

# PROCEDURE WSD502

## WINOOSKI SCHOOL DISTRICT

### SEARCH AND SEIZURE

1. Desks, lockers, computers, textbooks and other materials or supplies provided by the school to students remain the property of the school and may be opened by a school administrator or designee for cleaning, maintenance, in an emergency situation and/or when they have reasonable cause to believe that school policy or a law has been, is being or will be violated. When prohibited items are found, they will be confiscated, the Principal will be notified and he/she will determine whether further investigation or action is warranted.
2. School property may be searched when a school administrator, or their designee, has reasonable cause to believe that school policy or a law has been, is being or will be violated. School Administrators designees shall be identified in writing in August of each year and shall continue to hold the "designee" position at the discretion of the Administrator. Nothing herein shall preclude the Administrator from amending the designee list from time to time throughout the school year as need requires.
3. Search of a student's person, their belongings or vehicle driven to school by a student, will be conducted when the school administrator or designee has reasonable cause to believe that school policy or a law has been, is being or will be violated. Search of a student's person will be conducted by a school administrator or designee of the same sex as the student being searched and, whenever possible, in the presence of another school employee or teacher of the same gender as the student being searched.
4. A student's refusal to be searched or to cooperate with the school administrator or designee in the performance of a search will result in an automatic 10 day out of school suspension for the student. During a search, a student may be asked to do all or any of the following: empty their pockets, show the contents of a backpack, bag, package or other personal items; allow hats, socks, jackets, sweatshirts and/or outerwear to be examined.

Parents/Guardians will be notified of any search conducted of their child's person or their personal belongings, as soon as possible upon completion of the search.

5. School employees are not an agent of any public law enforcement agency or official. Search and/or seizure by public law enforcement officials on school property may only occur when a warrant or other legal basis exists authorizing such search and/or seizure.
6. The Winooski School District reserves the right to use video surveillance on school property, images of which may be used by the school district for any legitimate purpose.
7. Copies of this Policy will be distributed to students when they enroll in school and will be included in the student handbook given to students at the beginning of each school year.

#### Designees:

JFK: Principal, Director of Special Education, Director of Curriculum and ELL, Superintendent  
WM/HS: Principal, Assistant Principal, Director of Special Education, Director of Curriculum and ELL, Superintendent

Reviewed and Updated: August 15, 2012