



POLICY STATEMENT 337

SUBJECT:	LOCKER AND PERSONAL SEARCHES		
AUTHORITY:	Education Act, Section 28 (2) (c)	EFFECTIVE:	November 12, 1998
RESPONSIBILITY:	Principal	REVISED:	November 1, 2013
REFERENCE:	Charter of Rights, Search in School, Section 824 (2), 1998	PAGE:	1 of 2

Statement:

The Superintendency recognizes that in order to balance the school's responsibility for maintaining order, discipline, and a safe environment on one hand, with that of the student's legitimate rights of freedom and liberty, on the other, it is essential that certain guidelines be established that specify the manner in which searches of persons, possessions, lockers, or desks be conducted. It is a matter of law that student lockers and desks are school property and remain at all times, under the control of the schools, and students have no expectation of privacy therein. Searches of lockers or desks may be undertaken for "just cause", at any time, without notice and without student consent. Students are expected, however, to assume full responsibility for the security of the contents of their lockers and desks.

- 337.1 The Principal has the responsibility for enforcing this policy by communicating it to students, parents/guardians and staff, providing necessary instructions and guidelines to building administrators, teachers and other staff members.
- 337.2 The Principal shall inform students and parents in writing that students are only being accorded a personal right (privilege) to use lockers, desks or other storage facilities and not any exclusive rights of possession, and that school authorities retain the right to conduct random, periodic or other searches or inspections, as they deem appropriate.
- 337.3 The Principal or designate may search a student's desk, locker or other storage facility provided by the school. The Senior Education Officer shall be notified in writing of large scale searches.
- 337.4 When there are reasonable grounds to believe that a student has violated or is violating the law, district policy, or administrative regulations and that the search will result in the discovery of evidence, the Principal or designate, in the presence of another employee, may search a student's coat or possessions other than clothing being worn.

- 337.5 Personal searches will not be conducted by school staff. If there are reasonable grounds to believe a personal search is required, the Principal or designate shall notify police and make every reasonable effort to detain the student under close surveillance to prevent the possible destruction or use of evident.
- 337.6 School officials are obligated to co-operate with civil authorities who allege they have probable cause to conduct a search or when they present a properly executed search warrant.
- 337.7 The Principal shall inform students and parents/guardians that when a search reveals evidence that is not admissible for legal proceedings but is contrary to school regulations, students may still be subject to disciplinary action.
- 337.8 When a search reveals evidence to be used for legal proceedings the Principal or designate shall:
- 1) secure the area
 - 2) take precautions to not touch the evidence
 - 3) call police
 - 4) call the student's parents
- 337.9 The Principal shall inform a student's parents/guardians whenever a personal search has been conducted.