



## Administrative Procedure 6075

### *Student Lockers*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**  
[Searches, Inspections, Screening and Seizure](#)

**Form Cross Reference:**  
[Student Lockers – Conditions of Use](#)

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**Legal/Regulatory Reference:**

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**Date Adopted:** June 2005

**Amended:** December 2018

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Schools equipped with lockers are authorized to provide such lockers to students for a term not to exceed 1 school year, subject to the following conditions of use:

- The assigned locker is the property of the Brandon School Division and the student has no expectation of privacy with respect to the locker.
- The student understands and agrees that school officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules, and that searches by school officials may include the use of trained dogs to detect the presence of illicit drugs or prohibited materials in student lockers.
- The student is responsible for the locker that is assigned to them. No one else may use this locker. If they have been assigned to share a locker, then only the students to whom it has been assigned may use it.
- The student agrees to use only an approved lock on the locker. The school may provide a lock for use, or with school approval the student may supply their own lock and register the combination of the lock or a duplicate key to the office. The student will not divulge their combination to anyone else.
- The student will only use the locker for purposes relating to school and their attendance at school. The student understands that they may use the locker to store books, school supplies and equipment, clothing, school sports equipment, lunches and necessary personal items. The student understands that nothing else is permitted in their locker unless the school leader has permitted it in writing.
- No alcohol, cannabis (marijuana), illicit or non-medical drugs or intoxicating substances or controlled substances, weapons or prohibited or offensive material may be placed in the locker.

- The student understands that their permission to use the locker may be terminated if they do not comply with the conditions of use, school or Division policies or rules.
- The student understands that it is the responsibility of all members of the school community to keep our school safe. If the student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, they agree to immediately report the information to a teacher or administrator. The School Division will keep their name confidential unless required by law to disclose it.
- The student agrees to keep the locker clean and to remove foodstuffs on a regular basis.
- The student understands that they are responsible for cleaning and removing all material from the locker at the end of the year or when they leave the school.
- The student agrees that they are responsible for any damage caused to the locker by their actions or neglect and they understand that they may be required to pay for any resulting maintenance or repair costs.
- The students agree to clean out the locker at the end of the school year.

### **Searching of Student Lockers**

- School administrators have the authority to inspect student lockers whenever circumstances warrant such action. The primary purpose for locker inspection shall be the protection of health, safety and the general welfare of students, staff or school property. Searches may also be conducted when school authorities have reasonable suspicion that a student is concealing something, possession of which is in violation of the law or of school rules.
- Whenever possible, students should be given the opportunity to provide consent for such a search and to be present or to make voluntary disclosure of the suspected property. Notwithstanding the danger presented by the property being sought, the student's age and record of conduct, and the urgency of making the search without delay are circumstances bearing on the justification of requesting such consent.
- The inspection shall be conducted by 2 adults, at least one of whom must be an administrator.
- Should such an inspection result in the discovery of material(s) which are inappropriate to a school building, the administrator has the authority to remove the material(s) or seal the locker for the purpose of seeking the solicitor's advice.
- The student shall be informed as soon as convenient of any item(s) removed from their locker. School Leaders shall provide a record of Student Locker Searches on a regular basis.