

LOCKER SEARCHES

The school provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

Guidelines for Search of Student Lockers

1. Where possible, the person to which the locker is assigned should be present for the inspection.
2. It is recommended that two members of the certified staff conduct the inspection together, particularly when the person is not present. At least one of the inspectors must be an administrator, who has full responsibility for the inspection. In the absence of an administrator, his/her specific designee will assume responsibility.
3. The inspector may seize any or all items which are dangerous and/or illegal and which are in plain view upon opening the locker. Reasonable searches among the personal effects contained within the locker may be conducted, where there is reasonable suspicion that the search will provide evidence that the person has violated or is violating the law or school policy.
4. Any items that are seized during a search by school authorities must be safeguarded until determination has been made by the appropriate authorities for disposition of the

the personal effects contained within the locker may be conducted, where there is reasonable suspicion that the search will provide evidence that the person has violated or is violating the law or school policy.

4. Any items that are seized during a search by school authorities must be safeguarded until determination has been made by the appropriate authorities for disposition of the items. 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, who shall be informed of his/her right to obtain items that may 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 their delivery to law enforcement officials.
5. Any search by school officials must be documented. Such documentation must include the following information:
 - a. reason for the search
 - b. information relied on
 - c. 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 is 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.

Approved: September 8, 1998