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Code: JIH-R
Adopted: 7/9/12
Amended: 3/10/14

Hermon School Department

Questioning and Searches of Students Administrative Procedure

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Hermon School Committee policies, school rules and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.

2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

2. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students and/or Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in the students' immediate possession when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating the School Committee policies, school rules and/or federal/state laws.

2. All searches of students and/or personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.

3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include the student's outer clothing (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search discloses evidence, a broader search may be justified.

4. Searches which disclose evidence that a student has violated School Committee policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

C. Searches of Lockers, Desks and Other School Facilities

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.

2. School administrators shall consult with the superintendent prior to conducting random searches.

3. Searches of individual student lockers, desks or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search.

4. Searches which disclose evidence that a student has violated School Committee policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

D. Patrolling of Parking Lots

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.

2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating a federal/state law and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with School Committee policy KLG – Relations with Law

Enforcement Authorities.

E. Canine Patrols of Lockers and Student Parking Lots

1. The superintendent may authorize canine patrols of school lockers and/or student vehicles in school parking lots if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs and/or weapons shall be found.

   The superintendent must make requests for canine patrols in writing to the police. Only canines and handlers certified by the Maine Criminal Justice Academy may be used.

2. Whenever possible, canine patrols shall be scheduled to minimize disruption of the academic program and risk of contact with students.

3. Teachers shall be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot prior to a canine patrol shall be instructed to report to the school office or appropriate classroom.

4. All lockers and/or vehicles may be scanned during a canine patrol. Any locker or vehicle identified by the canine patrol shall be noted by the school administrators accompanying the patrol.

5. Immediately following removal of the dogs, each locker and/or vehicle identified by the canine patrol shall be searched by school administrators and law enforcement in accordance with Section C and/or D of this procedure. Law enforcement authorities shall participate in such searches except under exigent circumstances.

F. Involvement of Law Enforcement Authorities

1. School authorities have the discretion to request the assistance of law enforcement authorities in accordance with School Committee policy.

Cross Reference: JIH-E – Student Search Checklist
KLG – Relations with Law Enforcement Authorities

Hermon High School
Vehicle Parking Registration Form
2013-2014

Name _____ Date _____

Grade Level (circle one): Senior Junior Sophomore Freshman

Year of Vehicle _____ Make and Model _____

Vehicle Color _____ License Plate Number*
_____

*The license plate number of the vehicle to be parked on school grounds must be provided. If a student drives a vehicle other than the one listed above to school, the student must notify the Main Office immediately upon arriving at school.

Any of the following may result in detention, suspension, loss of driving privileges and/or vehicle being towed at owner's expense.

- **Failure to display appropriate and valid Hermon High School parking permit**
- **Failure to park in assigned space** (If your space is occupied when you arrive, *temporarily* park in Visitor Parking and *immediately let the Main Office know that your space is occupied.)*
- **Repeated tardiness** (four or more in any quarter)
- **Imprudent speed and/or driving behavior**
- **Going to vehicle during the day without permission from the Main Office**
- **Driving off school grounds without being dismissed**

- I, the undersigned parent/guardian, release Hermon High School, along with the Hermon School Department personnel, from any/all liability in regards to my son/daughter driving to/from school. Furthermore, I assume all liability and responsibility in the event my son/daughter is dismissed due to illness from Hermon High School.
- Student vehicles parked on school property are subject to search. Student vehicles and their contents, including containers located therein, may be searched upon reasonable suspicion that the vehicle contains evidence that the student has violated school department or school rules, or state or federal law.
- The Hermon High School parking lot, like all other school property, is subject to canine patrols—inspection by dogs trained to detect drugs and/or weapons. In addition, school administrators may conduct plain view inspections of vehicles parked in the school's parking lot.
- We, the undersigned parent and student, understand that the vehicle being brought to school is done so at the owner's risk. In signing below, we release HHS, along with all Hermon School Department personnel, from any and all liability in regards to any damages sustained to the vehicle. This includes, but is not limited to, any damage as the result of vehicle being towed for violating these rules or during a search conducted at the school.

We have read and understand this document and agree to abide by the rules for driving and parking on the grounds of Hermon High School.

_____ _____
Student Signature Parent/Guardian Signature

_____ _____
Date Date

Hermon School Department

Canine Patrol Documentation

Date of Canine Patrol: _____

School Involved: _____

Administrator in Charge: _____

What factors led to the initiation of the canine patrol?

_____

_____

Scope of Canine Patrol:

Lockers _____ Parking Lot _____

Did the canine patrol lead to any search of student lockers or vehicles?

If so, please indicate: Number of searches? _____

Evidence of drug use? _____

Weapons found? _____

Any other relevant information?

_____

_____

_____ _____

Superintendent of Schools / Designee Date

_____

Chief of Police

_____

Certified K-9 Handler