

Chicago Public Schools Policy Manual

Title: PROCEDURES FOR INTERVIEWING CPS STUDENTS

Section: 705.6

Board Report: 00-1025-PO3

Date Adopted: October 25, 2000

Policy:

I. SCOPE OF POLICY AND PROCEDURES

This policy applies to requests for interviews with the student during the school day or required classroom observations of the student. The agencies most likely to be affected by this policy include but are not limited to:

- Department of Children and Family Services, including private agencies with whom they contract;
- * The Office of the Cook County Public Guardian or court-appointed Private Guardian ad Litem;
- * Probation Officers and Educational Advocates of the Juvenile Court;
- * State's Attorney's Office or Public Defender's Office;
- * Independent Evaluators (e.g., private or court-ordered therapists, psychologists, psychiatrists, etc).

EXCEPTION: This protocol and procedure does not apply to the Chicago Police Department, or any individual coming to the school simply to review student records.

II. DESIGNATED CPS LIAISON

Each school shall designate an individual to act as the CPS Liaison to the interviewer. The school shall make the list of liaisons available to each of the above-named parties through the CPS Information Office at the Juvenile Center. The CPS Liaison shall help facilitate student interviews.

In addition, each school shall provide the interviewer with the local school's telephone and fax number and the name of the CPS Liaison upon request.

III. INTERVIEWING STUDENTS: NON-EMERGENCY

A. REQUEST

For non-emergency interviews, schools are entitled to receive 3 days advanced notice (school days) by writing/phone/fax from the individual requesting to interview a student, except when the interview constitutes no more than a brief (5 minute) contact with the student. The school shall make available to the individual making the request the CPS Student Interview Request Form and the individual shall complete the form, preferably prior to the visit. The Interview Request form shall serve as notice and facilitate scheduling of the interview.

B. PARENTAL NOTIFICATION

(For students 18 years of age or older, notification and necessary consent must be directed to the student).

1. **NOTICE:** Upon receipt of each request to interview a student, the CPS Liaison shall notify the parent or legal guardian by telephone or by sending written notice to the parent (e.g., mail or letter home with student).

2. **NO NOTICE:** No notice is required if the parent has given written consent for the interview, or the individual requesting the interview is a:

- a. DCFS caseworker or private agency caseworker that DCFS contracts with, and proof of legal custody or legal guardianship is provided; or
- b. Court-appointed attorney and guardian ad litem for the child from the Office of the Cook County

Public Guardian and/or an employee of that Office; or
c. Court-appointed attorney and guardian ad litem for the child other than from the Office of the Cook County Public Guardian.

C. ARRANGING THE INTERVIEW

1. PROOF OF AUTHORITY: Upon receipt of a request to conduct a student interview the CPS Liaison shall advise the individual requesting the interview of the need to provide credentials (identification and proof of authority) prior to or at the time of the interview. Appropriate documentation of proof of authority may include:

- a. DCFS/DCFS contracted private agency
 - i. Court order appointing legal custody or guardianship for DCFS, and for contracted private agency a letter of delegation from DCFS; or
 - ii. Signed consent from parent/legal guardian/surrogate parent.

- b. Attorneys
 - i. Asst. State's Attorneys, Asst. Public Defenders, Private Attorneys
 - (a) Court order, or
 - (b) signed consent from parent/legal guardian.
 - ii. Office of the Cook County Public Guardian or Court Appointed Guardian ad Litem
 - (a) Court order appointing Guardian ad Litem, or
 - (b) Signed consent from parent/legal guardian/surrogate parent.

- c. Probation Officers & Educational Advocates:
Signed consent from parent/legal guardian/surrogate parent.

- d. Independent Evaluators: (Court appointed/private therapists, psychologist, etc.)
 - i. Court order, or
 - ii. Signed consent from parent/legal guardian/surrogate parent.

2. Scheduling the interview: Student interviews should be conducted at a date and time which is least disruptive to the student's educational day, preferably:

- a. Before the start of school day or immediately after the student's last class; or

- b. If during the school day, during a class period which is not a core curriculum subject required for graduation.

Classroom observations shall be limited to a half day unless prior approval is given by the principal. Non-emergency interviews should last no more than two class periods, unless prior approval is provided by the principal.

3. Confirmation of Interview Time: CPS Liaison shall confirm and fax back to interviewer the approved interview date and time, set forth on the bottom of the Interview Request Form.

D. ON THE DAY OF THE INTERVIEW

1. CONFIRMATION: The CPS Liaison shall confirm the student's attendance on the day of the interview. If the student is absent, notify the interviewer as soon as possible and arrange another time, date and location for the interview.

2. CHECK IN: The interviewer must check in at the main office and produce his or her credentials (identification and proof of authority) for verification. A photocopy of the interviewer's credentials shall be placed in the student's temporary student record file.

- a. Identification: In any instance where there is a question concerning the authenticity of the interviewer's credentials, request the name and telephone number of the interviewer's supervisor and immediately contact that individual to verify the interviewer's identity. In any instance where the interviewer raises an objection to the school concerning having their I.D. photocopied, write the information on the I.D. and place information in the student's temporary student record file.

- b. Proof of Authority: If the individual requesting to conduct the student interview did not previously submit proof of authority, obtain such documentation on the day of the interview.

