

## MCA LOCKER POLICY

Before receiving a locker issued to a student the following procedure must take place.

1. Student submits a *Locker Rental Form* to MCA. This form authorizes payment for the locker, and indicates that the student agrees to the *MCA Locker Policy*.
2. Student has a lock that will keep their locker secure at all times once it is issued to them.

### **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 any and all items or materials that is 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 are to keep their issued lockers secure at all times with their own lock. They are not to share the combination to this lock with their friends. Students are not to store items or material in their locker that does 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 their issue of a locker to any student who violates this locker policy without a refund.
7. Any student who withdraws or is expelled from MCA for any reason is not entitled to a locker refund.
8. 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 transcript, be allowed to attend the Junior Trip, walk at graduation and maybe subject to a \$50 fine.
9. Students will be financially liable for damage they inflicted upon any locker(s).
10. 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 #9).



# LOCKER AGREEMENT FORM

THIS FORM MUST BE COMPLETED ENTIRELY AND THE STUDENT  
MUST HAVE A LOCK IN HAND IN ORDER TO CHOOSE A LOCKER

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(STUDENT- LAST NAME, FIRST NAME)

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GRADE LEVEL

I HAVE READ AND AGREE TO THE ATTACHED LOCKER RULES.

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(STUDENT SIGNATURE)

I AM AWARE THAT THE FEE TO RENT A LOCKER IS \$40 FOR THE 2018-2019  
SCHOOL YEAR. BY SIGNING, I AGREE TO A FACTS WITHDRAWAL FROM MY  
ACCOUNT DURING THE NEXT WITHDRAWAL PERIOD.

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(PARENT SIGNATURE)