



Protection from Abuse (PFA's), Court Orders, Legal Proceedings, Summons and/or Subpoenas Procedures

Subpoenas

- I. All Subpoenas seeking student records are sent to the Department of Student Services upon receipt
- II. The Department of Student Services will send all Subpoenas seeking student records to the Board Clerk.
- III. If the student is a special education student, The Department of Student Services will also send the Subpoena seeking student records to the Wyandotte County Special Education Cooperative.
- IV. The Department of Student Services will send notices as required by FERPA.
- V. All Subpoenas ordering a person to appear in court, at a deposition or before an administrative body for the purpose of providing testimony shall notify his/her immediate supervisor as soon as possible after being served in accordance with Board Policy GARIF.
- VI. All supervisors will send Subpoenas seeking testimony to the Board Clerk.

Court Orders, PFAs or Protection from Stalking Orders

- VII. All Court Orders relating to students including PFAs or Protection from Stalking Orders are sent to the Department of Student Services upon receipt
- VIII. The Department of Student Services will send all Court Orders to the Board Clerk, Chief of Police and the Title IX Coordinator.
- IX. The Title IX Coordinator will determine whether the information in the Order warrants a Title IX, Title VI, bullying or other investigation for violation of district policy or the Student Code of Conduct

- X. The Department of Student Services will upload the Order in Infinite Campus and flag “legal” in Infinite Campus
- XI. School must review PFAs or Protection from Stalking Orders to determine how best to honor the Order while continuing to provide educational services to any students involved. All efforts should be taken to ensure that the Respondent/Defendant identified in the Order is protected from/does not come into contact with the Petitioner/Plaintiff identified in the Order. This may include, but is not limited to, changing classes, changing lunch periods, changing locker assignments, and/or changing school bus assignments. The School cannot exclude a student from a school building or deny either educational services without following the suspension/expulsion procedures and providing due process.

Terms:

Protection from Abuse (PFA) – can include those in a dating relationship, dating relationship in the past, living together, have lived together in the past or have a child in common. The PFA is a civil order from the County Court that provides protection to a victim of abuse.

Protection from Stalking Order– is a knowing and intentional course of conduct directed at a specific person that seriously torments or terrorizes the person.

Subpoenas – a court ordering a person to appear in court or provide records of said student.