

## CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons [other than custodial parent(s)/legal guardian(s)], agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal. The following policies shall apply to such situations.

1. If contact is sought by a police officer or Child Protective Services personnel, the principal must obtain prior parental/guardian consent when the student is a minor, except if the police or Child Protective Services direct the principal not to contact the parent(s)/guardian(s). In such cases, the school shall follow the directives of the police or Child Protective Services, and the principal shall obtain information regarding when the parent(s)/guardian(s) will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal and placed in the school files. The principal shall notify the Catholic Schools Office.
2. If contact is sought by anyone other than a police officer, Child Protective Services or a custodial parent/legal guardian, the principal must first obtain parental/guardian consent.
3. An interview of a student by a Child Protective Services worker or a police officer can be conducted alone with a child for a child abuse matter. The Child Protective Services worker is required to inform the child of the child's right to have a support person present during the interview. If the child does not request a support person, the interview will proceed without a third party present.

If a support person is requested by the child, the Practice Guidelines of Child Protective Services provide that the support person shall be an adult over the age of 18 years and shall be reasonably available and may include but is not limited to a school teacher or administrator, guidance counselor, or child care provider. The support person may not be the alleged perpetrator. The Child Protective Services worker should provide a confidentiality statement for the support person to sign.

The Child Protective Services worker must notify the parent/guardian of the child within 24 hours after the interview has taken place. The school may not contact the parent/guardian before, during, or after the interview and should refer any inquiries to the Child Protective Services worker.

*A Notice of Investigation* is available with the Administrative Forms provided by the Catholic Schools Office. It can be utilized to keep a written record of an investigation. It is completed by the investigating agency.

4. Teachers shall not allow pupils to leave classrooms to speak to non-school personnel without the explicit permission of the principal or his/her designee.
5. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights.

## Policy 3400 Continued

6. No organization, agency, or person (excluding police officers and Child Protective Services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent/guardian.
7. The following procedures must be followed when custody of a pupil is requested by a police officer:
  - a. Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials.
  - b. Should a police officer produce a warrant for the arrest of a pupil, the pupil shall be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parent(s)/guardian(s) before removing the pupil from the premises. In all cases, the parent(s)/guardian(s) should be notified by the principal.
  - c. In instances not involving a warrant, parent(s)/guardian(s) may give telephone authorization to surrender the pupil to the police officer. The principal shall make a written notation of the time and a summary of the conversation and retain the notation in a secured office file. The principal may then surrender the pupil to the police officer. If the parent/guardian refuses authorization, then the school shall not release the child without a warrant or other court order.
  - d. Whenever custody of a pupil is requested by a police officer, the principal shall notify the Catholic Schools Office.
8. The following procedures must be followed when custody of a pupil is requested by Child Protective Services:
  - a. Examine and photocopy the official identification/credentials of the Child Protective Services representative.
  - b. Should the Child Protective Services person request that the pupil be removed from the school prior to notification of the parent(s)/guardian(s), the principal shall:
    - 1) obtain a copy of authorization from an appropriate court or other legal authority;
    - 2) request information regarding when the parent(s)/guardian(s) will be notified and by whom;
    - 3) obtain all pertinent information from the Child Protective Services person regarding where the child will be taken and how the parent(s)/guardian(s) can reach the caseworker;
    - 4) immediately make a written summary of the event and place it in a secured office file; and
    - 5) whenever custody of a pupil is requested by Child Protective Services, the principal

shall notify the Catholic Schools Office.

**Policy 3400 Continued**

9. A *Flow Chart* attached to this policy provides information and procedural direction for student interviews by outside agencies. Whether the investigation is a Child Abuse matter or a Criminal Investigation determines what involvement the school may have.