

# LOCKERS - SECONDARY

## Purpose, Access & Location

Student lockers are located in the common areas on Levels 1-5 of the Secondary Division. Lockers are provided for purposes of storage, security and supporting self-management skills. In the interests of security and punctuality students are expected to access lockers during the following times: before school, morning break, lunch and after school. Additional access requirements should be negotiated with the class teacher.

## General Expectations

- A locker will not be allocated unless a lock has been presented.
- In the case of locks with keys, one spare key must be labeled with the student's name and given to the advisor. A second spare key must be left at home.
- In the case of combination locks, the combination must be given to the advisor and also be recorded at home.
- Advisors must be notified immediately if a lock is changed and a new spare key/combination must immediately be given to the advisor.
- Nothing may be attached/written on the outside of lockers.
- No illegal substances, weapons or other prohibited or offensive materials are to be placed in lockers.
- Pictures of an appropriate nature may be stuck on the inside of locker doors. These pictures must be removed at the end of the school year.
- Any damage to a locker should immediately be reported to the advisor.
- Lockers must be emptied of food and valuable items prior to holidays, even if the student will be returning.

## Security

- School officials may search a student locker in those instances where there exists reasonable grounds to do so and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules. Every effort will be made to ensure that the student and an additional staff member will be present when a locker is searched, except in an emergency situation.
- If a student has reason to believe that any locker contains material that may threaten the safety of other persons, that student is expected to immediately report the information to a teacher or the school administration. The name of the student making the report will be kept confidential.
- Tampering with other students' lockers will be regarded as a highly suspicious activity and may lead to disciplinary action.
- If there is any reason to suspect that the security of a locker has been compromised, the advisor should be notified and a new lock should be purchased or combination changed.
- The school is not responsible for any loss or theft or damage of materials stored in lockers.

Student's Name:		Student's Signature:	
Advisory:		Advisor's Signature:	
Parent's Name:		Parent's Signature:	
Locker No.:		Spare Key Provided:	Yes / No
Date:		Combination Provided:	Yes / No