

**I. PURPOSE**

This policy is necessary for establishing the certain instances in which Athlos Academy of Utah must notify parent/guardian(s) of incidents concerning their children.

**II. POLICY****A. Athlos Academy of Utah shall:**

1. Notify the parent/guardian(s) if their child threatens to commit suicide; or
2. Notify the parent/guardian(s) of each student involved in an incident of bullying, cyber-bullying;
3. Notify the parent/guardian(s) of a student who makes a false report of either of the above; and
4. Produce and maintain a record that verifies that the parent/guardian(s) of the student involved in the incident(s) was notified; this record shall be maintained in accordance with *Student Policy 5105 – Student Records Confidentiality* and all applicable state and federal law.
  - a. This record shall be maintained for as long as the student to whom it pertains is enrolled at Athlos Academy of Utah unless a request is made by the student to have the record expunged, if the student has graduated from High School or reached the age of majority.
  - b. A record created under this section shall only be destroyed in a secure manner that maintains the confidentiality of the record.

**B. Notification under the above section shall:**

1. Be made in a timely fashion once the safety of students and staff has been secured;
2. Be made by the Lead School Administrator or designee;
3. Be made both via two forms of communication, including a phone call and one form of written communication; and
4. Maintain student confidentiality.

**C. Athlos Academy of Utah may not:**

1. Disclose a record of an incident, including any information obtained to prepare the record, to a person other than a person authorized to receive the record; or
  2. Use a record of an incident, including any information obtained to prepare the record, for the school's own purposes, as described in Utah Code § 53A-11a-203.
- D. A school may disclose a record of an incident, including any information obtained to prepare the record:
1. To the parent/guardian or the parent/guardian's student; or
  2. To a person if required to disclose the record or information to a person pursuant to the terms of a court order as described in Utah Code § 63G-2-202(7)
- E. At the request of a parent/guardian, Athlos Academy of Utah may provide information and make recommendations related to an incident.

**Legal References:**

[Utah Code § 53A-11a-203](#)

[Utah Code § 63G-2-202\(7\)](#)