

Middle School Locker Procedures 2016-2017

Purpose of Lockers

The purpose of having student lockers is to provide storage for students during the day. The lockers are to be used to store student items that are school related. No items that may interfere with the school program may be stored in the lockers. This includes any potentially hazardous or illegal materials.

Fee

In an effort to maintain the lockers, we are asking that a fee of \$20.00 be collected for each locker. Half of the money will go towards the regular maintenance of the locker and the other \$10.00 will serve as an annual deposit that is refundable pending the student passes the periodic locker inspections. The \$10.00 deposit will be rolled to the following year upon re-enrollment. The student will receive a lock to use for the year but will be expected to return the lock on the last day of school. The lock, including the combination, will be retained by the school so that locker inspections can be done throughout the year.

Locks

The school will provide a lock for each student upon the receipt of the \$20.00 fee. The school owned lock must be the one that the student uses on his or her locker. Any other lock will be removed by the school administration. Students should not give their combination to another classmate and the student must keep the locker locked at all times. No student is to be in another's locker for any reason. The school-issued lock must be returned at the end of the year undamaged in order for the student to get his or her deposit back.

Inspection

Students must keep their locker clean and orderly taking any edible items out on a daily basis. The school administration has the right to inspect any locker without prior notice given to the student. Regular locker inspections will be done throughout the year to ensure proper maintenance.

Decoration of Lockers

Students may personalize the inside of his or her locker with temporary embellishments. No decorations will be permitted on the outside of the lockers. Students may personalize the inside by using magnets to decorate using school appropriate materials that are not contrary to our school's mission. No tape, stickers, or permanent markings may be placed on or in the lockers.

Visit to Lockers

Students will be permitted to visit their locker between classes. No student will be permitted to leave class to retrieve items from their locker. In the event that items are left in the locker, the policies that apply to late work will also apply in this scenario.

Hallway

No items may be stored on the hallway floor or ground of the locker cages without prior approval from the principal. The hallway must be kept clean at all times and all items are to be stored in the student's locker. Oversized athletic totes can be stored neatly in the designated place at the north end of the hallway or in the appropriate locker room.

Use of Backpack – *Middle School Only*

No backpacks will be permitted to be carried throughout the day into the classrooms. The backpack must be left in the locker.