

No. 226-AR-1

ANTIETAM S. D.

GUIDELINES and PROCEDURES REGARDING THE  
IMPLEMENTATION OF THE PERSONAL SEARCH POLICY

1. The suspected student should be questioned by the Principal in his/her office and given the opportunity to surrender any illegal substance, weapon, stolen or missing item.
2. If surrendered, the student's parent should be contacted and appropriate disciplinary action taken.
3. If illegal substances or weapons are found, the Superintendent of Schools should be notified immediately.
4. If the suspected student denies possession of any illegal substance, weapon, stolen or missing item, the student's parent should be contacted before any personal search is considered. The parent should be asked to report to the Principal's Office to conduct a personal search in the presence of the Principal. (Personal search includes an inspection of pocket books, wallets, bookbags or other containers or packages the student may have.)
5. In the event a parent is unavailable to report to the Principal's Office, a personal search may be conducted if the parent gives verbal permission to the Principal and another faculty or staff member.
6. If a parent cannot be reached, the student should be detained in the school office until parental contact can be made.
7. Under no circumstances should students be required to remove articles of clothing during a personal search other than hats.
8. Whenever a personal search of a female student is conducted, a female faculty or staff member (preferably the school nurse) should conduct the search in the presence of the Principal.
9. Any time a personal search is conducted, another faculty or staff member should be present with the Principal.
10. If a question concerning the violation of a student's

constitutional rights arises, the Principal should contact the district solicitor for advice prior to conducting a personal search.