

## **Steps to Take if Your Child is Being Bullied**

1. **MAKE SURE YOUR CHILD IS SAFE AND OKAY.** Listen to what he/she has to say and be sensitive to his/her feelings. If your child doesn't feel safe at school, contact the school and try to arrange an alternative placement until the problem can be resolved. Completing work from home or online may be a short-term option.
2. **CONTACT A MENTAL HEALTH COUNSELOR** for your child especially if you have noticed a significant change in your child's behaviors/actions. Document any possible diagnosis stemming from the incident.
3. **DOCUMENT EACH INCIDENT** using the Official Report for Bullying and Harassment. Contact and make a report to law enforcement if necessary.
4. **MEET WITH THE SCHOOL PRINCIPAL** in person to discuss the incidents. Document the meeting including the people involved and agreed interventions.
5. **OBTAIN COPIES OF ANY AND ALL DOCUMENTS** from the school on the incident(s) to make sure that you have all information and all reports are consistent.
6. **FOLLOW UP WITH YOUR CHILD** to see if the bullying continues. If so, document each incident like before. You may want to move up the chain of command, contacting the Superintendent or Board of Education if necessary.
7. **CONTACT AN ATTORNEY.**