



ADMINISTRATIVE PROCEDURE

SEARCH AND SEIZURE (STUDENTS)

AP 2804

Effective Date: October 12, 2026

I. PURPOSE:

- A. The purpose of this administrative procedure is to establish uniform standards governing searches and seizures conducted within Prince George's County Public Schools (PGCPS). These standards aim to maintain safe, secure, and orderly learning environments while protecting the constitutional and statutory rights of students, as mandated by Board Policy 2804, Search and Seizure. In accordance with the United States Constitution's Fourth Amendment protection against unreasonable searches and seizures—a principle affirmed for public school students by the U.S. Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)—this administrative procedure ensures that all actions taken by authorized searchers are both lawful and respectful of student privacy.
- B. This administrative procedure guides Principals, Assistant Principals, all of the Department of Safety and Security Services personnel (Safety and Security Assistants (SSAs), Safety and Security Counselors (SSC), Lead Safety and Security Counselors (LSSC), Field Supervisors, School Resource Officers (SROs), and other personnel regarding:
 - 1. Searches of students and student property;
 - 2. Seizure of contraband and evidence;
 - 3. Documentation requirements;
 - 4. Parent/guardian notification;
 - 5. Coordination with law enforcement agencies; and
 - 6. Protection of students' constitutional rights under the Fourth Amendment

II. POLICY:

- A. The Board of Education of Prince George's County (Board) is committed to providing a safe and orderly educational environment that supports teaching and learning. Students possess legitimate expectations of privacy while attending school. However, those expectations must be balanced against the responsibility of authorized searchers to protect students, employees, and visitors from harm. (Board Policy 2804)
- B. Authorized searchers may conduct searches when reasonable suspicion exists that a search will reveal evidence of a violation of:
 - 1. Federal law;
 - 2. Maryland law;
 - 3. Board policy;
 - 4. PGCPs administrative procedures; or
 - 5. School rules (as outlined in the PGCPs Student Rights and Responsibilities Handbook).
- C. All searches shall be reasonable in inception and scope and conducted in a manner that minimizes embarrassment while ensuring school safety.

III. BACKGROUND:

- A. This administrative procedure applies to:
 - 1. All PGCPs students;
 - 2. School administrators;
 - 3. Department of Safety and Security Services personnel;
 - 4. School Resource Officers, while assigned to schools;
 - 5. Teachers sponsoring field trips.
- B. This administrative procedure applies to all property owned, leased, or controlled by PGCPs, including:
 - 1. School buildings;

2. School property, including parking lots;
3. School vehicles and buses;
4. School-sponsored activities, including field trips;
5. Athletic events; and
6. Other school-sponsored functions.

IV. **DEFINITIONS:**

- A. *Administrative search* – A reasonable search conducted by authorized searchers for the purpose of enforcing school rules or maintaining a safe educational environment.
- B. *Arrest* – The taking of a person into legal custody.
- C. *Authorized searcher* – A Principal, Assistant Principal, or Safety and Security Assistant (SSA). An *authorized searcher* may also be a teacher on a school-sponsored trip who has been designated in writing by the Principal and trained to conduct searches consistent with Board Policy 2804 and this administrative procedure. **Due to their arresting authority under Maryland law, the following personnel are not considered *authorized searchers* for purposes of this administrative procedure: Lead Safety and Security Counselors (LSSC), Safety and Security Counselors (SSC), School Resource Officers (SRO), and other law enforcement officers.**
- D. *Chain of Custody* - The chronological tracking and documentation that records the control, transfer, analysis, and disposition of physical or electronic evidence. This process proves who had custody of an item, when and how it was handled, and where it was secured from the moment of seizure to its final disposition, ensuring the item remains tamper-free and legally valid for disciplinary or law enforcement proceedings.
- E. *Chaperone* – A PGCPSS staff member or responsible adult volunteer who agrees to participate with the sponsoring teacher/supervisor for the field trip.
- F. *Contraband* – Any item, substance, or material that students are prohibited from possessing on school property under federal law, Maryland law, Board policy, administrative procedures, or school rules. *Contraband* includes items restricted for administrative or regulatory reasons, such as alcohol, tobacco products, all smoking devices, stolen property, dangerous chemicals, laser devices used to disrupt instruction, or unauthorized electronic devices.

