



## Notification of Threat or Incident Policy

### I. WHEN NOTIFICATION OCCURS

In accordance with 53G-9-604 of Utah State code, Providence Hall Charter School (PHCS) will notify parents/guardians as follows:

- A. notify a parent/guardian if the parent's/guardian's student threatens to commit suicide
- B. notify the parents/guardians of each student involved in an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation of the incident involving each parent's/guardian's student.

### II. HOW NOTIFICATION OCCURS

- A. Notifications to parents/guardians will be done via phone, email, mail, phone, or other method.
- B. In the case of threat of suicide, a parent/guardian will be notified by phone or in person.

### III. NOTIFICATION DOCUMENTATION

- A. PHCS will maintain a record of the notification to parents/guardians in accordance with student privacy law and policy, student data protection policy, and the Family Educational Rights and Privacy Act.
- B. A record will be maintained in the student's cumulative file as well as entered into the school-wide student information system any time a student threatens suicide or is involved in the aforementioned incidences outlined in 53G-9-604 of Utah State code.

### IV. PROVIDING NOTIFICATION INFORMATION & MAKING RECOMMENDATIONS

At the request of a parent/guardian, PHCS may provide information and make recommendations related to an incident or threat as described in 53G-9-604 subsection (1).

### V. EXPUNGING NOTIFICATION RECORD

PHCS shall provide a copy of a notification record in accordance with 53G-9-604 subsection (4) if a student makes a request and then PHCS will expunge said notification record in accordance with the same subsection if the student

- A. has graduated from high school AND
- B. requested the record be expunged.

### VI. RECORD MAINTENANCE

PHCS will maintain a record using the *Record of Parent/Guardian Notification of Threat or Incident* form for all incidences outlined in Code 53G-9-604 above. These records will be maintained in the student's cumulative file.



Record of Parent/Guardian Notification of Student Threat or Incident

(Required by Utah Code Ann. §53G-9-604)

THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

This form is a record required to be maintained securely and confidentially by the school consistent with Utah Code Ann. §53G-9-604(3) following parent notification of a student suicide threat, or an incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Student Name \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Date of Incident \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian was notified of the incident on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Via  Phone  Email  Mail  Other \_\_\_\_\_

by: \_\_\_\_\_

Name of Designated PHCS Employee

Signature of Designated PHCS Employee

Provide parent/guardian contact information \_\_\_\_\_

Parent/Guardian was notified of

- checkbox Suicide Threat, checkbox Bullying Incident, checkbox Hazing Incident, checkbox Cyber-Bullying Incident, checkbox Abusive Conduct Incident, checkbox Retaliation Incident

Parent/Guardian was given the following information \_\_\_\_\_

No employee or student shall be subjected to discrimination in employment or any program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. PHCS is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. PHCS also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Shannon Singleton (ssingleton@providencehall.com) 4557 Patriot Ridge Drive, Heririman UT 84096 (801) 727-8260.