

SEARCH AND SEIZURE PROCEDURES
PUPIL RIGHT OF PRIVACY/LOCKER INSPECTIONS

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. When the school does not provide locks, a pupil may use a personal lock, but in no case may a personal lock be used beyond a designated class period (physical education) and/or a specified sports activity session. The school retains the prerogative to remove any personal lock that is used beyond the scope of this policy.

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reasons or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may, through the building principal, request the search of the persons or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he or she has reasonable grounds to suspect that the search is required to discover evidence of a violation of the law or of school rules. When a search is deemed appropriate by the school administration, the following procedures shall be followed:

- Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender. A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. Whenever possible, a search will be conducted by the Principal in the presence of the pupil and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or body cavity search.
- Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.
- The Superintendent shall be notified of the search of a pupil's person or intimate personal belongings when significant findings indicate concern.
- The Principal shall conduct a pupil search on the request of a law enforcement officer only on the presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.
- The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.
- Unless an emergency exists, there will be an attempt to notify the pupil's parent(s) before any physical search and after a locker has been searched.

Middle School Locker Use Letter

September 2013

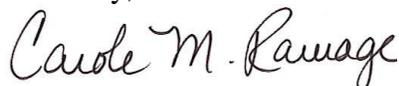
Dear Middle School Students and Parent/Guardian,

Each middle school student will be given the use of a locker to store your materials. Your possessions will be contained in your lockers throughout the day, safeguarded by a combination lock.

Having a locker is a convenience and a privilege reserved only for our middle school students. The following rules will regulate locker use. Please read the locker use rules carefully so that you will understand what is expected of you.

1. Lockers are the property of the school and will be subject to periodic and random inspection. They may be opened and searched by school personnel at any time.
2. You will be given a locker combination. Put it in a safe place and memorize it. Do not share your combination with others. The school is not responsible for articles stolen from lockers. **Students may only use the locker assigned to them.**
3. If your locker does not work properly, report it to your homeroom teacher.
4. No food is to be left in lockers overnight.
5. Students may visit their lockers before school, before lunch, after lunch, and after school. You will need a signed pass to visit your locker during any other time.
6. Kicking and slamming locker door, or otherwise damaging your locker, is cause for disciplinary action. Students will be required to pay the cost of repairing the locker.
7. Lockers can be decorated for special occasions (birthdays, holidays, etc.). All decorating will take place during homeroom. Students must report to homeroom and then will be permitted with a pass from their homeroom teacher to return to the locker area to decorate. Only two students will be permitted access to the locker area for decorating.
8. Students may not switch lockers without permission from administration.

Sincerely,



Carole M. Ramage
Principal

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