

MAINE SCHOOL ADMINISTRATIVE DISTRICT # 33

STUDENT SEARCH FORM

This checklist is to be completed for each individual 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 violate 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? _____

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:

_____ Date: _____

NOTE: IF SEARCH RESULTED IN SCHOOL DISCIPLINARY ACTION AND/OR REFERRAL TO LAW ENFORCEMENT, THIS FORM SHOULD BE RETAINED IN STUDENT=S FILE.

IF SEARCH DID NOT RESULT IN DISCIPLINARY ACTION, THIS FORM SHOULD BE RETAINED IN SEPARATE FILE IN SCHOOL OR SUPERINTENDENT=S OFFICE.

Approved at mtg. # 747
January 3, 2001