

# 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)?

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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 3 October 2022 15:03:31 by Elaine Robinson

Updated 16 March 2023 17:44:10 by Elaine Robinson