

MCA LOCKER POLICY

Before a student is issued a locker, the following **procedure** must take place.

1. Student must submit a *Locker Agreement Form* to MCA. This form indicates that the student and parent agree to the *MCA Locker Policy*.
2. Student must have a lock that will keep their locker secure at all times.

POLICIES:

1. All lockers are the property of MCA. MCA has the right to search and/or confiscate the contents of any time, for any reason.
2. Students are responsible for all items or materials in their locker.
3. Students are not allowed to put any items or materials in their locker that are not allowed on the campus of MCA.
4. Students must keep their issued lockers secure with their own lock. They are not to share the combination of this lock with their friends. Students are not to store items or material in their locker that do not belong to them or their siblings.
5. Students are not allowed to share lockers with another student that is not their sibling.
6. At any time, MCA has the right to revoke the issue of a locker to any student who violates this locker policy.
7. All lockers are to be cleaned out before the end of the school year at a predetermined date. Students who do not clean out their lockers will not be issued a report card and/or transcript, be allowed to attend the Junior Trip, walk at graduation and may be subject to a \$50 fine.
8. Students will be financially liable for damage they inflict upon any locker(s).
9. When students clean out their locker, they must inform the MCA office that they are finished doing so. MCA will then determine whether the student has any further financial liability (see statement #8).



Locker Assignment

MCA LOCKER AGREEMENT

This form must be completed entirely,
and the student must have a lock in hand to choose a locker.

(Print Student Last name, First Name)

Grade Level

I have read and agree with the attached locker policy.

(Student Signature)

(Parent Signature)

(Date)