

Notification Letter

Level One Protocol

Use this letter as written communication to legal guardians of students of concern or students that have been harmed. Sending both via email and regular mail is recommended.

[Date]

[Parent/Guardian Address]

Dear Parent/Guardian:

This letter is a follow-up to our phone conversation of *[date of phone call]* . To further ensure the safety of all our students, the district provides written notification to the parent of a student who may be at risk for potential harm.

This matter has been referred to the *[the district superintendent]*, who may be reached at *[phone number]* for information regarding the next steps.

The validity of this threat will be investigated by a multi-disciplinary team, which may include law enforcement, school administration, teachers, and a school counselor, as well as other disciplines and community agencies as needed. This team is currently assessing risk and implementing safety measures for your student. If you have any further questions, I am the contact person for this team and you may call me at the above number.

Sincerely,

[Signature]

[Administrator Name]

Notification Log

Level One Protocol

Use this log as documentation for notification to legal guardians of threatened or victimized students.

An interpreter was used for non-English communications

Attached copy of District Incident Report

School:

Student's Name: Date:

Date/Time of Incident: Name of Administrator Completing Form:

Parent/Guardian Name: Home #: Work #:

Parent/Guardian Name: Home #: Work #:

#1 Emergency Name*: Home #: Work #:

#2 Emergency Name*: Home #: Work #:

**No information regarding the incident should be given to the emergency contact person—only parent/guardian*

Document Contacts or Attempts to Contact in Log Below:

Name	Number Used	Attempted Date and Time	Message Left

Notification Checklist

Identified myself as the contact person regarding the school's investigation of this incident and provided the name for the Law Enforcement portion of the investigation (provided officer's contact information).

Described incident to parent/guardian. Parent/guardian comments below.
(Attach additional sheet if necessary.)

Informed the parent/guardian that Humboldt County Student Threat Assessment Team personnel, law enforcement, and other agencies as necessary are investigating the validity of this threat.

Described to parent/guardian any immediate safety measures that have been taken - parent/guardian's comments (attach additional comment sheet if necessary):

Notified parent/guardian that a follow-up letter to this conversation will be arriving within a couple of days.

Notified parent/guardian of meeting scheduled on to develop a Plan to Protect their student from harm.