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Locker Policy and Procedures

*****All Middle School students are required to go to their lockers between 7:50 am - 8:00 am. Students must be in their homerooms by 8:00am. It is important that students do not linger at their lockers, and report to their homerooms because of attendance, lunch count, and/or any special announcements made by their homeroom teachers.*****

Lockers

- All lockers are the property of Englewood on the Palisades Charter School.
- Locker contracts will be distributed during Homeroom.
- Scholars must retrieve locker combinations from their respective homeroom teachers or principal when needed.
- Access to lockers is permitted before homeroom and at the end of the day. Students must adhere to the locker schedule, posted in the hallways, during the school day.
- Lateness to class because of lockers could mean loss of locker privileges.
- Lockers are to be kept clean. Abuse of lockers will forfeit privilege.
- No items can be placed on the outside of the lockers. All items placed on the inside of the locker must be magnetized. No tape, glue, or any other adhesive can be used.
- Lockers are made available for scholars to use to store school supplies and personal items necessary for use at school.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- School administrators and School Safety Officers can search lockers to assure safety for the school.
- A scholar using a locker which is the property of the school is presumed to have no expectations of privacy in that locker content.

Inspection of Lockers

- Inspection of lockers will be conducted at the end of every year
- Inspections will be done if it is believed that there is a risk of:
 - i. An interference with school purposes or educational function
 - ii. Safety
 - iii. Physical injury or illness of any person
 - iv. Damage to personal or school property
 - v. Violation of school rules such as drugs, alcohol, weapons, etc.
 - vi. Retrieve school material/equipment

Seizure

- School administrators and School Safety Officers may seize any illegal or unauthorized items in the locker, or any other items reasonably determined to be of a potential threat to the safety and security of others.

Locker Maintenance

- It is the scholar's responsibility that the locker remains in good condition.
- Scholars are to use lockers exclusively to store school related materials.
- Scholars are solely responsible for the contents of the locker.
- Scholars shall not share lockers with any other scholars.
- **Scholars will pay a fee to replace locks. A fee will also be charged for damaged lockers.**

Clearance of Lockers

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.
- Locks will be changed for every locker over the summer.