

POLICY: SCHOOL LOCKER USE



Policy Manager: Deputy Principal – Junior Secondary

Code: 037

Kawana Waters State College

Policy Subject: School Locker Use and Locker Searches & Guidelines

Date Passed:

Policy No. 037

Related policies:

KWSC Responsible Behaviour Plan for Students

Principles and Purposes:

Kawana Waters State College supports assigning school lockers to students for their use to provide a safe and healthy educational physical resource to students.

Guidelines and Procedures:

1. Lockers are assigned on a needs and availability basis.
2. A College issued combination lock will be assigned for an annual fee.
(Damage to the locker and / or combination key will incur an additional replacement cost fee.)
3. Administrators and school staff shall advise students and their parents of the rules and conditions of locker use and searches at the time that the lockers are assigned, and throughout the year.
4. Notices shall include that lockers are subject to searches.
5. The locker is assigned to a student for use during the school year based on the following rules and conditions of use:
 - a) *Students are responsible and care for assigned lockers. The locker is not to be used by any unauthorized person and is to be kept clean, tidy and locked at all times. Lockers are to be accessed only outside lesson / instruction time.*
 - b) *Lockers are to be kept for the safekeeping of curriculum materials, KWSC uniform items (including College hats) and other small personal items. (No food or drink items are to be kept in lockers.)*
 - c) *KWSC is not responsible for loss or theft or damage of material stored in student lockers.*
 - d) *Only approved locks may be used on student lockers and the combination of the lock must be registered with the Year Level / Program Coordinator / HOD – Junior Secondary / HPE.*
 - e) *No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.*
 - f) *All lockers will be inspected by College staff regularly for compliance of use.*
 - g) *Permission to use the locker may be terminated where a student does not comply with the conditions of use or College policies or rules.*
 - h) *Students who enter or attempt to enter another student's locker are subject to consequences outlined in the KWSC Responsible Behaviour Plan for Students.*

Student Locker Searches:

1. A student locker search may be undertaken if there are reasonable grounds to believe that a College rule has been or is being violated and that evidence of the

violation will be found in the student's locker.

The following criteria will be considered by a school administrator in the determination that reasonable grounds exist to conduct a search:

- i. Information received from one student that is considered to be credible;*
- ii. Credible information received from more than one student;*
- iii. A staff member's own observation;*
- iv. Any combination of these pieces of information which the relevant authorities consider to be credible.*

2. KWSC 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 College 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.

3. All requests or questions regarding student locker searches will be referred to the Year Level / Program Coordinator / HOD – Junior Secondary/ HPE.

4. The Year Level / Program Coordinator / HOD – Junior Secondary/ HPE may invite the School-based Police Officer (SBPO) to assist in a search where there is reasonable cause to believe illegal or dangerous materials or weapons may be in a student locker. In these instances the SBPO will determine how to proceed with the search and how they will be involved.

5. 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.