

PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICERS

445-Rule

Waunakee Community School District

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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.

All student interviews with law enforcement officers on school premises during the school day will follow the procedures listed below:

1. When the school has requested law enforcement assistance, the law enforcement officer may interview the student. When, on their own initiative, law enforcement officers deem it necessary to interview a student on school premises during the school day, they shall inform the building principal or designee and receive authorization to conduct the interview.
2. Every effort should be made to minimize school disruption by:
 - a. Conducting plain clothes interviews whenever possible.
 - b. Having school personnel notify students individually when an interview is to be conducted.
 - c. Interviewing the student in a setting providing as much privacy as is reasonably possible.
 - d. Interviewing the student during non-instructional time (e.g., study hall, lunch) whenever possible. Interviews should not be done during an exam period except in an emergency.
3. The building principal or designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement department agency standards and applicable legal requirements.
4. A reasonable effort will be made to contact the parent or guardian of a minor student in advance of the interview, except for cases involving allegations of child abuse or neglect. The interview may proceed prior to notification of the parent or guardian if (a) the situation is determined by law enforcement and the building principal/designee to require prompt action; (b) the situation is determined to be of a serious nature; or (c) the attempt to contact the parent or guardian has been unsuccessful. When the District has been unable to make contact with a parent or guardian prior to the interview, the building principal or designee shall give written notification to the student's parent or guardian informing them of the interview.
5. Student record information shall be made available to law enforcement officers in accordance with the District's student records policy and procedures and applicable legal requirements.

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Generally, school liaison officers assigned to work with students in the school setting may communicate and interact with students in the same manner as school personnel except when required to carry out law enforcement activities.

In cases where the law enforcement officer takes the student into custody or asks the student to leave the school building and accompany the officer to another location for questioning or protection or services, the building principal or designee shall be notified of the action. If the student is a minor, the building principal or designee shall notify the student's parent or guardian that the student is no longer in school or under school supervision, except in cases involving allegations of child abuse or neglect.

Cross References:

WASB PRG 445 Sample Rule 1

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