The Board’s intent is for a parent/guardian to be notified by school personnel of his/her student’s involvement in an incident prior to, or as soon as possible after, the participation of law enforcement officers in matters that could lead to law enforcement action.

If during the following procedures a student requests to contact a parent/guardian, that request shall be honored.

**Interview of Student by School Administrators**

1. District personnel may interview a student victim of, student witness to, or student suspected of committing an alleged violation of district guidelines, Board policy, school rules, criminal law or commission of an unsafe act without prior consent of a parent/guardian. At the beginning of an interview a student shall be provided a general knowledge of the nature of the interview unless a compelling security issue is involved.

2. A student shall be informed of the nature of the alleged violation and the reasons school officials believe that the student was a witness, victim of, or suspected of the misdeed before termination of the interview unless a compelling security issue is involved.

3. Each student shall be questioned separately and privately when possible. Mediation may require a student to discuss the issue with an administrator and other students present.

4. A student may be asked to write a summary of the incident. The student may retain a copy of the summary he/she wrote. Privacy of student summaries shall be maintained consistent with legal requirements.

5. Any interview of a student shall respect the privacy of the student and not be any more intrusive than necessary.

**Administrative Inquiry of Student by School Administrators**

1. When there is reason to believe that a student violated district guidelines, Board policy, school rules, criminal law, or committed an unsafe act, district personnel may ask additional questions of that student without the prior consent of a parent. At the beginning of an inquiry a student shall be provided a general knowledge of the nature of the inquiry.

2. Facts constituting a reason to believe a student was involved must be conveyed verbally to the student before termination of the administrative inquiry and documented in writing on the discipline form following the discussion. The student shall receive and sign a copy of the form acknowledging receipt.

3. A parent/guardian shall be called as soon as there is cause to suspect that a student committed a felony or there is a safety/security risk requiring the case to be turned over to a law enforcement officer for a law enforcement report. The administrator shall make every reasonable effort to contact the parent/guardian and shall document the effort.
4. Information obtained during an administrative inquiry shall not be disclosed to any person other than district personnel except as required by law or a parent/guardian, or to prevent potential unsafe acts. The administrator may decide to involve law enforcement based on the information.

5. Any inquiry of a student shall respect the privacy of the student and not be any more intrusive than necessary.

6. Prior to the administration of a breathalyzer test, district personnel shall make every reasonable effort to contact a parent. The student or a parent may deny the use of the test, but such refusal to take a breathalyzer test may be used as an inference of guilt in a suspension/expulsion hearing. Only trained district personnel shall administer breathalyzer tests; a second staff member shall be present.

7. Since discipline practices in the district are progressive in nature, appropriate notice shall be given to the student and a parent regarding the future consequences of repeated incidents.

**Interviews/Administrative Inquiries of a Student by Law Enforcement Officers**

A parent/guardian shall be involved as soon as possible when a student's behavior has caused law enforcement intervention or involvement.

1. For an incident occurring off school property, in the absence of a warrant, probable cause for arrest, or emergency situations, a student shall not be removed from class to speak with a law enforcement officer. In all other cases, care shall be taken in interrupting the academic day.

2. A student shall be informed of the nature of the alleged violation and the reasons law enforcement officers believe a student was a witness, victim or suspect before termination of the interview.

3. When a law enforcement officer questions a student under the age of 18 as a suspect, district personnel shall encourage the law enforcement officer to contact the parent/guardian prior to the questioning. After the initial administrative inquiry, if the student becomes a suspect, every reasonable attempt shall be made by the district to contact a parent/guardian.

4. If a parent/guardian cannot be contacted or is not available to be present during the interview, an administrator shall be present as an observer.

**Arrest or Removal of Students by Law Enforcement Officers from School Property**

1. A student shall be released to the custody of a law enforcement officer if an arrest is made for criminal activity, is mandated by law or warrant or in instances of a child in need of care.

2. If a law enforcement officer has a warrant for a student's arrest, every effort shall be made to have the principal or another school official present if the arrest is made at school.
3. Whenever a law enforcement officer intends to take a student into custody, the law enforcement officer shall make every effort to notify school authorities, and affect the arrest in a manner that is as inconspicuous as possible and is respectful of the student’s dignity.

4. When law enforcement officers, for any reason, remove a student from school, district personnel shall make every effort to notify the parent/guardian of the student. District personnel shall document such effort in writing.

5. School officials shall notify a designated district office staff member(s) any time a student is removed from school by a law enforcement officer.

Suspected Abuse

1. When a district administrator is investigating reported child abuse, pertinent state laws shall be followed.

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