Classroom teacher

Try to call the teacher at a time when he or she can talk, usually before or after school.

## 2. School counselor or social worker

If talking with your child's teacher doesn't resolve your concerns, move on to the school guidance counselor or social worker. Provide him or her with the same information as the classroom teacher, and inform him or her of what the classroom teacher did or did not do in response to your concerns.

## 3. School principal

If the school counselor or social worker can't help, call the school principal. Share the same information you gave the classroom teacher and school counselor or social worker.

## 4. School superintendent

If you feel that your concerns still have not been addressed, call your school district and ask to speak to the school superintendent. Provide him or her with the same information you previously shared with your child's school, as well as what has or has not been done in response to your concerns.

There are a few things to keep in mind when contacting your child's school.

- **Be respectful and stay calm.** Your message will be received more positively if you are not shouting, name-calling, or using inappropriate language. Because bullying is an emotional issue, it may be helpful to write down ahead of time what you want to say so you don't forget any details and you stay calm in your delivery.
- **School staff may not be able to tell you certain details.** Due to the Family Educational Rights and Privacy Act (FERPA), school staff cannot share school records of students involved in bullying incidents. However, per Wisconsin state law, the school is required to have a plan in place for investigating the bullying incident, filing a report, and disciplining the students who are at fault.