

P6-04-002 Interrogation and Arrest

When a police officer or employee of Protective Services, Social Services Department calls at the school, whether to question a student or to serve a court order or arrest warrant, the principal shall lend his/her full cooperation, after being presented appropriate identification by the individual.

1. Criminal Investigations

Should a **law enforcement** ~~police~~ officer wish to interview a student during an investigation of possible criminal activity the principal or designee should make a good faith effort, and document those efforts, to contact the student's **parent/legal guardian** ~~parent or legal custodian~~ prior to the beginning of the interview, except in the case of an emergency or a serious felony investigation as determined by the Chief of Police or Commonwealth's Attorney. If a **parent/legal guardian** ~~parent or legal custodian~~ is not present, it is mandatory that the principal or **his/her** ~~his~~ designee be present as an observer. However, the interview must be conducted by the **law enforcement** officer and not the principal or designee.

2. Protective Services Investigations

Because of the sensitive nature of Protective Services cases, Protective Services employees and **law enforcement** ~~police~~ officers investigating Protective Services cases may interview students outside the presence of school personnel, **parents/legal guardians** ~~parents~~, or attorneys.

School officials are expected to cooperate fully in maintaining strict confidentiality in Protective Services investigations. School officials should adhere to requests of Protective Services officers as to whether or not **parents/legal guardians** ~~parents~~ are to be informed of Protective Services investigations.

3. Student Education Records

In certain instances a student's education record may be reviewed by **law enforcement** ~~police~~ officers, probation officers, and Protective Services workers in the course of their duties. These instances are by judicial order or subpoena, in health and safety emergencies, or for the purpose of providing services to a **student** ~~child~~ prior to adjudication. **The principal and/or their designee shall remain with the file throughout the process of review.** At the request of the **law enforcement** officer or worker, the principal, assistant principal, or school counselor should provide an interpretation of such information as may be desired from the student's record.

4. Removal of Students

Under certain circumstances, including, but not limited to, issues related to child protective services, detention orders, or arrest, a **law enforcement** ~~police~~ officer may remove a student from school. Upon entering the building the **law enforcement** ~~police~~ officer should report to the principal's office and work with the building principal or designee to assure the best approach in removing the student. The principal or designee should make a good faith effort, and document those efforts, to contact the student's **parent/legal guardian** ~~parent or legal custodian~~ prior to removal....**School officials should adhere to requests of Protective Services officers as to whether or not parents/legal guardians** ~~parents~~ **are to be informed of Protective Services investigations.**

5. Fire Personnel

Official investigators from the Office of the State Fire Marshal or from the Fire Prevention Division of the Henrico County Fire Department possess the same status as **law enforcement** ~~police~~ officers for purposes of interviewing students. The principal or designee should make a good faith effort, and document those efforts, to contact the student's **parent/legal guardian** ~~parent or legal custodian~~ prior to the beginning of the interview. If a **parent/legal guardian** ~~parent or legal custodian~~ is not present, it is mandatory that the

principal or designee be present as an observer. However, the interview must be conducted by the investigator and not the principal or designee.

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