Plug
SCHOOL
POLICY
Loopholes...
NOW!
Dear Educational Administrator:

How many of your school policies have loopholes?

Dangerous loopholes you won’t learn about until you get sued or your reputation is tarnished? For example:

▷ You have a policy on student Internet use…
  BUT does it protect kids from on-line sexual stalkers?

▷ You have a policy on sexual harassment…
  BUT does it comply with new Title IX changes?

▷ You have a policy on renovation contracts…
  BUT does it save the school day from disruption?

If you’re not 100 percent sure, it’s not surprising. The law changes constantly. And if your policies aren’t up-to-date, you may be tempting fate.

So when a student is injured... or an outraged parent complains... or a contractor demands a penalty payment... you may discover--too late--that the policy you relied on falls short. One little loophole is enough to cost you: a nasty lawsuit, negative publicity, and a career setback.

Now you can spot those loopholes early and plug them! Introducing...

School Policy Legal Insider,
the only “how-to” monthly guide written especially for administrators like you.

School Policy Legal Insider is much more than just a “news”-letter. It’s an early warning system. The Insider anticipates your problems and solves them.

Plus every month you get the Insider’s exclusive “working tools”: actual model policies, sample letters, memos, forms, contract clauses, and more! Adapt them to fit your needs. Bottom line: You don’t just read the Insider; you use it!

Now you can get the next issue of the Insider free! I’ll give you all the details in a moment. But first, let me
tell you how the Insider will become your working partner.

GET POLICIES WRITTEN AND TESTED
BY TOP SCHOOLS NATIONWIDE

Why reinvent the wheel whenever you want to create a new policy or plug loopholes in an old one? Every month School Policy Legal Insider's editors bring you field-tested policies from the country's best-run school districts.

So you learn from others' mistakes, rather than repeat them! For example:

- A high school principal thought his policy on safeguarding student records was air-tight—until a noncustodial parent stormed into his office demanding her son's transcript. If that principal had the Insider's School Records Policy (based on a proven Boston model), he would have known exactly what to say to ensure FERPA compliance—and avoid a shouting match.

- Compare the Insider's Model Field Trip Policy with yours. Ours sets up a series of checkpoints and staffs them with monitors, so you don't wind up like the New York City school where a 6th grader wandered away from her class field trip and was raped. Result: A $2.25 million judgment.

- See how a Florida school tightened its Student Discipline Policy when students began circulating an "underground" newspaper full of tasteless humor about the faculty and minorities. You may want to plug the First Amendment loophole in your current policy.

USE OUR MODEL LETTERS, MEMOS, FORMS AND CONTRACT LANGUAGE

How often do you wrestle with the wording of important letters and memos? You want to say the right thing. More importantly: You don't want to say the wrong thing!

Let School Policy Legal Insider give you a leg up. Month after month, we cure your nasty legal headaches with just the right language. It asserts your rights... cuts your risks... and won't compromise your position. For example:

- An irate mother complains about inadequate athletic supervision, which she says led to her son's injury. How do you reassure her that appropriate safeguards will be taken, without admitting to past negligence? The Insider's Model Letter lets you tread the thin line safely.
Use the Insider's Model Bid Request to cut the best deal with equipment lessors. Our model establishes a bidding timetable... prevents bait-and-switch tactics... sets a cost-variance leeway... demands a purchase option... and gets quotes for different lease lengths and payment periods. Plus, learn the five "sucker statements" you must never make in a bid request.

Don't settle for substandard work from a sloppy contractor. Scare him into doing the job right--and fast--with a legally binding ultimatum to replace him and backcharge him for any added costs. You're in the driver's seat with the Insider's Defective Work Notice.

DON'T GET BLOWSIDED BY CHANGES IN THE LAW

Education law changes constantly. New regulations come out, requiring you to revamp your programs.

And court decisions force you to rethink your procedures or run the risk of liability.

Count on School Policy Legal Insider to keep you up-to-date on the latest changes in education law. We know your degree is not in law, so we translate the law into plain English. And we lay out your options.

Result: You are never caught off guard. You plan ahead to avoid risks when they are still down the road. And, when you have to call counsel, you are up to speed, zeroing in on the right questions and understanding the answers.

Plus, the Insider's exclusive "Winners & Losers" column shows you how school districts are faring in court. You "go to school" on their mistakes and see how to avoid the costly traps they fell into.

WHY GO IT ALONE?
LET THE INSIDER WORK FOR YOU!

I think by now you can see that School Policy Legal Insider is unique.

It's not just another "news"-letter that you read. It's

(over, please)
a precision tool you use: to fix things... solve problems... and break new ground.

The **Insider** doesn't just rattle off one dull court case after another. It translates the law into clear usable guidelines.

Then it gives you the model policies, letters, and forms, etc., that empower you to implement well thought-out programs and systems.

ORDER A FREE SAMPLE ISSUE WITH NO OBLIGATION TO SUBSCRIBE

Why not put School Policy Legal Insider to work for you today, without cost or obligation of any kind? Just complete and mail the enclosed No-Risk Subscription Coupon. For faster service, fax it to (212) 473-8786 or call 1-800-643-8095.

I'll send you the next issue for your approval. Review it carefully. Put some of our model policies, forms, letters, etc., to work in your school. If for any reason—or for no reason—you decide the **Insider** is not for you, write "cancel" on our invoice and you'll owe nothing. Keep your issue--FREE.

But if you find School Policy Legal Insider to be as useful as I think you will, simply honor our invoice. As a new subscriber, you get our special discount rate of only $195--$60 off the regular price of $255 for a one-year subscription (12 monthly issues!)