- G. *Dangerous weapon* – A specific category of items posing an immediate threat to physical safety, defined as any device, instrument, material, or substance, whether animate or inanimate, that is designed, modified, or readily capable of causing death or serious bodily injury. This includes items such as firearms, knives, and explosive devices. While all *dangerous weapons* are contraband, this definition is reserved for items that present a heightened and immediate risk of severe harm.
- H. *Exigent circumstances* – Emergencies requiring immediate action by school administrator or law enforcement where delay would create an imminent risk of severe physical harm or death, extreme safety/security threats (e.g., active weapons or explosives), or the immediate destruction of crucial evidence.
- I. *Law enforcement officer* – An individual who is a duly authorized county, state, or federal police officer.
- J. *Personal property* – Property owned or possessed by only a student.
- K. *Portable electronic communication device* – Any device carried, worn, or transported by an individual to receive, communicate, or record voice, image, and/or text content.
- L. *Reasonable belief/suspicion* – The legal standard used for an authorized searcher to conduct a search of a student’s person or property, which requires that an authorized searcher have a reasonable basis, at the inception of the search, to believe that the student is in current possession of an item or items, the possession of which is a violation of Board policy, the PGCPSS Student Code of Conduct, PGCPSS administrative procedure, school rules, or law, or a criminal offense under the laws of Maryland. *Reasonable suspicion* is determined by considering the nature of the suspicion, the amount and credibility of the evidence, and all relevant circumstances. This *reasonable belief* must be based on more than a rumor, hunch, or generalized belief. The legality of a school search depends simply on the reasonableness of the search under all circumstances (*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)).
- M. *School property* – Any PGCPSS-owned, controlled, or leased property or vehicle, including buses operated by contracted vendors. *School property* includes, but is not limited to, desks, cubbies, lockers, portable electronic communication devices (including laptops), and other *school property* assigned to a student for educational purposes.
- N. *School-sponsored activity* – Any PGCPSS-sponsored student trip or other activity, whether held on or off school property, in which a student directly participates (e.g., domestic or international travel, athletic event, or class/graduation activity), or in which the student does not directly participate but represents the school or student body simply by attending (e.g., a spectator at a school event).

- O. *Search and seizure* – A *search* is an examination of a student’s person or property with the intent of discovering an item or items, the possession of which is a violation of the Student Rights and Responsibilities Handbook, any Board policy, or PGCPs administrative procedure, law, or a criminal offense under the laws of Maryland. A *seizure* is the act of taking possession of the discovered item.
- P. *Security enhancement device* – Any tool, system, or technology designed to prevent, detect, or respond to threats to the safety and security of individuals on school property. These devices are used to enhance physical security measures and support situational awareness. This includes, but is not limited to:
 - 1. Access Control Devices: Tools that restrict or monitor entry to specific areas, such as keycard readers or biometric scanners.
 - 2. Barrier Systems: Structures such as bollards or secured doors used to limit movement or unauthorized access.
 - 3. Metal Detection Systems (*e.g.*, walk-through and handheld metal detectors): Devices used to screen individuals for the presence of contraband.
 - 4. Surveillance Systems: Cameras and monitoring technology that support real-time observation and recording of activities.

V. **PROCEDURES:**

- A. All PGCPs searches must respect student dignity, be justified before initiation, and utilize the least intrusive means limited to the suspected evidence. It is prohibited to base searches on race, ethnicity, disability, religion, sex, gender identity, sexual orientation, socioeconomic status, or national origin, nor shall they be arbitrary or retaliatory. All searches must be documented according to this administrative procedure.
 - 1. Responsibilities
 - a. Principal – The Principal is responsible for ensuring overall compliance, authorizing searches, completing required documentation, notifying parents, ensuring that teachers chaperoning a field trip are trained in search and seizure of students, and coordinating with Safety and Security Services and law enforcement as necessary.
 - b. Assistant Principal – Assistant Principals conduct investigations, authorize searches when delegated, ensure proper documentation, notify parents, and maintain confiscated items until appropriately transferred to a member of the Department of Safety and Security Services.

