



**Burlington County Special Services School District  
Burlington County Institute of Technology  
BCSSSD: (609) 261-5600 BCIT: (609) 267-4226**

**Discover  
Your  
Potential**

Dr. Christopher J. Nagy  
Superintendent of Schools  
[cnagy@bcsssd.k12.nj.us](mailto:cnagy@bcsssd.k12.nj.us)  
[cnagy@bcit.cc](mailto:cnagy@bcit.cc)

Dr. Todd G. Bonsall  
Assistant Superintendent  
Curriculum and Instruction  
[tbonsall@bcsssd.k12.nj.us](mailto:tbonsall@bcsssd.k12.nj.us)  
[tbonsall@bcit.cc](mailto:tbonsall@bcit.cc)

Mr. Andreas Demidont  
Interim Assistant Superintendent  
Special Education  
[ademidont@bcsssd.k12.nj.us](mailto:ademidont@bcsssd.k12.nj.us)  
[ademidont@bcit.cc](mailto:ademidont@bcit.cc)

Ms. Theresa L. Margiotta  
Business Administrator/Board  
Secretary  
[tmargiotta@bcsssd.k12.nj.us](mailto:tmargiotta@bcsssd.k12.nj.us)  
[tmargiotta@bcit.cc](mailto:tmargiotta@bcit.cc)

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September 2016

Dear Students and Families:

This letter is to advise you that the Burlington County Special Services School District (BCSSSD) and Burlington County Institute of Technology (BCIT) will engage in random searches utilizing drug-detection canines. As a key component of our district's' continuing efforts to maintain a safe, orderly, and drug-free learning environment, the BCSSSD/BCIT Board of Education has an express policy that permits searches of student lockers and other areas of the school by drug-detection canines.

Board policy authorizes drug-scent dogs to conduct suspicionless inspections on school property. Inspections will be conducted by handlers and dogs trained and licensed by the U.S. Drug Enforcement Agency (DEA) and the State of New Jersey. In addition to lockers, the drug-detection dogs may inspect classrooms, vehicles parked on school property, desks, handbags/purses, backpacks, portable containers and outer clothing removed from students.

Such searches will not be announced in advance. The school district conducts such searches with advanced approval by the Burlington County Prosecutor's office. All efforts shall be made by the canine drug detection teams to avoid direct contact with students.

Please review the attached Board of Education Policy regarding the use of Drug-Detection Canines. If you have any questions regarding this process, please contact your building principal.

Sincerely,

A handwritten signature in black ink that reads "Christopher Nagy".

Dr. Christopher Nagy,  
*Superintendent of Schools*



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**District Policy 9325- USE OF DRUG-DETECTION CANINES**

Section: Community

Date Created: March, 2015

Date Edited: April, 2015

The Burlington County Special Services and Burlington County Institute of Technology Board of Education has an express policy that permits student lockers to be inspected at any time. Locker inspections form a key component of the district's continuing effort to maintain a safe and orderly academic environment within the district's schools. The Burlington County Special Services and Burlington County Institute of Technology Board of Education has determined that it is in the best interest of the students to authorize drug-scent dogs to conduct suspicionless inspections on school property. These inspections will be conducted by handlers and dogs trained and qualified according to national standards. Handlers will be licensed by the U.S. Drug Enforcement Agency (DEA) and the State of New Jersey. In addition to lockers, the drug-detection dogs may inspect classrooms, vehicles parked on school property, desks, handbags/purses, backpacks, portable containers and outer clothing removed from students.

The timing of each trained drug detection dog inspection will be kept strictly confidential. When conducted during normal school hours, the building may be evacuated using established fire-drill procedures or students and staff will be restricted from hallway use during the check. Students may be directed to leave behind handbags, purses, bookbags/backpacks and outer clothing which will be available for inspection by the drug-detection dogs. No students shall be present during the drug-detection dog inspection of the parking lots. The dogs and handlers will enter the building through the main entrance.

The school's main office will be designated as the command post for the duration of the inspection from which all activities are to be coordinated. The room will be equipped with a telephone, facsimile, word processor, photocopier and secured two-way radio communication facilities. The secretaries assigned to the main office along with an administrator will remain at the office during the check to oversee the operation and to respond to problems that might arise.

If law enforcement officials are involved in the check, advanced approval must be provided by the Burlington County Prosecutor or the Attorney General through the Director of the Division of Criminal Justice. All efforts must be made by the K-9 drug detection teams to avoid direct contact with students.

If the drug detection team is a component of law enforcement and indicates the presence of drugs, normal law enforcement procedures will be instituted. If the drug detection team represents a private entity and indicates the presence of drugs, a school administrator will perform the search. The administrator will assist law enforcement officials in identifying the individual(s) responsible for bringing the substance(s) onto school property. The administrator will be responsible for imposing appropriate disciplinary consequences upon any and all individuals identified as responsible for being in possession of drugs and/or alcohol on school property. The administrator will communicate the outcome of the inspection to the Superintendent.

Adopted: March 26, 2015