

Parental Notification of Change in Support Services Procedures

July 2022



DUVAL COUNTY
PUBLIC SCHOOLS

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2 OVERVIEW

The State of Florida has determined that it is a fundamental right of parents to direct the upbringing, education, and care of their minor children. The State has further determined that certain information relating to a minor child should not be withheld, either inadvertently or purposefully, from their parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

Pursuant to Section 1001.42, in accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, the School Board is required to adopt procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. Further, district personnel are required to encourage students to discuss issues relating to his or her well-being with his or her parent or to try and facilitate discussion of the issue with the parent. Each school should have at least one person trained and designated to facilitate parental discussions. School district personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

These administrative procedures implement the statutory mandate set forth above.

3 PARENTAL NOTIFICATION PROCEDURES

Schools shall notify a student's parent or legal guardian via an email in the FOCUS student information system ("Parental Notification") if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student ("Qualifying Change").

If there is a "Qualifying Change", the School's Principal (or their designee) shall initiate a FOCUS email to the parent/guardian(s)' email address(es) associated with the contact information in the student's record that states as follows (or substantially similar language):

"Dear Parent/Guardian(s):

We are notifying you that there has been a change in the services or monitoring related to your child's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for your child. We have encouraged your child to discuss the change(s) with you. We are available to facilitate discussion of the change(s) with you and your child. For additional information, please contact your school's principal to arrange a time to meet or discuss via telephone."

If there is no email address(es) in the FOCUS system for at least one parent/guardian or the email Parental Notification sent to the parent/guardian(s) is returned as undeliverable, the school shall mail the Parental Notification to the parent/guardian(s)' address(es) associated with the contact information in the student's record.

The school's principal (or their designee) shall be responsible for managing the parental notification process at their school. District personnel should contact the school's principal (or their designee) with respect to any questions regarding the parental notification process or to initiate an evaluation of a possible "Qualifying Change."

4 PROCESS FOR DETERMINING EXCEPTION TO NOTIFICATION REQUIREMENT

Notwithstanding anything to the contrary above, District personnel may withhold the parental notification required in Section 3 above, if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in s. 39.01.

As a reminder, this is in addition to existing mandatory educator reporting requirements. Pursuant to Board Policy 5.53, any employee who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Families by calling the Florida Abuse Hotline.

The principal of each school, as well as at least one other school employee, shall undergo training with respect to these parental notification procedures. In addition, school based instructional and administrative staff are required to take Youth Mental Health Training which includes signs of adolescent youth who are experiencing a mental health challenge.

5 PROCEDURES TO ADDRESS PARENTAL CONCERNS

If a parent/ guardian has a concern regarding this notification process or any other appropriate matter set forth under Section 1001.42(8)(c)(1-7), Florida Statutes, the parent/ guardian should contact the school's principal and notify the principal of the concern. The principal then has seven (7) calendar days to resolve the concern. Upon receipt of a concern from a parent/ guardian, the principal shall conduct a review of the concern and attempt to resolve the concern. If the concern is not resolved, then within 30 days of the principal's notification of the concern, the school must provide a written statement to the parent/ guardian(s) setting forth the reasons for not resolving the concerns.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, F.S.

HISTORY: **ADOPTED:** July 11, 2002

REVISION DATE(S): N/ A