

## **SEARCH OF STORAGE AREAS**

(Policy JHFF)  
Approved 12/17/2012

The Board recognizes that the District needs to provide storage areas for the convenience of staff members and students. The Board also recognizes that, although the District retains ownership and right to control storage areas, entry into areas without the consent or approval of the user is intrusive and offensive to the user's dignity, and the Board has an obligation to respect the user's interests. However, circumstances may require entry without consent or approval from time to time, and it is therefore necessary to develop appropriate rules governing such entries.

This policy is not intended to limit the District's right to conduct general inspections of storage areas out of concern for the health, safety and welfare of the school community.

The school provides storage areas, including electronic media, for the convenience of staff members and students. A storage area assigned to a staff member or student remains the property of the District. At no time does the District relinquish its exclusive control of such storage areas.

Individual storage areas may be searched as determined necessary or appropriate without notice, without user consent, and without a search warrant. The search will be conducted in accordance with regulations established by the Board and may include the ability to utilize the services of drug-searching canines and/or other specialized search animals.

Any unauthorized items found in a storage area may be removed. Items removed from a storage area must be safeguarded until determination has been made by the appropriate authorities for disposition of the items. Items removed from the storage area will be handled as follows:

1. held by the school for return to the staff member, adult student, or parent/guardian of a minor student to be removed from school property,
2. retained for disciplinary proceedings, or
3. turned over to law enforcement officials.

The staff member, adult student, or parent/guardian of a minor student shall be notified of items removed from a storage area assigned to the staff member or student.

The District shall provide a copy of this policy to each employee of the District and to each student enrolled in the District on an annual basis. Each building shall select the most appropriate method of delivery and shall ensure the method provides for delivery to employees who are hired by the District and students who enter the District after the start of the school year. Each building shall maintain a record of the method and dates of delivery of the policy.