

PROCEDURE FOR REQUESTS BY A DHS WORKER WHO IS NOT A WESTERN HEIGHTS  
SCHOOL BASED DHS WORKER TO MEET WITH A STUDENT

1. Ask to see ID of the DHS worker.
2. Make a copy of the ID.
3. Send for the student to report to office of a principal or counselor.
4. Record the time the meeting begins and ends.
5. File in student file.

Adopted: 10-04-93  
Revised: 10-12-11