

EA Policy 3A.01.14 Parental Notification Policy

Excelsior Academy acknowledges the important partnership between the school and families in promoting a healthy, safe, and successful experience and learning environment for its students. To promote the health, safety, and well-being of its students, Excelsior Academy has implemented this Parental Notification Policy in compliance with Utah State law (HB 134, among others) to require and/or permit Excelsior Academy to inform parents or guardians about their child's behavior, allegations, activities, or performance.

Excelsior Academy will inform parents about the following circumstances:

- When a student's attendance falls into the category of "truancy"
- When a student threatens to commit suicide
- When there is an alleged incident of bullying, cyber-bullying, harassment, hazing, or retaliation involving a parent's child
- When there is a health, medical, or safety incident or concern involving the parent's child (except in those instances in which the school has reason to believe that the parent is involved in making a student unsafe)
- Concerning the rights and procedural safeguards of parents related to assessment referrals and special education services
- Concerning immunization requirements
- When a parent's child has been involved in a major violation
- When a parent's student has been involved in a series of minor violations of the Discipline Policy
- Concerning a student's grades and/or assessment results at formal points in the school year or when such results are available.

Process of Notification:

- An administrator or administrative representative will notify a parent by phone, in writing (email or traditional letter), or in person concerning incidents, threats, or circumstances that require notification by law (HB134).
- An administrator or administrative representative may notify a parent by phone, in writing (email or traditional letter), or in person concerning incidents or circumstances that do not require notification by law.
- Excelsior Academy may determine to notify parents by certified mail although the law does not require this method of communication.

Record of Notification:

- Excelsior Academy will keep a formal record of notification of parents concerning all notifications required by law.
- An administrator or administrative representative will complete an Incident Report Form for all notifications required by law.
- The administrator or administrative representative will note on the Incident Report Form the parent notified, and the date and time of the notification.
- Excelsior Academy will keep all Incident Report Forms on record for five years as a private record for the purpose of GRAMA for all notifications required by law.
- Excelsior Academy may or may not keep records of its notifications not required by law.

Excelsior Academy’s Right to Notify:

- These guidelines do not preclude Excelsior Academy’s notification of parents regarding a student’s behavior, experience, progress, or for other reasons or concerns deemed appropriate by administration or teachers, but not specified in this policy.
- Excelsior Academy also reserves the right to inform parents concerning Excelsior Academy’s Asbestos Management Plan, the Carson-Smith Scholarship, Safety Protocols and Plans, Student Services, Fee Waiver Forms, Health Screening Examinations, any policy and procedure, or any other notification deemed appropriate by the administration but not specified in this policy.

Purpose of the Parental Notification Policy:

The Parental Notification Policy is intended to supplement but not to supplant Excelsior Academy’s policies and procedures related to records, discipline, bullying, harassment, discrimination, safety, and all other Board-approved policies.

References:

Policy Review Schedule (Reviewer):

Policy Monitoring Schedule (Monitor):

Document History:

Adopted: January 9, 2018

Board Chair