- c. Department of Safety and Security Services – The Department of Safety and Security Services assists administrators in maintaining safety, guides search procedures, helps recover dangerous contraband, maintains evidence, coordinates with law enforcement, and provides annual training on search and seizure legal standards, reasonable suspicion protocols, documentation requirements, and student constitutional rights.
- d. Safety and Security Assistants (SSAs) – Safety and Security Assistants (SSAs) assist administrators during searches, provide the secured location for the search, serve as witnesses, and secure seized property. SSAs must immediately notify a Lead Safety and Security Counselor (LSSC) and school administration of suspected contraband and **shall not** independently initiate searches except in exigent circumstances.
- e. Lead Safety and Security Counselors (LSSC) or Safety and Security Counselors (SSC) – All seized items shall be turned over to an LSSC or SSC, who will prepare a Security Incident Report (SIRS) as soon as possible. If the seized prohibited item warrants criminal sanctions, an LSSC or SSC with full arrest authority in the State of Maryland may charge the student if they determine the item was used in the commission of a crime. Contact an LSSC and/or SSC for suspected drug distribution, immediate safety threats, or as required by policy. LSSCs and SSCs shall preserve the scene, conduct investigations, maintain student supervision, and coordinate the release of evidence.
- f. School Resource Officers (SRO) – Any search initiated by SROs or other law enforcement officers shall be based upon probable cause and, when required, a search warrant should be obtained. SROs and law enforcement officers should:
 - 1. Obtain a search warrant in all cases where initial consent was not obtained and probable cause exists that a crime has been committed.
 - 2. All searches should be reasonable in scope. All searches should occur outside the presence of students and school staff, with the exception of school administrators, unless there is a clear and immediate threat to physical safety.
 - 3. SROs shall not become involved in administrative (school-related) searches unless specifically requested by school administrators, and at no

time shall SROs request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

4. The role of police in administrative searches will be limited to providing security or protection, or to handling contraband or weapons found by school staff.

B. General Standards For Searches

1. Authorized searchers may conduct searches when reasonable suspicion exists that a violation of law, policy, or school rules has occurred and evidence is likely to be found. All searches must adhere to the following standards:
 - a. Justification: Searches must be based on specific facts indicating a violation and the likely location of evidence. The authorized searcher should explain the basis of the search to the student before proceeding with the search.
 - b. Method: Authorized searchers must use the least intrusive method available, taking into account the student's age, sex, gender, maturity, and the nature of the offense.
 - c. Procedural Requirements: To ensure accountability and student privacy, searches must be conducted in the presence of another PGCPs employee serving as an adult witness. Whenever possible, this witness must be an authorized searcher and may be of a different sex/gender than the person conducting the search. The student's preference as to who serves as the third party will be taken into consideration, including the student's preferences with respect to gender identity or sex and ability to communicate with and provide support for the student – especially if the student is an English language learner and/or a student with a disability.
 - d. Reasonable Belief/Suspicion: This can stem from direct observation, witness or student statements, physical evidence, surveillance, or odor. Note that anonymous tips must be corroborated before acting.
 - e. Scope: Searches must be reasonably related to their objectives, targeting only areas where evidence is likely located and remaining no broader than necessary.

