

Elfers Christian School

LOCKER POLICY & PARENT/STUDENT CONTRACT Gr 7-12

The following student contract is a statement of the code of conduct, responsibilities, and procedural rights. Lockers are made available for (grades 7-12) middle & high school student use in storing school supplies and personal items necessary for use at school. However, lockers are not to be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content. The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents at any time to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items or to search for items such as weapons, illegal drugs or alcohol, prescription drugs or any other material forbidden by school rules.

NOTICE / WARNING / DISCLAIMER: In 2018 brand new Penco lockers (168) were installed at a project cost of \$14,300. A generous gift was designated to the school ministry for student projects like this. These lockers are designed in sets of 3, which mean that damage repairs to a single locker could require a panel(s) and hardware for all three lockers in the set. Repair costs will be charged to the Family Account for any parts and re-installment labor by the professional vendor. If you are not prepared to be 100% responsible for repair or replacement costs for damage caused by your student or while under their use, which could amount to \$85 - \$250 or more, then do not accept the privilege of an ECS locker use for the student. We encourage parents to have an open and clear conversation with their student in regards to the locker's proper use and accountability.

LOCKER RULES: In order to implement the administrative policy concerning student lockers, the school has the following rules and regulations. These must be read and agreed upon 100% by both parent and student. Lockers are a privilege, not a right, therefore it is your choice to accept or decline use under school rules.

1. LOCKS: The school will retain access to student lockers by keeping a master list of combinations and retaining a master key. Combination locks are installed with each locker. Students may not use their own locks or any device to prevent access to lockers by school officials. Unauthorized locks or devices will be removed without notice and destroyed. All damaged locks will be replaced by the school. The student's family account will be charged for their replacement cost and is therefore the financial responsibility of the guardian/parent.

2. USE OF LOCKERS: Lockers are to be used by assignment and permission only. Lockers are 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 items which are forbidden by state law or school rules. Students will be expected to keep their lockers clean and orderly. The outside locker area is to be totally unadorned. No decorating or markings, period! There are to be no self-adhesive stickers affixed to the lockers, either inside or out. Students are not to write on the inside or outside of the lockers with any writing instrument, whether permanent or nonpermanent. Magnets, Write on Magnets and Magnetic Note Pads are recommended and allowed. Cling stickers that have no glue or adhesive,

that simply peel off and can be reapplied without leaving any marking may be used inside. Parents will be responsible to pay for any damage caused to the lockers by their child.

3. **AUTHORITY TO INSPECT:** The school retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Section 2. The principal or a member of the staff designated by the principal shall conduct all inspections of student lockers.

4. **INSPECTION OF INDIVIDUAL STUDENT LOCKERS:** Before a particular student's locker is inspected, the student (or students, if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay. This may be due to disciplinary conduct concerns or an internal school investigation, or to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or her designee shall notify the student of such inspection as soon as practicable thereafter.

5. **INSPECTION OF ALL LOCKERS:** An inspection of all lockers in the school may be conducted if the principal believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are when the school receives a bomb threat, when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use, at certain times of the school year to check for specific school supplies or equipment, or when there is a reasonable belief that weapons are stored in the lockers. 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.

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

7. **DISPOSAL OF CONFISCATED CONTRABAND:** All contraband confiscated from lockers may be disposed of by the principal or her designee as he or she deems appropriate. Options include return to the proper owner or place (unless it poses a threat to health or safety), use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion, delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime, or destruction.

Required Signature Page. Signing this page signifies that all three (3) pages and all Locker Rules 1-12 have been read and reviewed.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS: The principal or her designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required to identify substances which may be found in the lockers or to protect the health and safety of persons or property (such as to aid in the discovery and disarming of bombs which may be located in the lockers). The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.

9. LOCKER CLEANING: Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out lockers from time to time in accordance with a general housekeeping schedule or clean out the locker of a student no longer enrolled in the school.

10. PUBLICATION OF RULES: A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. I acknowledge that I have received the Elfers Christian School Locker Policy and have carefully studied the specific standards. I hereby agree that, in consideration for the privilege of my child attending ECS as a student, I will be bound by the terms of the rules and regulations. I will give ECS my complete support and cooperation in upholding, applying, and enforcing these standards.

11. LOST OR STOLEN ITEMS: In consideration for providing an assigned locker for personal use, it is agreed that ECS is not responsible for any article lost or stolen from lockers, and it is parents' responsibility to replace such article(s), including school issued books, supplies, uniforms, electronic devices (cell phones, notebooks, laptops, iPads, etc.) or any other item of value.

12. PRIVACY: I understand and voluntarily relinquish any and all expectations to a right of privacy in regards to the locker owned by ECS and voluntarily used by the student. Both parent(s) and student knowingly and voluntarily consent to locker inspection by a school administrator at any time without notice. All lockers are property of Elfers Christian School.

Page 1 & 2, which included the introduction and Sections 1 – 7 preceded this signature page and were read.

Print . . . Parent/Guardian Name: _____

Parent/Guardian Signature X _____ Date _____

My Guardian/parent(s) has read the **Elfers Christian School Locker Policy & Contract** with me, and I pledge to follow, cooperate with and to obey the locker use rules and regulations.

Print . . . Student Name: _____ Grade: _____

Student Signature X _____ Date _____

This agreement must be read, signed and submitted to the School Office in order to receive a locker assignment and combination. *(MS/HS Student Open House: First Come, First Served for location in Homeroom or 1st period)*