Why delay? Send for the only monthly newsletter for educational administrators that shows you where the loopholes are in your policies--and how to plug them! You'll be glad you did.

Sincerely,

John M. Striker, Esq.
Publisher

P.S. 100% Money-Back Guarantee! If you ever feel School Policy Legal Insider is not absolutely ESSENTIAL to helping you identify and plug loopholes in your policies, you can cancel and receive a full refund at any time during the first year of your subscription—even in the 12th month!—with no questions asked.
Plug School Policy Loopholes

Avoid Costly Lawsuits
Get Model Policies, Letters, Forms and More
Discipline Staff and Students Legally
Resolve Disputes with Parents
Protect Students from Harm
Keep Contractors on a Short Leash

Free Trial Issue!

The Insider is different. You don’t just read it. You use it. It solves your problems with “how-to” advice, plus model policies, letters, and forms.
Run your school better—and avoid liability—with proven school policies from the best-run schools nationwide, plus exclusive “working tools” like the three examples below.

**Cut Your Risks**
- Promote safe athletics. Avoid costly sports injuries. The *Insider’s Model Safe Sports* Policy shields you from huge liability.
- Screen out sexual predators with legal interview questions. Negotiate the hiring minefield safely. Follow the *Insider’s Model Interview Checklist*.
- Don’t let an innocent FERPA violation cost you your federal financing. Here’s a 10-point checklist to ensure proper handling, distribution, and safeguarding of student names, addresses, Social Security numbers, grades, class rank, and other sensitive student data.

**Discipline Students and Staff Legally**
- Surprise! You can’t keep BB guns out of school. Not if your policy on weapons contains an all-too-common loophole. Plug it now with the *Insider’s Model Weapons Policy*.
- Time to crack down on school bus rowdies? Adopt the *Insider’s school bus surveillance procedure*—complete with forms and criteria for drivers to follow daily. Plus legal guidelines for using video cameras.
- Don’t let uncaring or incompetent staff sneak by year after year. Plug the loopholes in your staff policies that let a Minnesota custodian who twirled kids by their wrists escape disciplinary action.
- Want to ban gang colors, vulgar T-shirts, scanty clothing, and body rings? Afraid of provoking protest and a First Amendment challenge? Discover the right approach in the *Insider’s Model Dress Code*.
- What are kids hiding in those baggy pants, hooded sweatshirts, and backpacks? Search and seize beepers, cell phones, and other prohibited items without resistance. Use the *Insider’s Model Student Search Policy*.

**Win Disputes with Parents**
- Before you meet with a potentially violent parent, take the five precautionary steps outlined in the *Insider’s “Difficult Parent” Policy*. It defuses hostile situations before they explode.
- How to convince unbelieving parents that Johnny is a troublemaker. Follow the *Insider’s four-step procedure for reporting disciplinary problems and their remedies*. It breaks through to parents—and enlists their help.
Three proven tactics for discouraging district-jumping. How to tell which parent a child really lives with.

Handle New IDEA Requirements
- Find out how to enlist parents in the “assessment process”... how other districts handle “inclusion”... how to prepare for “due process” hearings. Use the Insider's model notices and letters.
- Follow the Insider's seven guidelines for writing litigation-proof Individual Education Programs.
- Discipline kids with slippery disabilities like A.D.D. How to tell when misbehavior is a sign of a disability. The Insider reviews hearing officer decisions—and speaks to psychologists—so you know what factors to consider.
- Don’t get hit with unnecessary placement costs for “unilateral transfers.” Six money-saving steps to take.

Run a Tight Ship
- See how other school districts are negotiating tough labor issues like grievance procedures, health benefits, leaves of absence, drug testing, forced retirement, and probationary employees.
- Terminate employees without taking legal flack. Add the Insider’s Model At-Will Employment Policy to your employee handbook.
- Keep students from writing “we-miss-you” letters to suspended staff. The letters can come back to bite you in administrative hearings.

Stop Contractor Rip-Offs
- Beware of one-sided fine print and boilerplate! The Insider exposes contract tricks. And we deal you the legal aces you need to secure the best terms, cut costs, and protect your rights.
- Heading into renovation hell? Stick the Insider’s Model Scheduling Clause in the contract. It assures that work won’t disrupt the school day or harm students.
- Get faster responses, better service, and deeper discounts from vendors who plow your parking lot, repair office equipment, collect trash, and clean. Plug office contract loopholes that excuse their screw-ups.

Keep Up on Fast-Changing Laws
New laws, regs, court cases—they change school administration monthly. School Policy Legal Insider is your early warning system. You gain the foresight to plan ahead, because the Insider explains the latest developments, including:
- Family Medical Leave Act
- Americans with Disabilities Act
- Latest federal and state court decisions
- Campus Security Act
- Individuals with Disabilities in Education Act
- Section 504 of the Rehabilitation Act
- Age Discrimination in Employment Act
- OSHA (Occupational Safety and Health) Asbestos and Lead
- Paint Disclosure Rules
- Federal Gun-Free School Act of 1994
- Title IX of the Education Amendments of 1972
- Title VII of the Civil Rights Act of 1964
- 42 U.S. Code Sections 1981 and 1983
- Plus other essential regulations and codes

About Brownstone Publishers
For 20 years, our nationally recognized newsletters have been simplifying legal jargon for nonlawyers and explaining how to apply model policies to everyday situations, while plugging loopholes.

Our full-time staff of attorneys and specialists are experts at translating legal language into user-friendly, plain English that principals, superintendents, headmasters, deans of students, other educational administrators, and attorneys find easy to read, understand, and use.
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To solve your problems... cut your risks... handle staff and students...
and plug the loopholes in your school policies.

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