TOOL 07 OF 13 FOR PARENTS

School emails and meeting checklist.

For: Parents and caregivers · **From the guide:** page 25

Three emails

1. Asking for a meeting

Subject: Request to meet about [child's name]

Hi [Name],

I'm reaching out because [child's name] has been dealing with [hurtful messages / posts / a group chat] involving other students since [date]. I've saved copies of what's been happening.

I'd like to meet so we can work together to make sure [he / she / they] feels safe at school. I'm available [days and times]. Please let me know what works for you.

Thank you,
[Your name]
[Phone number]

2. Putting the plan in writing (send it the same day as the meeting)

Subject: Following up on our meeting about [child's name]

Hi [Name],

Thank you for meeting with me today. I want to make sure I understood our plan:

- [What the school will do]
- [Who is handling it]
- [How [child's name] will be kept safe in the meantime]
- [When we'll talk next]

Please let me know if I missed anything. I appreciate your help.

Thank you,
[Your name]

3. Following up (if you haven't heard back)

Subject: Checking in on [child's name]

Hi [Name],

I wanted to check in on the plan we talked about on [date]. [Since then, things have gotten better / the messages have continued / I haven't heard an update.]

Could you let me know where things stand, and when we might talk next?

Thank you,
[Your name]

Still no change?

Write to the principal, then the superintendent, and attach your evidence log and these emails. If the bullying is about race, national origin, sex, disability, or religion, say so in writing. Federal civil rights law requires the school to address it.

Meeting checklist

Before you go

- [ ] Your evidence log and printed screenshots
- [ ] A short timeline of what happened
- [ ] A copy of the school's bullying policy, if you can find it
- [ ] What your child said would help them feel safe at school

Before you leave

- [ ] Agree on a date for your next conversation
- [ ] Get the name and email of your main contact

Afterward

- [ ] Send email 2 the same day
- [ ] Add the meeting to your evidence log
- [ ] Tell your child what happened and what comes next

Questions to ask

- [ ] Who will look into this, and how?
- [ ] How will you keep my child safe while you do?
- [ ] How will you protect my child from retaliation?
- [ ] Can you make sure the kids aren't put in a room together to "work it out"?
- [ ] Who will you talk to, and what will you share about my child?
- [ ] Is counseling available at school?
- [ ] If images are involved: will you make sure no one at school views or shares them?
- [ ] When will I hear from you, and who's my main contact?