C. Searches of Students

1. Searches of a student's person must be conducted with respect for privacy and follow these procedural steps whenever practical:
 - a. Inform the student of the reason for the search;
 - b. Request voluntary production of the item;
 - c. The search should be conducted in a private location to minimize disruption of the school day;
 - d. Ensure two authorized adults are present, with one serving as a witness of the same sex/gender as the student; and
 - e. For students who identify as gender-non-conforming or non-binary, authorized searchers should consult with the student regarding their preference for the gender of the witness, ensuring the process respects the student's identity and dignity.
2. Outer Clothing
 - a. Students may be asked to remove or empty outer garments, including:
 - 1) Pockets, jackets, hats, and gloves; and
 - 2) Other non-private outer clothing.
 - 3) Authorized searchers shall not remove clothing that would expose undergarments or private body areas.
3. Pat-Down Searches
 - a. Pat-downs are limited to searches for weapons, dangerous contraband, or immediate safety threats. Procedural standards include:
 - 1) Execution by a same sex/same-gender authorized searcher with an adult witness who must be a PGCPs employee. (NOTE: Per Board Policy 2804, the adult witness cannot be a PGCPs LSSC, SSC, SRO, or law enforcement officer.);
 - 2) Limiting the search scope to the suspected item;
 - 3) Avoiding a pat down that requires the authorized searcher to make any direct contact with the student's body; and

- 4) Requesting an LSSC, SSC, or other law enforcement to assist if a dangerous weapon is suspected.
 - a) If a dangerous weapon is suspected, authorized searchers must immediately request the presence of the assigned Lead Safety and Security Counselor (LSSC), Safety and Security Counselor (SSC), School Resource Officer, or an appropriate law enforcement agency, provided it is safe to do so.

4. Shoes, Socks, and Personal Effects

Students may be requested to remove shoes, socks, hats, bulky outerwear, or other concealing items based on reasonable suspicion.

5. Prohibited Searches

- a. The following searches are strictly prohibited by PGCPs employees:
 - 1) Strip or body cavity searches;
 - 2) Removal of undergarments or contact with private body areas; and
 - 3) Searches conducted for harassment, humiliation, or punishment.

6. Searches of Students on School-Sponsored Trips

- a. A PGCPs teacher may conduct a search of a student during a school-sponsored trip, provided they have secured prior written authorization from a school principal.
- b. Basis for Search: A teacher may perform a search based on reasonable suspicion that a student possesses an item violating the Student Rights and Responsibilities Handbook, Board policy, PGCPs administrative procedures, law, or that is a criminal offense under Maryland law.
- c. Designation and Training: To be authorized under this section, the teacher must be formally designated in writing by the Principal and must have completed search training commensurate with the training required of other authorized searchers before the trip.

D. Searches of Personal Property

1. Personal property (*e.g.*, backpacks, purses, wallets) may be searched upon reasonable suspicion using these steps:

- a. The student shall be requested to open the item and remain present during the search;
- b. A PGCPs employee must observe the search, and an administrator must document the process in the student information system (SIS); and
- c. Inner containers (e.g., *pockets, pouches, pencil cases, small boxes, and zipped or closed compartments*) may be opened if relevant to the suspected evidence.

E. Refusal to Allow Search

- 1. If a student declines a search, the authorized searcher must advise them that refusal does not prevent administrative action and may necessitate parent/guardian contact, support from security personnel for safety and oversight, or law enforcement involvement if there is a suspected immediate safety threat or illegal activity.
- 2. Authorized searchers will make every effort to contact a parent or guardian to assist in encouraging the student's cooperation, which may facilitate a prompt resolution.
- 3. If the student persists in refusing a lawful search based on reasonable suspicion, such refusal shall be documented as insubordination/failure to comply under the PGCPs Student Rights and Responsibilities Handbook.
- 4. The student refusing to be searched will remain under the supervision of an authorized searcher. If the student is suspected of possessing a dangerous weapon, the Principal may request the presence of appropriate security personnel or law enforcement until a parent or guardian arrives. If the student's behavior poses an immediate threat, authorized personnel may implement safety interventions, including appropriate restraint, in accordance with *Administrative Procedure 5062*.

F. Lockers, Desks, and Other School Property

- 1. School-issued storage areas remain PGCPs property. They may be inspected under the following conditions:
 - a. When reasonable suspicion exists, or school safety requires it;
 - b. For routine maintenance, property recovery, or health concerns; and
 - c. Whenever practical, with the student present during the inspection.

