

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 446.1

LOCKER SEARCH GUIDELINES

1. Designated persons may search a locker without the consent of the student and without notifying the student for any reason.
2. It is recommended that two members of the certified staff conduct the search together, particularly when the student is not present. At least one of the searchers must be an administrator, who has full responsibility for the search. In the absence of an administrator, his/her specific designee shall assume responsibility
3. The searcher may seize any or all items that are dangerous, illegal and/or in violation of Board policies or established rules and which are in plain view upon opening the locker. Reasonable searches among the personal effects contained within the locker may be conducted when there is reasonable suspicion that the search will provide evidence that the student has violated or is violating a law, policy or rule.
4. Any items that are seized during a search by school authorities must be safeguarded until the appropriate authorities decide how items will be disposed. Following are the guidelines to be followed when items are removed from a locker:
 - a. Items that are seized may be held by the school for return to the adult student or a parent/guardian of a minor student. The adult student or parent/guardian shall be informed of his/her right to obtain items that have been removed from the locker.
 - b. If items that were seized involve a violation of the law, the suspect material shall be removed and turned over to law enforcement officials. The adult student or a parent/guardian of a minor student shall be notified of items that were removed and of the delivery thereof to law enforcement officials.
5. Any search by school officials must be documented by the building principal and/or designee. Such documentation may include the following information:
 - a. reason for the search
 - b. information relied on, if applicable
 - c. information about the locker searched
 - d. list of items found
 - e. list of items seized
 - f. disposition of the matter
 - g. signature of the person conducting the search
 - h. signature of the witness
 - i. date

This documentation report shall be placed in the school files for safekeeping and ready retrieval. Depending upon the search finding, the documentation can be used in subsequent school discipline or legal actions.

BOARD APPROVAL: June 9, 2004