



STUDENTS

Student Privacy and Searches

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. A search is required when there are reasonable grounds to suspect a student has a weapon on school grounds, transportation or at school events. When possible, the principal shall seek the consent of the student to conduct a search. If possible, a third party should be present to witness the search. The principal shall complete form 3230F following the search.

Establishing reasonable grounds. The following review of the basis for the search should occur before conducting a search:

- A. Identify (1) the student's suspicious conduct, behavior or activity; (2) the source of the information; and (3) the reliability of the source of such information.
- B. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
- C. Is the student likely to possess or have concealed any item, material or substance which is itself prohibited or which would be evidence of a violation of the law or a school rule?

Conducting the search. If the principal, or his/her designee, determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or motorized vehicle, the search shall be conducted as follows:

- A. If evidence of criminal activity is suspected to be present and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
- B. If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.
- C. If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

Locker searches

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

General inspection of lockers, desks, or storage areas may be made with prior notice given to students for the purpose of collecting misplaced library, and textbooks and other school property.

The school reserves the right to inspect individual lockers, desks, or storage areas without advance notice. When possible, the principal shall seek the consent of the student to conduct an inspection. A third party shall always be present to witness such inspection. If the student is not available or does not consent to the inspection and when the search is prompted by a reasonable suspicion that the contents create an emergency, the principal may open the locker, desk, or storage area as soon as it is necessary to do so to properly conduct a search in order to protect the students, staff and property in the school. The administrator shall be responsible for completing a written report which describes the purpose of the inspection, witnesses present, objects found during the inspection and their disposition.