G. Searches of Student Vehicles

1. Vehicles parked on school property are subject to school rules. If consent for a search of a vehicle is refused, law enforcement shall be contacted if a *Principal, Assistant Principal, or SSA* believes the vehicle contains:
 - a. Firearms or dangerous weapons;
 - b. Controlled dangerous substances or explosive devices; or
 - c. Evidence of criminal activity.
2. Vehicles may also face administrative actions, such as revocation of on-campus driving and parking privileges, per Board Policy 5139.

H. PGCPs Issued Portable Electronic Communication Devices

1. These procedures apply exclusively to portable electronic communication devices issued by PGCPs. Searches must be limited and directly related to the investigation.
 - a. PGCPs-Owned Technology and Network: In accordance with AP 0700 (Information Technology Services – Acceptable Usage), students have no expectation of privacy when using PGCPs-owned equipment, accounts, or networks. Authorized searchers may inspect PGCPs property, files, or network activity when there is reasonable suspicion of a policy or administrative violation.

I. Searches of Personal Student Electronic Devices

1. Scope and Threshold: Authorized searchers may search a student's personal technology device only if they have a reasonable belief that the device contains evidence specific to a suspected criminal offense, or a violation of, Board policy, or Student Rights and Responsibilities violation. The search must be narrowly tailored in scope to the specific suspected violation.
2. Unlocking Personal Devices:
 - a. Voluntary Request: Authorized searchers may ask the student to voluntarily unlock a personal device.
 - b. Parent/Guardian Involvement: If the student declines, the authorized searcher shall contact the parent/guardian to explain the reasonable belief and request

assistance to either direct the student to unlock the device or come to the school to be present.

- c. Exceptions for Severe Misconduct: If there is reason to believe the device contains sexually explicit images involving minors or evidence of serious criminal activity, authorized searchers shall immediately secure the device without inspecting its contents and transfer the matter to Security Services or Law Enforcement.

J. Exigent Circumstances Search

1. In instances involving immediate threats to life, safety, security, or evidence (e.g., weapons, explosives), authorized searchers may request the presence of an LSSC, SSC, SRO, or law enforcement before conducting the urgent, least-intrusive search.
2. All exigent searches must be documented immediately.
3. Escalation of the scope or intrusiveness of an exigent search shall occur only when:
 - a. Warranted by the seriousness of the infraction or violation; and
 - b. Supported by specific, articulable information during the investigation.
4. Authorized searchers must evaluate the student's age, gender, and the nature of the immediate hazard to ensure the search remains reasonable in scope and directly related to the emergency.

K. Use of Metal Detectors and Weapon Screening

The Superintendent/designee may authorize the use of metal detectors and weapon-screening systems (Safety Enhancement Devices) in compliance with applicable law, Board policy, and PGCPs administrative procedure to maintain school safety. (See Policy 2804 and Administrative Procedure 2804.1)

L. Seizure of Property and Contraband

Items violating laws, policies, administrative procedures, school rules, or safety protocols may be seized. All seized property, such as dangerous weapons, contraband, controlled substances, alcohol, tobacco, or stolen items, must be immediately secured in a restricted-access location and documented per chain of custody requirements to preserve evidentiary integrity and ensure school safety.

M. Chain of Custody

1. To preserve evidence for potential disciplinary or legal action, seized items must be immediately secured and documented through a strict chain of custody:
 - a. Collection: Items must be secured in containers or evidence bags and labeled with the date, time, location, seizing employee, student name (if applicable), and a detailed item description.
 - b. Transfer: All transfers require a written or electronic record signed by both parties to ensure items are moved to a secure, limited-access location.
 - c. Storage: Evidence must be stored in secure, designated areas separate from personal property. Contraband such as weapons, controlled dangerous substances (CDS), explosive devices, or items posing an immediate safety threat must be secured immediately and transferred to a Lead Security Counselor (LSSC), Security Counselor (SSC), School Resource Officer (SRO), or local law enforcement agency under any of the following criteria:
 - 1) The item constitutes illegal contraband or a criminal violation under state/federal law;
 - 2) The item poses an active threat to school safety or physical welfare; or
 - 3) The item is required for an ongoing law enforcement investigation or formal criminal prosecution.

