Employee Searches

St. Mary's Charter School ("School") reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of School and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" include illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to School premises, the School may search employees, their work areas, lockers, personal vehicles if driven or parked on School property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers.

No Expectation of Privacy

There is no general or specific expectation of privacy in the School's workplace, either on School property or while on duty. In general, employees should assume that what they do while on duty or on School property is not private. All employees and all of the areas listed above are subject to search at any time. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to School officials and/or law enforcement authorities.

Lockers and Other Storage Areas

If an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, the School will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock. If the employee uses a personal lock, he or she must provide a copy of the key or combination to the School.

Applicability of Policy

All School employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis, or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item, as defined above.

Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. The School will

respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by the School will face disciplinary action, up to and possibly including immediate termination of employment.

Video Surveillance
In order to promote the safety of St. Mary's Charter School's employees, students, and visitors, as well as the security of its facilities, St. Mary's Charter School may conduct video surveillance of any portion of its premises at any time. The only areas excepted from video surveillance are private areas of restrooms, showers, and dressing rooms. All video cameras will be positioned in appropriate places in and around St. Mary's Charter School buildings and used to promote the safety and security of people and property.