

GORE BOARD OF EDUCATION POLICY

FFGB -CHILD WELFAIR
INVESTIGATION AGENCY
VERIFICATION

It shall be the policy of Gore Schools to protect the rights, privacy, and safety of all students, parents, staff and on-campus visitors of the district. Gore Schools will make every effort to fully cooperate and comply with local, county, state, and federal agencies, to the best of our ability, for lawful requests.

By the steps outlined in this policy, all agency representatives will be required to confirm their identity, agency affiliation, purpose for the official visit, and be confirmed by their agency before any access to a minor child or student/staff records classified as confidential shall be considered.

Agency representatives shall provide all information requested on this from or by verbal request of GPS administration. Refusal by agency to complete all information requested, lack of agency supervisor contact for verification, and cooperation shall result in denial of access.

It is GPS policy to contact the listed custodian of a minor child before any agency representative may interview a student or records may be accessed.

Agency business and representative shall be verified by GPS before access is granted to minors or records. This policy outlines the procedures for gaining access to a minor child or confidential records.

No exceptions are permitted unless directed by court order.

Agency Representative Identification: Complete section "A" requesting access to a minor child and or records.

- 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. Email, fax or other electronic communication for verification will be required if the request is not in person. Documentation can be provided by fax, email, or written correspondence on requesting Agency letterhead. List the information or access requested, the supervisor over the agency who is in authority over the request, contact information, 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. Photo badge with agency credentials, photo ID such as driver's license or agency badge will be required, copied, and verified before student contact or directory information will be accessed.

Request by an agency representative to interview 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 by the district before access. If the agency representative discloses that custodial notification is prohibitive by law or safety concerns of/to the minor, Gore Schools may 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 required to complete the *non-disclosure of investigation on school campus* section of this policy. Section "B" or custodial contact will be made before access is considered.

Gore Schools will require verbal or written confirmation that the representative is acting in an official capacity of the agency they are representing. This will be done by phone/email verification to the agency or representative's supervisor. In the absence of a written directive by a lawful agency, the agency representative will provide a contact name and phone number of the agency supervisor for verification before any information or access is granted. No exceptions.

If verification of agency and/or directive is not available, Gore Schools will cooperate with the agency and agency representative to accommodate the request at future date/time when verification is obtainable.

This policy shall not be in violation of any law (s) or court orders. Agency consideration and cooperation is expected and appreciated. Failure by agency to fully cooperate with GPS and provide all requested information shall result in a complain being filed with the local, county, and state agencies, and Gore Police including removal and ban of agency representative from school property.

Contact Lucky McCrary, Gore Schools Superintendent for any questions, concerns, or comments.

lmccrary@gorepublicschools.org Cell: 918-315-2528 Office: 918-489-5587 opt

Agency Documentation to be completed before access of minor or records:

SECTION "A" requesting access to a minor child and or records.

Agency: _____

Agency Representative: _____ Date/Time: _____

Information Requested: _____

Agency Representative's supervisor: _____

Contact number of agency: _____

Verified by: _____ Date/Time: _____

Complete section below if Agency requests no prior notification of visit to custodial parent:

SECTION "B" Non-disclosure of investigation on school campus section:

Agency directive to not contact custodian of minor child due to safety concerns of the child/children.

Gore Schools contacts all custodial parent (s) before any person that is not the custodian of record requests on campus access to any minor child in our care. Official state agency representatives may request that GPS not make contact with custodial parent of a minor child until they have completed on campus interview of minor (s) due to safety concerns. If agency makes such request, the agency representative shall complete the following section or contact will be made prior to accessing any minor on campus.

I, _____ representing _____ (Agency) hereby directs GPS to make no contact to the custodian of _____, a minor child, that the agency has requested or

has interviewed said minor child/children, at school, as an official investigation of a report made to this agency. Agency, by this directive, assumes all responsibility-liability for parental/custodial contact. and it was agency directive to GPS that no notification be made to the custodian of agency presence to ensure the safety and confidentiality of said minor children. GPS will make every effort to contact the custodian of minor children visited at school by agency after the agency has completed all on campus contact in the absence of a prohibitive court order.