N. Parent/Guardian Notification

1. Parents/guardians must be notified as soon as practicable when a student is searched, contraband is seized, a student is questioned regarding a serious violation, or law enforcement is involved. Notifications must be documented and include:
 - a. Nature of the incident and items seized;
 - b. Pending disciplinary actions; and/or
 - c. Involvement of law enforcement.
2. Counseling and Student Support: Following any search or seizure, the student shall be informed of their right to meet with a Professional School Counselor, Pupil Personnel Worker (PPW), or school mental health professional to discuss the

search and receive support. School administrators shall facilitate this check-in upon request by the student or parent/guardian.

O. Documentation and Reporting

1. All searches must be documented in the SIS immediately or by the end of the school day. The input must include:
 - a. Reason for the search and basis for reasonable suspicion;
 - b. Individuals involved (including witnesses and law enforcement);
 - c. Location, items discovered, and items seized (if any); and
 - d. Parent/guardian notification details.
2. SIS Entry Procedure consists of the following:
 - a. Log into the SIS and navigate to the Student Tab.
 - b. Select Student Searches and initiate a new record.
 - c. Complete all required fields, including search details, participating staff/witnesses, chain of custody documentation, and contraband classification/disposition before finalizing the entry.
3. Accuracy, Confidentiality, and Compliance

All entries must be objective, complete, and filed in real-time. Access to search records is strictly limited to authorized personnel in compliance with the Family Educational Rights and Privacy Act (FERPA). Failure to accurately document a search may result in administrative action or jeopardize the integrity of evidence for disciplinary and legal proceedings.

P. Student Interviews and Questioning

1. Students may be questioned when there are reasonable grounds to believe they possess information regarding a violation of law, Board policy, Administrative Procedures, or the Student Rights and Responsibilities Handbook.
 - a. Student Rights: Questioning shall not involve coercion, threats, promises of leniency, or intimidation.

- b. Parent/Guardian: Authorized searchers may question a student in disciplinary matters without first notifying their parent/guardian or having their parent/guardian present during such questioning.
- c. Law Enforcement: When involved, questioning or interviews by law enforcement personnel must comply with the requirements outlined in AP 5144 (Involvement of Law Enforcement Officers), align with applicable legal standards, minimize disruption to the educational environment, and follow parent/guardian and legal counsel notification requirements.

Q. Return or Disposal of Property

- 1. Non-Illegal Property: May be returned to the student/parent or stored until disciplinary proceedings conclude.
- 2. Illegal/Unsafe Items: Must be transferred to PGCPS Safety and Security Services or law enforcement.
- 3. Neither the Board nor PGCPS is responsible for lost or damaged contraband.

R. Training Requirements

- 1. At the beginning of each school year, all school-based authorized searchers and Safety and Security personnel shall complete annual SafeSchools training videos covering:
 - a. Fourth Amendment search and seizure standards;
 - b. Reasonable suspicion;
 - c. Documentation procedures;
 - d. Evidence handling;
 - e. Student rights;
 - f. De-escalation techniques; and
 - g. Coordination with law enforcement.
- 2. The Department of Safety and Security Services shall coordinate training.
- 3. Field Trip Chaperones and Temporary Authorized Searchers:

- a. Required Training: Teachers and staff designated as authorized searchers while supervising off-site activities (e.g., field trips or athletic events) must complete a brief training module (e.g., a targeted SafeSchools video or instruction sheet) covering reasonable suspicion standards, emergency search protocols, and reporting requirements before departure.
- b. Principal Documentation: The Principal or designee shall maintain documentation verifying that all participating staff completed the required training and the date completion occurred before the event.

S. Records Retention

- 1. All search-related documentation shall be maintained in accordance with:
 - a. AP 5125 (Individual Student School-Based Records),
 - b. PGCPs records retention schedules,
 - c. State of Maryland requirements, and
 - d. Applicable legal holds.

T. Appeals of Search and/or Seizure

1. Disciplinary Appeals

If a search or seizure results in disciplinary consequences that rise to the level of an extended suspension (more than 10 days) or expulsion, the student or their parent/guardian may challenge the validity of the search or seizure as part of the due process and appeal procedures outlined in Board Policy 8302 – 7-305 Appeals.

2. Administrative Review

- a. If a search or seizure does not result in disciplinary action, the student or their parent/guardian may submit a written request for an administrative review to the Superintendent or the Director of Safety and Security Services.
 - 1) Requests must be submitted within 30 calendar days of the event or within 30 calendar days of the date the school provided notification of the search/seizure.
 - 2) The request must provide a detailed explanation of concerns regarding a potential violation of this administrative procedure.

- 3) Extensions for good cause may be granted beyond the 30-day filing period.

VI. **MONITORING AND COMPLIANCE:**

- A. The Chief of School Support and Leadership or designee is responsible for monitoring the completion of accurate, real-time documentation by school administrators in the SIS.
- B. The Department of Safety and Security Services is responsible for the annual reporting to the Board and will be supported in this endeavor by other PGCPs offices as needed. The annual report shall include:
 1. Overall and Disaggregated Trend Data: Comprehensive trend data on the total number of searches and seizures conducted by authorized searchers during the previous school year, overall and disaggregated by student race, ethnicity, gender, and disability status.
 2. Appeals Data: Data regarding the results of student and parent/guardian appeals concerning the implementation of this policy and its accompanying administrative procedures.
 3. Law Enforcement Referrals: Aggregate data and demographic breakdowns of searches and seizures that resulted in referrals to law enforcement.
- C. The Department of Safety and Security Services and the Chief of School Support and Leadership/designee are responsible for developing annual training on the requirements of this administrative procedure. **Principals are responsible for ensuring all school-based authorized searchers and designated staff receive and complete this training annually at the beginning of each school year, and for maintaining local completion records.** The Department of Safety and Security Services and the Chief of School Support and Leadership/designee are responsible for developing and delivering annual training to Principals and other authorized searchers about the requirements in this administrative procedure.

VII. **RELATED POLICIES, ADMINISTRATIVE PROCEDURES, AND OTHER RESOURCES:**

Board Policy 0126 – Educational Equity

Board Policy 2804 – Search and Seizure

Board Policy 8302 – § 7-305 Appeals

Administrative Procedure 0700 – Information Technology Services – Acceptable Usage

Administrative Procedure 2804.1 – Safety and Security Enhancement

Administrative Procedure 5062 – Student Behavior Interventions
Administrative Procedure – 5125 – Individual Student School-Based Records
Administrative Procedure 10101 – Student Rights and Responsibilities Handbook:
Current version

VIII. LEGAL REFERENCE:

Constitutional Authority: U.S. Constitution (4th and 14th Amendments) and the Maryland Constitution

Statutory Authority: Maryland Education Article §§ 7-305 and 7-308, Maryland Criminal Law Article, Maryland Criminal Procedure Article, and Maryland Family Law Article, Title 5, Subtitle 7 (Child Abuse and Neglect)

Regulatory & Administrative: COMAR 13A.08.01.13 & .14, applicable PGCPs Board Policies, and the Student Rights and Responsibilities Handbook

Case Law: *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:

A. This administrative procedure originates with the Department of Safety and Security Services and will be updated as needed.

B. This administrative procedure shall be reviewed:

1. At least once every three (3) years, or
2. When changes in law, Board policy, or operational needs require revision.

X. HISTORY:

New administrative procedure, adopted October 12, 2026

XI. EFFECTIVE DATE: October 12, 2026