



ADMINISTRATIVE PROCEDURE 5012
TEMPORARY PROTECTION ORDER, ORDER OF PROTECTION,
RESTRAINING ORDER, ORDER OF CUSTODY

Responsible: Office of the General Counsel; Department of School Police

PURPOSE

This administrative procedure shall describe and define protocols related to the Temporary Protection Orders (TPO), Orders of Protection, Restraining Orders, and Orders of Custody.

PROCEDURE

1. Temporary Protection Orders (TPO), Orders of Protection, Restraining Orders, and Orders of Custody normally last for 30 days unless the order is extended. In that case, the time is usually one year.
2. When presented with any of the above orders:
 - a. Make a copy of the order. The order basically does not exist in the eyes of the District unless presented.
 - i. Keep a file with a copy of all of your orders in it.
 - ii. Send a copy of the order to School Police.
 - iii. Place a copy in the student's cumulative file.
 - b. The principal or principal's designee shall read the order.
 - i. Read what restrictions are in the order.
 - ii. Notify school personnel who have a need to know.
 - iii. Make sure the order applies to the educational or school setting.
 - c. If you have any questions about what an order says, call the Office of the General Counsel at 348-0300.
3. General Provisions
 - a. The order must be signed by a judge to be valid.
 - b. Look for the date the order expires and enter the order restrictions and the end date into the program flags in Infinite Campus. The program flag goes in the Parent Summary of the person against whom the TPO has been ordered.
 - c. School Police (348-0285) and the Office of the General Counsel (348-0300) are available to help you with orders if you need help.

4. Violations

- a. If the order is violated call School Police immediately.

DESIRED OUTCOMES

- 1. This Administrative Procedure is designed to provide consistency across the District with regard to legal orders.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
11/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure