

WHAT TO DO IF APPROACHED BY AN OFFICER



Following this protocol ensures compliance with district policy, state and federal law, and protects student rights.

1

Stay Calm & Professional

Remain respectful, composed, and state that you intend to cooperate.

2

Contact a Site Administrator

Notify a site administrator to ensure proper procedures are documented and followed.

3

Move into a Private Space

Shift conversations away from other staff and students for privacy and safety.

4

Ask for ID & Copy of Documentation

Ask for a copy of the document they are giving to justify the action they want to take.

5

Email Officer's ID & Documentation

Send an email to the Superintendent's office and Emily. They will contact legal.

These steps are intended for front office staff
and site administrators



Santa Maria Joint Union
HIGH SCHOOL DISTRICT