

ACKNOWLEDGEMENT LOCKER POLICY

In order to implement the school policy concerning student lockers, Quality Assurance Department adopts the following rules and regulations:

- 1. Locks.** The school will retain access to student lockers, by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
- 2. Use of Lockers.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by school rules, such, any flammable substance, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, any stolen items or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.
- 3. Authority to Inspect.** The school retains the right to inspect lockers to insure they are being maintained in accordance with the conditions for Rule No. 2. All inspections of lockers shall be conducted by the principal or a member of the administrative staff assigned in writing by the principal. (For example: Quality Assurance Manager, Quality Assurance Officer and Administration Officer)
- 4. Inspection of Lockers.** (A) An inspection of lockers in the school, or all lockers in a particular area of the school, may be conducted of the principal, Administration Officer, Quality Assurance Manager/Officer believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property or (4) a violation of school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) vandalizing of lockers (b) at mid-term, end of grading period, or before school holidays or other time to check for missing library books or lab chemicals or school equipment, (c) where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers. (B) If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

5. **Student Material.** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

6. **Locker & Keys Distribution.** Quality Assurance Officer is responsible in disseminating locker for students per classroom. Students must sign the Acknowledgement Locker Policy. In such case that they forgot their password, Quality Assurance Officer/Administration Officer may open the locker using the master key. For lockers that need maintenance, Administration Officer will email the Quality Assurance Officer for action.

- a. Quality Assurance Officer will request the student to sign the agreement for Acknowledgement Policy.
- b. Before end of School Year, lockers must be emptied by the student for inspection. List of students who damage the locker should be forwarded to the Accounting Department for collection of payment.
- c. Quality Assurance Department must do the maintenance for all damage locker in preparation for next Academic Year.

7. **Locker Cleaning and Repair.** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule, or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

8. **Damage Locker.** Student must report to the Quality Assurance Officer/Administration Officer in any case the locker is damaged or in need of maintenance. They must pay the amount of 200aed in the Accounting Department in any case of damage or if they vandalize their locker.

9. **Publication of Rules.** A copy of these rules must be provided to each student and his/her parents/guardian at the start of the school year or as soon as possible after the student's enrollment in the school. Copies of these rules shall be posted in places generally used for announcements to students.

This is to acknowledge that I agreed on the above policy and fully understand my responsibility.

Student Name: _____

Signature: _____

Grade: _____

Date: _____

Guardian Name : _____

Guardian Signature : _____