

NORTHERN LEHIGH  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

LAW ENFORCEMENT AGENCIES DEALING WITH THE SCHOOL

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that the rights of the school, the home, and civil authorities, and of the individual be clearly understood and protected.

School officials will cooperate with law enforcement officers who come to the school for purposes of questioning or taking into custody pupils who are enrolled in the School District. This cooperative relationship will be tempered by the following procedures designated to protect the legal rights of each individual pupil:

1. A law enforcement officer shall first contact the appropriate building administrator or his/her designee prior to contacting a pupil, regardless of whether the pupil is in the school building or any other part of the school grounds.
2. The building administrator shall attempt to determine the exact purposes of the officer's presence (interview, interrogate, custody, etc.) and will obtain identification of the officer, recording his/her name and identification number, and, if available, the case number of the incident being investigated.
3. When the law enforcement officer indicates his/her interview is merely in the nature of seeking out routine information or of possible investigative assistance, and indicates that s/he does not think the student to be involved in a crime, then the police will be to advise the child to inform his/her parents that s/he was interviewed by the police. The building administrator will decide if the interview shall be permitted. No interview of any student who is suspected of being involved in a crime shall be conducted at any school by law enforcement officers unless, prior to that interview, the building administrator makes a reasonable effort to contact the parent or guardian of said student.
4. The building administrator will call a pupil who is to be interviewed to the office. The building administrator will inform the pupil of the officer's presence and will encourage, but not require, him/her to talk with the officer.
5. The law enforcement official will conduct the interview in a private office or room and in the presence of the building administrator or his/her designee, unless a parent or guardian is present.

6. When a law enforcement official desires to interrogate a student on school premises, it will be his/her responsibility to inform the pupil of his/her rights and privileges under that law before s/he interrogates the pupil. At this point it is incumbent upon the building administrator or his/her designee to make every reasonable effort to contact the parent or guardian of said pupil.
7. Whenever it is deemed necessary by law enforcement officials for a pupil to be taken into custody and removed from the school premises, the building administrator shall endeavor to notify the parents prior to the child's removal from the school premises or as soon thereafter as possible and advise them of the action taken.
8. When a pupil is removed from the school by a law enforcement officer, a written statement by the building administrator outlining the circumstances shall be kept on file.
9. The building administrator is authorized to give law enforcement officials information concerning a student as it relates to his/her name, address, name of parents or guardians, names of friends, attendance records and other statistical data, not of a privileged nature.