

CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

Parental Notification Policy

Purpose

The Board of Directors of the Center for Creativity, Innovation, and Discovery 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, the board has implemented this policy in compliance with Utah Code §53-G-9-604 which requires the school to inform parents or guardians about their child's behavior, allegations, activities, and performance. This policy aligns with other board-approved policies and procedures related to attendance, records, discipline, bullying, harassment, discrimination, and safety.

Notifications

The school will inform parents or guardians about any of the following circumstances in a timely manner as described by this policy.

- When a student's attendance falls into the category of "truancy;"
- When a student threatens to commit suicide or has suicidal ideation;
- 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 or minor disciplinary infraction or a violation of the school's Safe Schools Policy;
- Concerning a student's grades or assessment results at formal points in the school year or when such results are available

Other Policies Related to Health and Safety

Additional policies that promote a safe and healthy learning environment and a partnership between the school and parents are available for parental access on the school's website.

Process of Notification

In compliance with Utah Code §53-G-9-604, an administrator or designee will notify a parent by phone, in writing in an email or traditional letter, or in person in a timely manner concerning incidents, threats, or circumstances that require notification. The school may also notify parents by certified mail although the law does not require this method of communication.

Record of Notification

The school will keep a formal record of notification of parents for all notifications

required by law.

- An administrator or administrative designee will complete an Incident Report Form for all notifications required by law.
- An administrator or designee will note on the Incident Report Form the parent notified and the date and time of the notification.
- The school will keep all Incident Report Forms on record for five years as a private record in compliance with GRAMA for all notifications required by Utah Code §53-G-9-604.
- The school may or may not keep records of its notifications if the retention is not required by law.

Right to Expand Notification

The school reserves the right to inform parents or guardians of any matters of concern or interest regarding their child, school policies, school procedures, or any other matter deemed appropriate by the Board of Directors or the administration, whether or not these matters are specified in this policy or required by law.

Activities Prohibited without Prior, Written Parental Notification/Consent

- In accordance with Utah Code §53E-9-203, the school prohibits the administration to a student of any psychological or psychiatric examinations, test, or treatment, or any survey, analysis, or evaluation without the prior written consent of the student's parent, in which the purpose or evident intended effect is to cause the student to reveal information, whether the information is personally identifiable or not, concerning a student or family member's:
 - o Political affiliations or political philosophies, except as provided under Utah Code §53G-10-202;
 - o Mental or psychological problems;
 - o Sexual behavior, orientation, or attitudes;
 - o Illegal, anti-social, self-incriminating, or demeaning behavior;
 - o Critical appraisals of individuals with whom the student or family member has close family relationships;
 - o Religious affiliations or beliefs;
 - o Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and,
 - o Income, except as required by law.
- These prohibitions shall also apply within the curriculum and other school activities unless prior written consent of the student's parent has been obtained. Exceptions to these prohibitions may be found in Utah Code §53G-9-604 and Utah Code §53G-9-702.
- A general consent used to approve admission to school or involvement in special education, remedial education, or a school activity does not constitute written consent under this section.

Allowance of Administration of Student Surveys

In accordance with Utah Code §53E-9-203, the school may give surveys as described above if the provisions below have been met:

- Advance written notice to parents of the intent to give a survey as described above;
- Prior written consent from parents for any student K-12th grade;
- Notice to parents of the educational or student survey questions to be asked of the student in obtaining the desired information;
- Reasonable opportunity provided to parents to obtain written information concerning the following:
 - Records or information, including information about relationships, that may be examined or requested;
 - The means by which the records or information shall be examined or reviewed;
 - The means by which the information is to be obtained;
 - The purposes for which the records or information are needed;
 - The entities or persons, regardless of affiliations, who will have access to the personally identifiable information; and,
 - A method by which a parent of a student can grant permission to access or examine the personally identifiable information.
 - The provision of an Internet address where a parent can view the exact survey to be administered to the parent's student.
- Except in response to a situation which a school employee reasonably believes to be an emergency, or as authorized under Utah Code §80-2-602, Child Abuse or Neglect Reporting Requirements, or by order of a court, disclosure to a parent must be given at least two weeks before information protected under Utah Code §53E-9-203 is sought.
- Following disclosure, a parent may waive the two-week minimum notification period.
- Unless otherwise agreed to by a student's parent and the person requesting written consent, the authorization is valid only for the activity for which it was granted.
- A written withdrawal of authorization submitted to the Executive Director by the authorizing parent terminates the authorization.

Limitations on the Requirement to Notify

- Requirements to notify parents do not limit the ability of a student under Utah Code §53G-10-203 to spontaneously express sentiments or opinions otherwise protected against disclosure.
- If a school employee or agent believes that a situation exists which presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent without delay. If, however, the matter has been reported to the Division of Child and Family Services within the Department of Human Services, it is the responsibility of the division to notify the student's parent of any possible investigation, prior to the student's return home from school.
- The division may be exempt from the notification requirements only if it determines that the student would be endangered by notification of the student's parent, or if that notification is otherwise prohibited by state or federal law.

- If a school employee, agent, or school resource officer believes a student is at-risk of attempting suicide, physical self-harm, or harming others, the school employee, agent, or school resource officer may intervene and ask questions of a student regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purpose of referring the student to appropriate prevention services and informing the student's parent.

Adopted: October 2025