

July 23, 2008

AMEND BOARD REPORT 00-1025-PO3

INTERVIEWING STUDENTS IN CHICAGO PUBLIC SCHOOLS

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend ~~adopt~~ the Policy and Procedures for Interviewing Students in Chicago Public Schools.

- 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 of the Juvenile Court:
~~Signed consent from parent/legal guardian/surrogate parent~~

- d. Mental Health Professionals; Independent Evaluators: (Court-appointed/private-therapist, psychiatrist, etc.) Court order authorizing classroom observation by

mental health professional.

- i. Court order, or
- ii. Signed consent from parent/legal guardian/surrogate parent.

Scheduling the interview: Student interviews should be conducted at a date and time which is

3.4. INTERVIEW LOCATION AND PRIVACY: Interviewers are entitled to interview the student

that the student interview take place in the principal's office. Children who are abused and

C. ON THE DAY OF THE INTERVIEW: Interview protocols set out in Section III.D above are the same as for non-emergency interviews with the following exceptions:

1. COURTESY CALL: Whenever possible, the interviewer should contact the parent/guardian of the student 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 to state the estimated

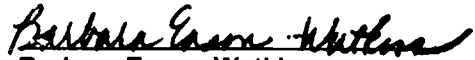
approximate time of his/her expected arrival.

2. DOCUMENTATION OF INTERVIEW: CPS Liaison shall document the emergency interview request by completing the confirmation on the CPS Student Interview Request Form (Attachment A). The completed form shall be placed in the student's temporary student record file.

3. PROTECTIVE CUSTODY TAKEN: If the police or BCP investigator takes protective custody of the student, the CPS Liaison shall document the incident in the student's temporary student record file.

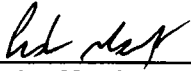
Approved for Consideration:

Respectfully Submitted:



Barbara Eason-Watkins
Chief Education Officer

Noted:

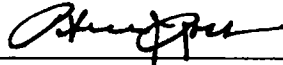


Pedro Martinez
Chief Financial Officer



Arne Duncan
Chief Executive Officer

Approved as to Legal Form: 



Patrick J. Rocks
General Counsel

**Attachment A
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. **Do Not photocopy the interviewer's identification if it contains his/her Social Security number. Instead, sign here that you have checked the interviewer's identification to verify his/her**