

GUIDELINES FOR STUDENT INTERVIEWS/QUESTIONING BY OUTSIDE AGENCY
PERSONNEL

1. Outside agency personnel should report to the administrative offices and/or the office of the building principal to request permission to question or interview a student in the building. The principal or designee shall assume responsibility for finding the student and bringing the student to the office where the interview or questioning will be held in a closed setting, not readily accessible or open to the public view.
2. In order to ensure proper decorum in the classroom, no outside agency personnel shall interrupt the classroom or in any way interfere with the classroom teacher providing instruction.
3. A principal/designee shall contact the student's parent(s)/legal guardian prior to the interview or questioning, except in suspected child abuse circumstances controlled by state law. Except in cases in which the law enforcement officer or health and family services agency personnel (i.e., social worker) determines the school official's presence will impede the investigation, and unless a parent/guardian grants permission, the principal/designee shall be present during the interview or questioning but shall not participate in the interview or questioning of the student. The principal/designee shall be available to ensure that there is no confrontation during the interview or questioning and to ensure that the student is properly returned to the classroom after the interview or questioning, unless other appropriate legal action is taken.
4. Law enforcement officers may not remove a student from the school building while the student is properly in attendance without written permission of the student's parent(s)/legal guardian unless a warrant is issued for the student's arrest, the student is taken into custody as part of an official investigation by the law enforcement officer, or those conditions covered in (7) below exist.
5. Health and family services agency employees or counselors from other than the Rice Lake Area School District may not remove a student from the school building while the student is properly in attendance without the written permission of the student's parent(s)/legal guardian, or unless the student is under the legal custody of the agency represented by the employee or counselor.
6. The principal/designee may refer a student to a school counselor, social worker, or school psychologist for counseling, if necessary, after the interview or questioning. Health and family services agency employees and counselors from non-school agencies may counsel with a student in the school buildings upon written permission from the student's parent(s)/legal guardian or the supervising agency with legal custody of the student.
7. If a student is in a state of emergency, as defined in state law (i.e., the student is mentally ill, drug dependent or developmentally disabled and there is substantial probability of physical harm, either to the student or others), a law enforcement officer or other authorized person may immediately remove the student from the school and place him/her in emergency detention. The student's parent(s)/legal guardian shall be notified as soon as possible of the student's removal from school premises.

8. No district employee shall disclose any information regarding contact between a law enforcement officer and/or health and family services agency personnel with a student to anyone except to a superior or to the student's parent(s)/legal guardian, unless otherwise authorized by law.
9. If a principal/designee requests an outside agency to come in and question a student, the student's parent(s)/legal guardian will be contacted prior to the interview or questioning, except in suspected child abuse circumstances controlled by state law.

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