

POLICY REGARDING RESTRAINING ORDERS

All restraining orders involving any student, faculty member or staff member of the Saugus Public Schools must be presented to the principal or administrator of the building said individual attends. Said restraining orders must be complete (certified or original copy) and legible including all signatures, dates and official stamps. All restraining orders must be filed in said building and a copy forwarded to the central administration office. All staff and personnel shall be informed of such restraining orders. Whenever possible, a picture of the individual the restraining order is against shall be provided. Any document that is not complete and legible will not be accepted.