Incidents Notification Policy

A. Student Threats/Incidents Notification

1. An InTech administrator or guidance counselor shall notify a parent/guardian if a parent/guardian's student:

    a. Threatens to commit suicide.
    b. Is involved in an incident of abusive conduct, bullying, cyber-bullying, sexual harassment, hazing, or retaliation.

2. Notification requirements:

    a. Notification should be made in a timely manner.
    b. Initial notification should be attempted in person or via phone conversation.
    c. If phone/in person contact is not possible, an email or letter may be used to meet timeliness requirements.
    d. As part of a Threat to Commit Suicide notification, an administrator or counselor will provide a parent with
        1. USBE recommended suicide prevention materials and information.
        2. Information on ways to limit a student's access to fatal means, including firearms or medication.
        3. Information and resources on the healthy use of social media and online practices

3. InTech personnel shall produce and securely maintain a record that verifies that the parent was notified of the
    a. Threat
    b. Bullying incident,
    c. Tracking of bulling incidents action plan

4. InTech shall provide a student a copy of a parent notification record maintained in accordance with this policy upon request.

5. InTech shall expunge the parent notification record maintained in accordance with this policy that relates to the student if the student:

    a. Has graduated from high school,
    b. Requests the record be expunged.

B. Student Data Security Breach Notification

1. InTech shall notify the parent or guardian of a student if there is a release of the student's personally identifiable student data due to a security breach.

C. Juvenile Offender Notification

1. Within three days of receiving information from a juvenile court or law enforcement agency, the Executive Director shall:

a. Make a notation in a secure file other than the student's permanent file.
b. Notify school personnel who, in the Director's opinion, should know of the adjudication.

2. Information Access

a. Access to secure files shall be limited to persons authorized to receive information from the juvenile court/law enforcement.
b. A person receiving information pursuant to this part may only discuss the information to other persons having both a right and a current need to know.
c. Dissemination of information about students shall be consistent with FERPA and GRAMA.

D. Student/Minor with Weapons on Campus Notification

1. If a minor is found on school grounds when school is in session or at a school-sponsored activity in possession of a dangerous weapon and the information is reported to, or known by a school employee, the school employee shall notify the principal.

2. If a minor is found on school property during school hours or at a school-sponsored activity in possession of a dangerous weapon, the principal shall:

a. Notify law enforcement personnel.
b. Notify school personnel who, in the Principal's opinion, should know of the weapon violation.