

RELATIONS WITH GOVERNMENTAL ENTITIES: GRA
QUESTIONING/ REMOVAL OF STUDENT BY AUTHORITIES ADMINISTRATIVE REGULATION

PURPOSE Board Policy GRA (LEGAL) and GRA (LOCAL), in accordance with Family Code 52.01 and 262.104, provides for cooperation with other governmental authorities.

QUESTIONING OF A STUDENT A student may be questioned by agents or officers of local governmental agencies. If this occurs the following procedures should be followed:

1. Verify the legitimacy of the agent by asking for identification. Record the agent's name, badge/ID number, agency, supervisor's name, phone number, and the phone number of the agency's main office or regional office on Exhibit A. Verify the number by checking with directory information. Additional identifications may also be provided i.e. business card.
2. Make a copy of the badge/ID and attach to GRA Regulation Exhibit A.
3. Call the main phone number of the agency to verify that the person is an agent of the stated governmental agency.
4. Notify the campus Principal and/or Assistant Principal.
5. The agent (Texas Department of Family and Protective Services representative or law enforcement officer) shall be approved by the principal or designee following the verification and recording of identification.
6. The principal shall request that a student not be questioned by a law enforcement agent without the principal or designee being present. In cases when the Texas Department of Family and Protective Services, formerly known as Children's Protective Services, or law enforcement officer is questioning a student, they may choose to question the student alone. The agent must sign and check the appropriate box or boxes on Exhibit A if the agent requests to interview the student alone and/or the agent requests that the principal not notify the parent or guardian prior to the interview. (In cases of abuse and/or neglect, the agent is responsible for notifying the parent.)
7. The agent must sign and record badge/ID number on Exhibit A.
8. The principal shall inquire about the possibility of parent(s) being present during the questioning. If the agent is agreeable that the parent(s) be present at the interview, no questioning is to occur until the parent arrives.

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TAKING A STUDENT
INTO CUSTODY

A student may be taken into custody by an authorized representative of the Texas Department of Family and Protective Services, a law enforcement officer, or by a juvenile probation officer, without a court order, under the condition set in Family Code 262.104, relating to the student's physical health or safety.

If any agent or officer comes to pick up a child for any reason, the following procedures are to be followed and recorded [see GRA Regulation Exhibit B].

1. Verify the legitimacy of the agent or officer by asking for identification. Record the employee number from his or her ID badge, make a copy of the badge, and request the name and phone number of his or her immediate supervisor.
2. Ask the agent why the student is being taken into custody realizing that it may not be possible for the agent to disclose all of the information. If there is concern, contact the agent's supervisor or program director.
3. After completing Exhibit B have the agent or officer sign the Acknowledgement of Removal of a Student by Legal Authorities.
4. The principal or designee will notify the parent prior to removing the student, unless the agent or officer requests that the parent not be notified and the agent or officer has signed the Acknowledgement of Removal of a Student by Legal Authorities and specifies how the parent will be notified.
5. Notify the campus Principal and/or Assistant Principal.
6. The agent must be requested to sign the student out in the usual procedure.

After the removal of a student from a campus, the agency removing the student is responsible for notifying the parents.

LETTERS OR COURT
ORDERS

Letters or court orders requesting student information must be submitted to the Communications Department prior to responding or providing information.

The Communications Department will obtain information regarding the District's responsibility to respond to the request.

In the event the requesting agent does not provide written documentation of the parent's approval to acquire the student's record, the requesting agent must complete GRA Regulation Exhibit C, acquire parent's permission and notarized signature on the form. The notarized form will be maintained in the student's file.