

MARSHALL PUBLIC SCHOOLS

SERIES 400 STUDENTS

Administrative Rule 445

PROCEDURES FOR STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL

A. Types of Interviews

1. A student victim interview is an interview with a student who is a victim of a crime.
2. A student witness interview is an interview with a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime or other offense.
3. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.

B. General Requirements Regarding Student-Law Enforcement Officer Interviews

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance, in emergencies, or as specifically required by law.
2. All student interviews by law enforcement officers on school premises shall be conducted in such a way as to minimize school disruptions. All student interviews will follow the guidelines listed:
 - Interviews should be coordinated with the student's schedule if at all possible.
 - Interviews should not be allowed during an exam except in an emergency.
 - The principal or his/her designee will summon the student from his/her class, unless the law enforcement agency and school administration feel the situation warrants personal contact with the law enforcement officer and the interview will be conducted in an office setting to promote confidentiality.
 - Parent notification will be attempted when law enforcement officers are involved in a student interview, except for cases involving allegations of child abuse, neglect, sexual assault or domestic violence that may have occurred in the household and/or with a family member.
 - The building principal or appropriate school designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.
3. School officials shall attempt to notify a student's parent/guardian prior to law enforcement officers conducting a student suspect interview. A student suspect

interview may be conducted if attempts to reach the parent/guardian are unsuccessful if an emergency exists as determined by the building principal/designee and the law enforcement agency. Emergency situations are defined as: a delay may result in flight of a suspect, destruction of evidence, opportunity to cover up a crime, or an unacceptable threat to the community.

C. Interviews by Other Individuals

1. If an individual or group calls at the school to question a student and the individual or group is not known by the district employee, the employee may request the individual or group to produce appropriate identification.
2. Approval from the building principal or his/her designee must be secured before questioning may take place.
3. If the interview relates to the investigation of possible child abuse or neglect, the student may be interviewed without first contacting the student's parent(s)/guardian(s).
4. If there is any indication that the interview may jeopardize the welfare or rights of the student, the building principal or his/her designee shall first contact the student's parent(s)/guardian(s) and obtain permission for the interview.
5. During questioning of the student, the building principal or his/her designee shall be present.

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