

Northshore School District

## ADMINISTRATIVE PROCEDURE

**No. 4411 P**

### **COMMUNITY RELATIONS**

#### **Relations with Immigration and Customs Enforcement (ICE) and Law Enforcement Agencies**

- A. A U.S. Immigration and Customs Enforcement (ICE) officer shall contact the Superintendent for a formal review of their credentials and written legal authority if requesting information about a student or access to a school building or district property. Only the Superintendent has authority to approve of any such request.
- B. A law enforcement officer shall contact the building administrator or designee upon entering a school building. If the law enforcement officer requests student identification through photo recognition, the building administrator or designee will cooperate and provide the officer the information requested. For crimes in progress and/or imminent danger while acting in an official capacity as a Law Enforcement Officer, police dispatch will notify the school that officers are on campus. After the incident is safe, officers will notify the building administrator or designee the nature of the incident, if a student was involved and actions taken.
- C. The district shall release student information to law enforcement officers under the following conditions:
  - 1. Student Directory Information -  
An officer may request and be granted such student information as address, telephone number, parents' names, date of birth and attendance information pursuant to FERPA (Family Educational Rights and Privacy Act). The building administrator or designee shall release the information provided that the parent or guardian has not notified the district in advance that directory information is not to be released without written permission.
  - 2. Subpoena Or Court Order -  
The district shall release records when presented with a subpoena or court order. The building administrator or designee shall notify the parent or guardian that such information has been released.
- D. While the district discourages questioning of students on school premises for non-district criminal investigations, the building administrator or designee shall cooperate with a law enforcement officer requesting to do so when it is done with the least

amount of disruption to the educational program of the school and student being questioned. If the officer takes custody of and removes a student from district property for a non-district related investigation, the building administrator or designee will make a reasonable effort to contact the student's parent or guardian, if the investigating law enforcement officer believes the notification would not interfere with the investigation.

When school or district administration believes a student or students may be involved in a criminal activity directly connected to a school or schools (e.g. sexting, illegal substances, racial and/or sexual harassment, school district property vandalism and/or damage, theft, assault, threats), the school administrator or designee shall notify law enforcement immediately. Law enforcement will make the determination whether the action and/or behavior constitutes a criminal offense and provide guidance for next steps, including school-site interview or interview off school grounds and contacting parents or guardians of the student(s) involved.

When a school-site interview of a student for a district related criminal investigation is warranted, it shall be done in the presence of the building administrator or designee whose purpose shall be to observe the process and not to serve as legal representative or guardian. The building administrator or designee shall ascertain, prior to the interview, whether the parent or guardian has been contacted by law enforcement. If not, the building administrator or designee will make a reasonable effort to contact the student's parent or guardian, if the investigating officer believes the notification would not interfere with the investigation. If unable to contact the parent or guardian after a reasonable time, the officer reserves the right to proceed with the interview. If contacting the parent or guardian would interfere with the investigation, the building administrator or designee will contact the parent or guardian after the school-site investigation is completed.

- E. If a student is under twelve years of age, the investigation interview shall not take place prior to the parent or guardian being advised of the law enforcement officer's need, unless prior notice to the parent or guardian will compromise the investigation (i.e., when the parent is the suspect.)
- F. An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will immediately notify the parent or guardian and document the event by recording the agency and officer's name, contact information, badge number and incident or case number.

#### **Relations with Child Protective Agencies**

- A. A child protective services worker shall contact the principal or designee upon entering a school building.
- B. A child protective worker may request and be granted such information as address, telephone number, parents' names, date of birth and attendance information. Relevant

information contained in the student's cumulative folder and any supplementary records shall be available for inspection on evidence that a student is a ward of the state or the subject of an investigation involving child abuse or neglect.

- C. While the district encourages interviews of a student to take place off school premises, the principal shall permit a child protective worker to conduct any questioning outside the presence of the parents when child abuse or neglect is involved. Parental notification of the interview shall occur at the earliest possible point in the investigation assuming it will not jeopardize the safety or protection of the child or the course of the investigation. The building administrator or designee shall be present during the interview unless, 1) the child protective services or law enforcement officer has determined from the child that the child objects to having a third party present for the interview or 2) the presence of the third party will jeopardize the course of the investigation.
- D. A child protective worker is required to have a warrant in order for the school to release custody of the student. However, if the child protective worker is accompanied by a law enforcement officer, no warrant shall be required. In the event a student is taken into custody, the school will immediately determine how the parent or guardian will be notified.

#### **Relations with Health Department Officials**

- A. A health department official shall contact the building administrator or designee and the school nurse on entering a school building.
- B. A health department official may request and be granted such information as address and date of birth if the parent or student over 18 years of age has not filed a written objection to the release of directory information. Information contained in a student's cumulative folder and any supplementary records shall be available only with prior written consent of the parent or adult student.
- C. Confidential interviews by health department officials with students who are suspected of having come in contact with an individual infected with a communicable disease will be permitted at school, when such cannot be scheduled otherwise. If requested by the student, a school official will be in the interview as an observer.

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