

# **STUDENT LOCKERS**

## **Background**

Wherever feasible, grades 7 to 12 students are to be provided with a lock and locker wherein articles can be kept for safekeeping. All locks must be provided through the school. School administration reserves the right to enter a locker at any time for reasons related to student safety or suspected violation of Administrative Procedure 350 – Management of Student Behaviour, without advance notice to the student.

Principals are responsible for the administration of this administrative procedure.

## **Procedures**

1. Only combination locks rented through the school shall be placed on school lockers.
2. Each Principal must develop a system to ensure that:
  - 2.1 Locks are purchased through the school for each locker (by rental or sale).
  - 2.2 Locks are paid for by students (subject to Administrative Procedure 506).
  - 2.3 Students are assigned to specific lockers.
  - 2.4 A master list of all combinations shall be maintained by the school office.
  - 2.5 Students are notified in writing of this administrative procedure.
3. In special cases where a student is unable to use a combination lock, the Principal or designate has the authority to allow the student to supply his/her own lock and supply a copy of the key to the school office.

Reference: Relevant Legislation & Guidelines