

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 446.1 - SEARCHES – STUDENT LOCKER/DESK**

- A. When reasonable, the person to which the storage area is assigned should be present for the inspection.
- B. It is recommended that two members of the certified staff conduct the inspection together, particularly when the person is not present. At least one of the inspectors must be an administrator, who has full responsibility for the inspection. In the absence of an administrator, his/her specific designee will assume responsibility.
- C. The inspector may seize any or all items which are dangerous and/or illegal and which are in plain view upon opening the storage area. Reasonable searches among the personal effects contained within the area may be conducted where there is reasonable suspicion that the search will provide evidence that the person has violated or is violating the law or school policy.
- D. Any items that are seized during a search by school authorities must be safeguarded until determination has been made by the appropriate authorities for disposition of the items. Following are the guidelines to be followed when items are removed from a storage area:
  - 1. Items that are seized may be held by the school for return to the adult student, or a parent/guardian of a minor student, who shall be informed of his/her right to obtain items that may have been removed from the storage area.
  - 2. If the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, the suspect material removed from the locker shall be turned over to law enforcement officials.
    - a. The adult student, or the parent(s) or guardian of a minor student, shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials.
    - b. The adult student, or the parent(s) or guardian of a minor student, shall be informed of his/her right to obtain any other items that may have been removed from the locker.
- E. Documentation of a search can be used in subsequent school discipline or legal actions.

ADOPTION DATE: May 10, 1999  
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CROSS-REFERENCE: Policy 446.1 Searches - Student Locker/Desk  
LEGAL REFERENCE: