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**I. PURPOSE**

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

**II. POLICY**

- A. Athlos Academy of Jefferson Parish shall notify the parent/guardian(s) of each student involved in:
  - 1. Incidents of bullying, cyber-bullying, harassment, hazing, or retaliation; and
  - 2. Incidents requiring law enforcement involvement.
- B. Athlos Academy of Jefferson Parish shall produce and maintain a record that verifies that the parent/guardian(s) of the student(s) involved in the incident(s) was notified.
- C. The disclosure of records associated with this notification shall be handled in accordance with *Policy 5105 – Student Record Protection*.
- D. At the request of a parent/guardian, Athlos Academy of Jefferson Parish may provide information and make recommendations related to an incident.

**Legal References:**

[L.A. R.S. 17:416.13](#) (*Student code of conduct; requirement; bullying; prohibition; notice; reporting; accountability*)