JIH-E - Student Search Checklist

JIH-E - Student Search Checklist

This checklist is to be completed for each individualized student search incident as soon as possible after the search.

Name/Title of Person Performing Search and Completing Form:

_____

Date: _____

1. Who was searched? _____

2. Date, time and location of search _____

3. What factors caused you to have a reasonable suspicion that a search of this student or the student's possessions would provide evidence that the student has violated or is violating the law, Board policies or school rules?

   _____

   _____

   _____

   _____

   _____

   _____

4. Was student's consent requested? _____ Given? _____

   [Consent is not required for search to be conducted]

5. What was searched (i.e., person, personal belongings, storage facilities)?

_____
_____
_____
_____
_____

6. Witness(es) to search _____

   _____

7. What did the search yield? _____

   A. What evidence was seized? _____

   B. Was receipt issued for seized items? _____

8. Were police notified? _____

9. Was any evidence released to police? _____

   A. Who witnessed the search? _____

10. Were parents notified of the search, including the reasons and the scope?

_____
_____
_____
_____
_____

   A. If yes, how were they notified? _____

   B. If no, why not? _____

11. Other relevant facts (if any) _____

   _____

   _____

   _____

Signature of Person Performing Search and Completing Form:

_____

Revision #1
Created 2022-10-03 15:03:31 UTC by Elaine Robinson
Updated 2023-03-16 17:44:10 UTC by Elaine Robinson