

SCHOOL LOCKER POLICY AND PROCEDURES 2020

1. Purpose

This Policy outlines the conditions under which students will be considered for allocation of a locker at Leeming SHS and to ensure that lockers are safely and effectively managed.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of lockers at the School.
- School lockers can be made available to students Year 7 -12.
- Year 7-12 students are eligible to submit an application to lease a locker.
- Year 7-12 students are responsible for the safe and appropriate use of the leased locker.

3. Procedures

3.1 Lockers

- 3.1.1. All lockers are the property of Leeming SHS School.
- 3.1.2. Lockers are available for lease by Year 7-12 students on an annual basis
- 3.1.3. Students are to obtain a locker application form from Student Services or down load an application form from the School website (see note regarding special conditions).
- 3.1.4. The School assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.
- 3.1.5. Access to lockers is to be done before/after school and/or during break times only.
- 3.1.6. Lateness to class because of lockers could mean loss of locker privileges.
- 3.1.7. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with the positive learning environment of the school or which is forbidden by the School rules or the Department of Education.
- 3.1.8. The Principal, or person(s) delegated by the Principal has the right to forgo any lease of lockers, access and carry out all searches of lockers to assure safety for the School Community.
- 3.1.9. A student using a locker which is the property of the School is presumed to have no expectations of privacy in the contents of that locker.
- 3.1.10. Sharing a locker with another student is not permitted.
- 3.1.11. Lockers are to be kept clean and all care taken in their use. ***Abuse of lockers will forfeit lease privilege. Willful or deliberate damage to lockers will result in cost being passed onto parents/guardians.***
- 3.1.12. No stickers, pictures, names or graffiti is permitted. ***Marking or defacing any locker will forfeit lease privilege and cost will be incurred.***

3.2 Allocation of Lockers

The Principal or delegate will allocate lockers based on:

- Locker availability; and
- Student needs.

3.3 Keys and Padlocks

- Keys and padlocks are the responsibility of the student.
- Padlocks are to remain with the locker at all times.
- Padlocks will not be opened by school staff if the key has been left at home.
- If keys are lost, the lock will be removed to enable access on provision of a note from parents.

3.4 Inspection of Lockers

An inspection of all lockers will be conducted at any time throughout the year by the Principal or delegate(s) without notice and without parental/caregiver or student consent.

Inspections will be done if it is believed that there is a risk of:

- 3.4.1 An interference with school purpose or educational function;
- 3.4.2 Safety;
- 3.4.3 Physical injury or illness of any person;
- 3.4.4 Damage to personal or school property;
- 3.4.5 Violation of School Rules, Department of Education Policy and/or the Law
- 3.4.6 To retrieve School material and/or equipment; and
- 3.4.7 At the conclusion of the lease period.

3.5 Seizure

The Principal or delegate may seize any illegal or unauthorised items in the locker, or any other items reasonably determined to be of a potential threat to the safety or security of others. The Police will be informed of any illegal or dangerous items.

3.6 Locker Maintenance

- It is the student's responsibility that the locker remains in good condition.
- Students are to use lockers exclusively to store school related materials and authorised personal items such as outer garments and footwear.
- Students are solely responsible for the contents of their locker.
- Students shall not use the lockers for any other purpose.
- Students are not to share lockers.
- Perishable food is not to be left in lockers overnight.

3.7 Special Conditions

All students wanting a locker for medical reasons must provide documentation. A medical diagnosis must be written outlining the issues and how having a locker would support the medical condition. A detailed health plan must be written by the treating doctor and be submitted for consideration each Term.

3.8 Costs

As per 3.1 in Policy.

3.9 Final Clearance of Lockers

All lockers are to be cleared out by:

- The end of the Academic year;
- Graduation;
- Transferring to another school;
- Exiting the school for employment or other reasons.

3.10 Cancellation of Locker Privilege

Students will lose the privilege of having a locker if there is a:

- Breach of positive Student Behaviour Plan; and/or
- Breach of good standing.

3.11 Re-instatement of Locker Privilege

Lockers will be re-instated when “good standing” has been regained.

3.12 Student Locker Lease Contract

By signing the Student Locker Lease Contract, parents and students accept these conditions.

4. Out of Bounds Areas

All locker areas are out of bounds to students who have not entered into a locker contract and have not had a locker assigned to them.

5. Document Control

<p>Reference Number: Owner:</p> <p>Created: Modified: Approved: Next Review: Links to Regulatory</p> <p>Framework:</p>	<p>Manager Corporate Services</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"> • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) <p>Department Policies</p> <ul style="list-style-type: none"> • Contributions, Charges and Fees • Student Health Care 	<p>Implementation and Review:</p> <p>The Manager Corporate Services is responsible to the School Executive for the continuous monitoring and review of the <i>School Locker Policy and Procedures</i>.</p>
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STUDENT LOCKER LEASE CONTRACT

I, (full name) _____ House Group _____ make application to lease a Leeming SHS locker.

I understand that:

- This locker is signed out to me for this academic year only.
- I must empty my locker by the last day of the Academic Year/ **Graduation/transferring to another school or upon exiting Leeming SHS.**
- All locks remaining on lockers after last day of school will be removed.
- I will open my locker and display its contents to a member of staff on their request and that if I refuse to do so, it may still be opened in my absence and the contents inspected by Leeming SHS staff.
- No locker liability will be accepted by the school in the event of the loss, theft or damage from a locker unless it can be established that the loss, theft or damage resulted from the school's negligence.
- If a lock is found on a locker that has not been assigned, Leeming SHS will cut off the lock and the locker contents will be removed.
- I understand it is recommended I empty my locker at the end of Term 1, Term 2 and Term 3.
- I understand willful damage costs will be my responsibility.

Student Agreement

I, _____ (full name) agree to abide by the conditions of this contract and understand that:

If I fail to abide by these conditions, my right to use a locker will be reviewed and possibly cancelled. Disciplinary action as per school's Behaviour Management Policy may follow.

Student's Signature _____ Date _____

Parent Agreement

I have read the Leeming SHS Lockers Policy and Procedures and give approval for my child _____ to undertake the Student Locker Lease Contract.

Signed: _____

For security reasons and student safety, please be aware that all locker areas are monitored by CCTV.

Office Use Only
 Locker Locations: _____
 Upper Middle Lower
 Locker # Assigned: _____
 Assigned by: _____