

<b>Title</b>	: <b>Parental Notification</b>	
<b>Number</b>	:	5700.03
<b>Approved</b>	:	02/11/14
<b>Reference</b>	:	1998 Amendments to Higher Education Act of 1965 P.L. 105-244 – Title 20 U.S. Code sec. 1232g

Parental Notification is an action (written or verbal) that notifies the parent or legal guardian of a student who is under the age of 21 and who has been found responsible for violating Eastern Arizona College's rules pertaining to drugs and/or alcohol. This notification will be by letter (in certain situations, a telephone call may precede the letter) to the parent/guardian identifying the violation and sanction(s) that were issued.

Notification of a parent(s) or guardian(s) will be made when one of the following has occurred:

1. The violation resulted in one or more of the following disciplinary sanctions:
  - a. Removal from class
  - b. Loss of campus housing privileges
  - c. Removal from Eastern Arizona College athletic team
2. The violation involved a legal citation issued by Campus Police.
3. The student became physically ill and required medical intervention as a result of consumption of alcohol or drugs.
4. The student has exhibited a pattern of other on-campus alcohol and substance abuse incidents.

The Chief Counseling Officer or other official as designated by the College President, will utilize the following in the implementation of Parent Notification involving students:

1. Make reasonable efforts to allow the student the opportunity to notify his/her parent(s) or guardian(s) prior to the official Parental Notification call and letter.
2. Notify the parent(s) or guardian(s) by telephone, as the situation warrants, but in all cases by letter.
3. Ensure that a copy of the notification is placed in the student's permanent record.
4. Provide a copy of the letter to the student upon request.

