



POLICY FOR DEALING WITH CONTACTS FROM LAW ENFORCEMENT

Because it is the general policy of the Healthy Start Academy Board not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit, any request by law enforcement agency, including the Department of Social Services, Child Protection Division to visit a school site must be forwarded to the Executive Director for review before a decision is made to allow access to the site. Staff must also attempt to contact the parents or guardians of any students involved.

1. All requests for information or documents by law enforcement agency should be forwarded to the Executive Director, who in consultation with HSA legal counsel, shall determine if the information or documents can be released to law enforcement agency.
2. If any law enforcement attempts to enter the Healthy Start Academy or a venue where HSA is conducting an event, HSA staff shall request identification and contact information from the officers or agents and photocopy or record it.
3. Staff shall provide the agents with a copy of this Policy.
4. Staff shall advise the agents that they are required to complete these steps prior to allowing them access to any school site or student data.
5. Request a judicial warrant and photocopy it;
 - a If no warrant is presented and it is not a situation in which someone is in immediate danger staff shall :
 - i politely tell them that they cannot come on the premises;
 - ii ask them, and make notes of, the reasons for access (including the names of particular students);
 - iii contact the students' parents or guardians;
 - iv do not attempt to provide your own information or conjecture about the students, such as their schedule, for example; and
 - v contact legal counsel for HSA.
 - b If a warrant is presented:
 - i ask them politely for the opportunity to review the warrant, photocopy it, and contact the Director and HSA legal counsel before they enter;
 - ii If they have a warrant and they do not want to wait, have someone contact the Principal and the students' parents or guardians while you cooperate with the government official.

Adopted by the Board on the 28th day of March, 2017