



## Karratha Senior High School Locker Policy and Procedures

### 1. Purpose

This Policy outlines the conditions under which Year 11 or 12 students will be considered for a locker at Karratha Senior High School (KSHS) and to ensure that they are effectively managed.

### 2. Policy

- The KSHS Executive is responsible for establishing policy and procedures for the management of lockers at the Karratha SHS.
- KSHS lockers are only available to Year 11 and 12 students.
- Year 11 and 12 students are responsible for submitting an application for a locker.
- Year 11 and 12 students are responsible for the leased locker.

### 3. Procedures

#### 3.1 Lockers

All lockers are the property of KSHS.

Lockers are available for lease by Year 11 and 12 students on an annual basis.

Students are to obtain a locker application form from Student Wellbeing or download an application form from the school website.

KSHS assumes no responsibility for loss or damage of any item in a locker, locked or unlocked.

Access to lockers is to be done before/after school and/or during break times.

Lateness to class because of lockers could mean loss of locker privileges.

Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with the school or an educational function of which are forbidden by the KSHS Code of Conduct or the Department of Education.

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 ensure safety for the KSHS community.

A student using a locker which is the property of KSHS is presumed to have no expectations of privacy in that locker content.

Sharing, swapping or passing lockers with another student is not permitted.

Lockers are to be kept clean and all care taken in their use. ***Abuse of lockers will forfeit lease privilege.***

No stickers, pictures, names or graffiti is permitted. ***Marking or defacing any locker will forfeit lease privilege.***

Students and parents/caregivers cannot appeal the decision of KSHS relating to the allocation of lockers.

### **3.2 Keys**

All keys are the property of KSHS.

One key only will be allocated per locker.

Students are not permitted to duplicate the key as a spare or to share with another student. Any student found duplicating keys or sharing their locker will forfeit their lease privilege.

A replacement charge will be incurred if a key is lost, broken or stolen.

Lockers will not be opened by school staff if the key has been left at home.

Keys are to be returned to Student Wellbeing prior to the student transferring or exiting the KSHS.

### **3.3 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.

This may include Police Officers.

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

- an interference with school purpose or educational function;
- safety;
- physical injury or illness of any person;
- damage to personal or school property;
- violation of KSHS Code of Conduct, Department of Education Policy and/or the Law such as drugs, alcohol, weapons etc.;
- to retrieve KSHS material and/or equipment; and
- at the conclusion of the lease period.

### **3.4 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.

### **3.5 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 authorized 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.

Food and drink are not permitted to be stored in the lockers.

### **3.6 Medical**

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.

### **3.7 Costs**

A schedule of costs relating to the KSHS lockers will be determined by the Manager of Corporate Services in collaboration with the Finance Committee.

### **3.8 Refund**

No refunds will be issued.

### **3.9 Clearance of Lockers**

All lockers are to be cleared out one week prior to:

- Transferring to another school.
- Exiting the school for employment or other reasons.

All lockers must be cleared out on the final day of the school year for Yr. 11 & 12 students as stated in the School Calendar. Any items remaining in the locker beyond these dates will be deemed forfeit and will be disposed of.

Any student who does not clear out their locker by the due date will have their locker privileges reviewed and may be revoked for the following year.