

## PARENTAL NOTIFICATION

In accordance with section 3214 (3) of the Education Law and Commissioner's Regulations 100.2 (1) (4), school officials shall notify parents of a suspension from attendance of a period of five (5) days or less. Notice shall be in writing and by either personal delivery, express mail, or equivalent means, reasonably calculated to assure receipt of such notice within twenty-four (24) hours of the suspension. Where possible, notification shall also be provided by phone. The notice shall provide a description of the incident or incidents which resulted in the suspension and shall inform the parents or persons in parental relationship of their right to request an immediate informal conference with the principal and witnesses to the incident or incidents in accordance with Education Law, section 3214.

Parental notification shall be given in writing within a reasonable time of disciplinary action taken regarding a student for serious or chronic behavior. Notification need not be given merely because of an investigation of an incident, but if a student is found to be in a serious or chronic violation of school rules to the extent that discipline is imposed, parental notification shall be given.

Parental notification shall be given within a reasonable time of investigations by law enforcement officials or Social Services representatives provided that such notification would not interfere with the law enforcement officials' investigation or Social Services' investigation.

Reference: Education Law, section 3214

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