



Superintendent's Circular

NUMBER:
SAF-03
Version 01

LOCKER POLICY

This circular will remain in effect unless rescinded or superseded by a subsequent version

Consistent with the policy outlined in Superintendent's Circular SAF-02, Weapons and Objects of No Reasonable Use, this memorandum explains the Boston Public Schools' policy regarding student locker searches.

All students and parents must understand that lockers are the property of the Boston School Department, made available for students' use and convenience. Lockers remain the property of the Boston School Department while being used by students. School administrators, other school department personnel, including but not limited to teachers, custodians, and school police have authority to search student lockers; any personal effects found within lockers; and places of concealment within those personal effects. Students will be held accountable for the contents of their lockers and the contents of their personal effects. Any contraband or evidence of a crime found because of a locker search will be turned over to the appropriate authorities.

The information from the above paragraph is to be included in all school-based rules and all student handbooks. Students and parents must be informed that such information serves as prior and ample notice of the School Department's student locker policy. The phrase "prior and ample notice" is to be included in

school-based rules and student handbooks.

In implementing the locker policy, each school must adhere to the following guidelines:

1. Each school will determine its own procedure for assigning lockers and issuing padlocks and locker keys. This procedure must be included in the school-based rules and student handbook. Students must adhere to all school-based rules pertaining to locker use.
2. Only school issued padlocks and locker keys are to be used. All unauthorized padlocks are to be removed immediately upon detection, and the locker and its contents immediately searched by the school leader, principal, or designee.
3. Locker assignments are to be documented. This document is to contain the student's name and the appropriate master key information or the padlock combination. This document is to be kept in a secure but readily available place in the main office of the school.
4. Students are not to share lockers, unless authorized by the school leader, principal, or other building administrator.
5. All unused lockers are to be cleaned out and locked or sealed to prevent unauthorized use.
6. School leaders and principals will arrange for periodic inspection of lockers by school personnel, including at least one general cleanup during the school year. Personal effects removed from lockers are to be inventoried and reasonable efforts made to return property to its owners. Contraband and evidence of a crime is to be inventoried and turned over to the appropriate public safety agency.

7. School leaders, principals, and other school department personnel will conduct inspections of student lockers when it has been reasonably determined that a safety or security problem exists, or that there is reasonable suspicion that the student has evidence in the locker tending to show either a violation of the law or a violation of school rules. Personal effects are to be inventoried and reasonable efforts made to return property to its owner. Contraband and evidence of a crime is to be inventoried and turned over to the appropriate public safety agency.
8. Students whose lockers contain contraband or evidence of a crime will be subject to the provisions of the Code of Conduct and to the applicable criminal statutes. If contraband or evidence of a crime is confiscated from a student's locker, procedures detailed in Superintendent Circular SAF-02, Weapons and Objects of No Reasonable Use, cited above are to be followed.

For more information about this circular, contact:

Name:	Deputy Chief of Safety
Department:	Safety Services
Mailing Address:	213 Townsend Street, Dorchester, MA 02121
Phone:	617-635-8000
Fax:	617-635-8006
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent