

LOCKERS STATEMENT OF POLICY

All lockers on the school premises are the property of the school district. These lockers are made available for use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The use of the locker does not diminish the school district's ownership or control of the locker. The school district retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

LOCKER RULES

In order to implement the school district's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks.** The school district will retain access to student lockers, by keeping a master list of combination and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, non-returned gym or athletic equipment, any stolen items or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Authority to Inspect.** The school district retains the right to inspect lockers to insure they are being maintained in accordance with the conditions for Rule No. 2. All inspections of lockers shall be conducted by the principal or a member of the administrative staff assigned in writing by the principal. (For example: assistant principal, guidance counselor, and custodians)
4. **Inspection of Individual Student's Locker.**
 - (A) The inspection of a particular locker will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. ("Reasonable suspicion" as used in these rules may be based on a number of factors including (1) information received by the principal or his designee from teachers or students, law enforcement officer(s), or detection devices including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated.
 - (B) Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual locker has

been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. Inspection of all Lockers.

(A) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property or (4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) when the school corporation receives a bomb threat
- (b) when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use
- (c) at mid-term, end of grading period, or before school holidays or other time to check for missing library books or lab chemicals or school equipment,
- (d) where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

(B) If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **Student Material.** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. **Disposal of Confiscated Contraband.** All contraband confiscated from lockers may be disposed of by the principal or designee as he or she deems appropriate, including (a) return to the proper owner or place, (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion under IC 20-8.1-5-4, (c) delivery to the appropriate law enforcement officials for purposes if possession of the contraband constitutes evidence of a crime, or (d) destruction.

8. Involvement of Law Enforcement Officials.

(A) The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers, or
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

(B) If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such office to inspect.

(C) If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied.

(D) The principal may cause a locker inspection to be performed for school purposes if information supplied by the law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. **Locker Cleaning and Repair.** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule, or (b) the locker of the student no longer enrolled in the school. Further, the

custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

10. **Publication of Rules.** A copy of these rules must be provided to each student and his/her parents/guardian at the start of the school year or as soon as possible after the student's enrollment in the school. Copies of these rules shall be posted in the principal's office and other prominent places generally used for announcements to students.