

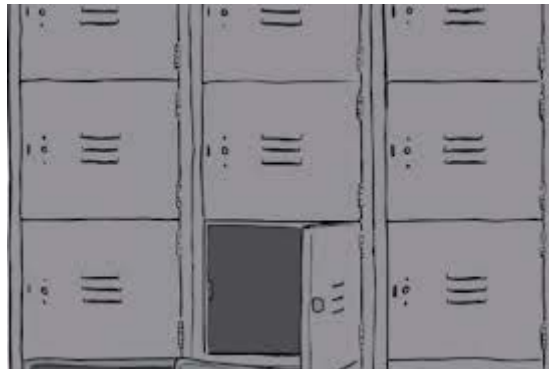


Darling Downs Christian School

Locker Use and Administration Policy

Years 7-12

2021



MISSION STATEMENT

The mission of the Darling Downs Christian School is to promote a redemptive relationship between each student and Jesus Christ while facilitating academic excellence and pleasure in learning, in a caring, disciplined environment.

RATIONALE

Student welfare and safety is an important priority for all schools. As students move into their secondary years of study, textbooks, folders, laptops and other items begin to make student bags heavy and potentially damaging to their health. Darling Downs recognises this and has always provided lockers for high school students. As well, it is school policy that **no laptops are left in bags or on bag racks between classes and must be kept in lockers when not in use**. All students are therefore expected to have a locker and no laptop is issued prior to a locker being assigned.

This policy document will outline what is considered acceptable use of lockers by students and the administration procedures for the lockers kept on premises here at Darling Downs Christian School. These procedures will include how the lockers are allocated, cared for, and how searches of student lockers are to be conducted.

POLICY GUIDELINES

This document outlines:

1. The assigning of lockers for the duration of the current academic year to students in Years 7-12, or unless notified otherwise.
2. The clear definition of acceptable use of those lockers for the current academic year.
3. The procedures for conducting searches of student lockers.

The administration and staff of Darling Downs Christian School will ensure students and parents are advised of the rules and policies regarding the use, upkeep and searching of student lockers.

PROCEDURES

Assigning of Lockers

The following principles apply when assigning lockers:

1. A locker levy of \$10 is paid (included in school fees).
2. The lockers are assigned to students with particular physical special needs first.
3. The larger lockers are assigned to Year 12 students first, then Year 11s and so on.
4. The Locker Facilitator (Mr Rinsma) will assign students a locker number on the first day of school.
5. Students are to occupy the locker for a maximum of one academic year.
6. A lock must be provided by students and a spare key can be kept with the Locker Custodian. A combination lock can be purchased through the school for \$10.

Acceptable Use of Lockers

Lockers are assigned to students for the duration of one academic year based on the following rules and conditions:

1. Lockers are to be treated with respect and care.
2. Lockers may only be used in the morning before school commences, at the beginning and end of the lunch and recess breaks and at the end of the day.
3. Lockers must be kept locked at all times except during the designated times when students may access their locker.
4. Students are responsible for assigned lockers. The locker is not to be used by any unauthorised person.
5. Posters or pictures may be posted using "Blue Tac" only on the rear of the door. Lockers must not be damaged or defaced in any other way.
6. Students are not to swap lockers with any other student.
7. Food or drink is not to be stored in the locker overnight.
8. The School is not responsible for the loss, theft, or damage of material stored in student lockers.
9. Locks must be used on student lockers and a spare key can be registered with the Locker Custodian.
10. Students are not allowed to open or attempt to open another student's locker.
11. No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
12. Lockers remain the property of Darling Downs Christian School and as such inspection of the student lockers may be conducted by school officials for any reasonable suspicion if it is believed that the student shows a violation of school rules or is in possession of illegal items.
13. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
14. If, for any reason, a student is unable to open their lock, the School reserves the right to cut the lock and for it to be replaced at student's expense.

If a student breaches any of the conditions of acceptable use, the consequences may include:

- The removal of locker privileges
- Payment for any damage caused by deliberate or careless acts
- Other consequences as appropriate and according to our behaviour management processes with regards to respecting school property

The Searching of Lockers

A student locker search may be undertaken if there are reasonable grounds to believe that a school rule has been or is being violated and that evidence of the violation will be found in the student's locker.

The following criteria must be considered by the School Administration in the determination that reasonable grounds exist to conduct a search:

1. Information received from one or more students that is considered to be credible;
2. A teacher's or the Principal's own observation;
3. A report from a parent or community member which is considered to be credible;
4. Any combination of these pieces of information which the relevant authorities consider to be credible.

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.

All requests or questions regarding student locker searches will be referred to the School Administration or designate.

The Administration member or designate may invite outside personnel (e.g. police) 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 outside personnel may determine how to proceed with the search and how they will be involved.

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.

Please see attached the agreement which is to be signed by both student and parent.