

LOCKER SEARCH PROCEDURES

Should school officials inspect a locker it will be done utilizing the following procedure:

1. If the student is in attendance, they shall be notified of the inspection and will be allowed to be present at inspection.
2. Have another faculty member present.
3. Any unauthorized item(s) in the locker may be removed. Items removed from the locker may be held by the school for return to parent/guardian (without liability for security), retained for disciplinary proceedings, or turned over to legal authorities. The adult student or parent /guardian of a minor will be notified of items removed by letter.
4. If alcohol, drugs, drug paraphernalia, or weapons are found, the student will accompany the school official to the office and an attempt will be made to contact parents/guardian.
  - a. If they cannot be reached, school officials will call the emergency number listed. If parents/emergency contacts cannot be reached, law enforcement or human services will be notified.
  - b. If law enforcement agencies are not present they will be called. An effort will be made to contact parents/guardians and have them present or to have permission granted before questioning by legal authorities. This may not be possible in all cases, where suspicion of a crime being committed has occurred.
5. Locker inspections may include the use of a canine unit.

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