

**AGENCY INVESTIGATION-INQUIRY POLICY**

It shall be the policy of Gore Schools to protect the rights, privacy, and safety of all students, staff and on-campus visitors of the district. Gore Schools will fully cooperate with all agencies, to the best of our abilities and within the Laws of the State of Oklahoma, the Federal Laws governing OSDE, FERP A, HIPP A, IDEA, Law enforcement, Judicial and other regulatory agencies. Agency representatives' requests will be lawfully accommodated after verification.

Agency representatives, upon contact with school staff, shall be asked to abide by Gore Schools' visitor policies while on campus. Electronic communication requests will require additional verification of agency and purpose before any documentation or access will be permitted. Documentation can be provided by fax, email, or written correspondence containing the Agency, the requested information or access, the supervisor over the agency who is in authority over the request, and correspondence/forwarding information. No information on students or staff can be released without verification of lawful access to any person or records protected under law or policy.

Agency representatives will be required to present agency credentials and/or photo id with any requests. Photo badge with agency credentials, photo id such as driver's license or agency badge will be required and copied before student contact or directory information will be accessed.

To visit on campus with a student during school hours, the agency representative will be asked if the custodian has been notified of the visit and has granted permission for an interview. This will be verified by custodial contact from the district in absence of written permission from the custodian. If the agency representative discloses that custodial notification is prohibitive, Gore Schools will respect this request after verification that the representative is acting by lawful directive of the agency or a judicial/law enforcement directive. The agency representative will be asked to sign our policy form stating they take responsibility for parental/custodial contact of the visit/interview if required by agency policy and/or by law.

Gore Schools will require written documentation that the representative is acting in their official capacity of the agency. In the absence of a written directive by a lawful agency, the agency representative will provide a contact name and phone number of agency for verification.

If verification of agency and/or directive is not available, Gore Schools will cooperate with the agency and agency representative to accommodate the request upon verification.

This policy shall not be in violation of any law (s) and agency consideration and cooperation is appreciated