

PROCEDURE

Search and Seizure in the Schools

Guidelines

1. All guidelines will be in accordance with the Police and School Board Response Protocols.
2. Principals or designate must have reasonable grounds to believe that there has been a breach of school regulations or discipline and that a search of any specific individual or any individual's property will reveal evidence of that breach. Board staff is in the best position to assess information given to them and relate it to the situation existing in their school.

The following are examples of what may constitute reasonable grounds:

- information received from one student who is considered to be credible
- information received from more than one student
- a teacher's or principal's own observations
- any combination of these pieces of information which the relevant school authority considers to be credible.

In addition, the search must be reasonable in accordance with the following criteria:

- a) The search itself must be carried out in a reasonable manner. It should be conducted in a sensitive manner and be minimally intrusive bearing in mind the student's age, gender, and circumstances of a personal nature.
 - b) In order to determine whether a search is reasonable, all the surrounding circumstances will have to be considered.
3. The principal or designate shall contact the police immediately if the search reveals that a student is in possession of any illegal material.
 4. If the student is under 18, the principal or designate shall notify the parents or guardians immediately, unless the notification, if in the opinion of the principal or designate would put the student at risk of harm from the parent or guardian of the student.
 5. Search of Property
 - a) The locker is the property of the school and the Keewatin-Patricia District School Board and may be searched by the principal or designate at any time.
 - b) Although, under the Criminal Code, the police may conduct a locker search either with or without a search warrant, the police will communicate with school administration under the guidance of the Police and School Board Response Protocol should a search occur.

- c) Vehicles on the premises of the Keewatin-Patricia District School Board are subject to the Board's policy and procedures and a condition of bringing any private vehicle onto school property is that such vehicle is subject to search with reasonable cause by the principal or designate.
6. Search of a Person (students, staff, visitors)
- a) A search of a person by the principal, or designate would be limited to searches within the bounds of common decorum.
- b) Any search conducted at the school must have a principal **or** designate as well as an adult witness present.
- c) A principal shall not conduct a strip search. If such a search is considered advisable it must be referred to the police.
7. The Director of Education or designate should be advised that a search is to be conducted in advance, where possible and appropriate. If not, the Director of Education or designate must be advised of any search as soon as possible thereafter.
8. When necessary if neither the principal or designate are able to be contacted the designated staff member will contact the local police services and the supervisory officer.