3. INTERVIEW LOCATION AND PRIVACY: Interviewers are entitled to interview the student privately without school personnel being present during the interview. School personnel are free to request that the interviewer permit him or her to sit in the interview in order for the student to feel comfortable. If the interviewer rejects the offer, school personnel may not sit in the interview, and should in no way interfere with the interview.

4. ENDING THE INTERVIEW: Upon completion of the interview, the interviewer, or designated school personnel present in the interview, shall return the student to the main office, either to be returned to class or sent home.

IV. INTERVIEWING STUDENTS: EMERGENCY

A. EMERGENCY SITUATIONS DEFINED

An emergency situation involves a safety issue with respect to the student. An emergency situation will most often involve a **serious unusual incident report**, or may require the **immediate removal of a child**. Specific examples of an emergency may include:

- * Incident suggesting child endangerment: DCFS Caseworker or Child Protection Investigator (DCP Worker) or Public Guardian personnel requesting interview to investigate allegations.
- * DCFS Hotline call: DCP Worker request to interview student to determine abuse, neglect, or abandonment.
- * Student acting out: school contacts caseworker or Probation Officer to assist with intervention.

It is anticipated that requests for emergency interviews will be made primarily by DCFS/private agency workers contracted with DCFS and the Office of the Cook County Public Guardian.

B. PARENTAL NOTIFICATION

In an emergency situation, such as described above, no prior notification of the parent or guardian (or of a student if the student is 18 years of age or older) by the school is required.

C. ON THE DAY OF THE INTERVIEW

Interview protocols are the same as for non-emergency interviews with the following exceptions:

1. COURTESY CALL: Whenever possible, the interviewer should contact the school prior to his/her arrival to inform the school of the need to interview the student on an emergency basis to ascertain whether the student is in attendance, and the approximate time of his/her expected arrival.
2. DOCUMENTATION OF INTERVIEW: CPS Liaison shall document the emergency interview request by completing the CPS Student Interview Request Form. The completed form shall be placed in the student's temporary student record file.
3. PROTECTIVE CUSTODY TAKEN: If protective custody is taken upon completion of an interview, the interviewer shall notify the principal or the principal's designee of such action before leaving the building and provide the school with a contact name and number for follow-up as necessary. The school shall document the action taken in the student's temporary student record file and notify the parent/guardian that protective custody has been taken, informing the parent/guardian of whom to contact regarding the whereabouts of the student. At all times, the school shall safeguard the student's right to privacy and confidentiality, in accordance with the law.

V. DOCUMENTATION OF INTERVIEW IN STUDENT RECORD

If not completed by the interviewer, the CPS Student Interview Request Form shall be completed in its

entirety by the school and maintained in the student's temporary student record file along with copies of the credentials of the interviewer.

VI. RESOLUTION OF INTERVIEW DISPUTES

In the event a dispute arises between the interviewer and school officials, the matter shall be submitted to the Principal for resolution. If necessary, an appeal can be made directly to the Region Education Officer.

CHICAGO PUBLIC SCHOOLS STUDENT INTERVIEW REQUEST FORM

This form must be completed and filed in the student's folder, along with the appropriate Documentation of Authority; signed Authorization/Release of Information, if any, and proof of identification, provided on day of interview.

INTERVIEWER INFORMATION

Name: _____ Agency/Title: _____
Address: _____ Telephone No. _____
Supervisor: _____ Fax No. _____
Telephone No. _____
Date of Request: _____

Reason For Interview (check all that apply)

DCP Investigation Guardian ad Litem Interview
 Caseworker Interview Court Appointed Evaluation
 Classroom Observation Court Appointed Educational Advocate
 Independent Evaluation Other
 Probation Officer Visit

Request To Review Student Records: Yes No Signed Authorization Release (attached) Yes No
Documentation of Authority: (Check appropriate category)

Court Order Appointing Guardianship Court Order Appointing Guardian ad Litem
 DCP Identification Attorney/Client Representation Letter
 Signed Authorization/Release of Information & Signed Authorization/Release of Information
by Parent/Legal Guardian/Surrogate Parent

STUDENT AND SCHOOL INFORMATION

School: _____
Name Unit Region _____
School Liaison: _____ Telephone: _____ Fax: _____
Student Name: _____ Grade: _____ ID# _____
Parent/Guardian: _____ Telephone: _____

INTERVIEW INFORMATION

Amount of Time Anticipated As Necessary For Interview:
Proposed Dates and Times: (Please provide three options, in order of preference)
1. Date: _____ Time: _____
2. Date: _____ Time: _____
3. Date: _____ Time: _____
 Emergency Interview (Check, if applicable)

Interview: Occurred Rescheduled Canceled

CPS CONFIRMATION (to be completed by CPS staff and faxed back to interviewer)

Approved Interview Time: Date _____ Time: _____

Alternate Suggested Interview Times:

1. Date: _____ Time: _____

2. Date: _____ Time: _____

REASON: _____

Date Request Received: _____ Date Faxed Confirmation: _____ Initials: _____

Parent/Guardian Notified: _____ Yes _____ No Date of Notification: _____

Amends/Rescinds:

Cross References:

Legal References: