

# Notification Letter

## Level One Protocol

Use this letter as written communication to legal guardians of threatened or victimized students. 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 *[police agency]*. The contact officer will be the School Resource Officer *[name of officer]* who may be reached at *[phone number]* for information regarding the law enforcement investigation.

The validity of this threat will be investigated by a multi-disciplinary team, which will include law enforcement, school administration, 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 of the School Resource Officer 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 San Mateo 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.

# Plan to Protect Targeted or Victimized Student

## Level One Protocol

Student's Name:  DOB:  Today's Date:   
Student #:  School:  Date of Incident:

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### INCIDENT

The following is a plan to protect  from harm.

*Attach copy to Level 1 and place in student's Confidential Folder.*

### SAFETY CONCERNS

The safety issues of concern are:

### SUPPORT PLAN

After meeting with:

<input type="checkbox"/> Administration	<input type="checkbox"/> Counselor	<input type="checkbox"/> School Resource Officer*
<input type="checkbox"/> Parent/Guardian*	<input type="checkbox"/> Security*	<input type="checkbox"/> Special Education*
<input type="checkbox"/> Student Threat Assessment*	<input type="checkbox"/> Other:	

the following will be implemented:

- Law Enforcement has been notified
- The parent/guardian of the above student was notified of this incident on   
and a follow-up letter was sent to parent/guardian on .

\*Further assessment will be pursued through the Student Threat Assessment Team. The student will aid in his/her own protection by:

The student will receive the following support from the school:

The student will receive the following support from the community:

The student will receive the following support from home:

The student will receive the following support from law enforcement:

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ADMINISTRATOR, PLAN SUPERVISOR	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> DATE	COUNSELOR	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> DATE
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SCHOOL RESOURCE OFFICER	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> DATE	PARENT/GUARDIAN	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> DATE
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STUDENT