# EARLY LIGHT A C A D E M Y 

## Locker

## Administrative Procedures

Student lockers belong to the school and are loaned to students for their use during the school year. Each student in grades 5 through 8 is required to have a locker. The lockers are located in a secure area, which is accessible during school hours on school days. These lockers are provided to students for storing their coats, jackets, hats, books, backpacks, and other school supplies.

1. Lockers are the property of the school. Use of the lockers is considered a privilege. The lockers are provided as a convenience for students. Lockers and their contents may be inspected at any time by ELA staff without the student present and without student permission.
2. ELA will assign lockers. Each student will be responsible for his/her locker and is not authorized to access any other locker. Students will not be allowed to share lockers or combinations. There will be a $\$ 10$ charge to change the locker combination, so please keep it private.
3. Your locker should be locked at all times, as the school does not assume responsibility for anything stored in lockers.
4. Students may not write in or on lockers or decorate with anything that is difficult to remove.
5. Students may use masking tape only, not other types of tape, on the inside of the lockers. No decorations, without prior approval, can be placed on the outside of the locker. DO NOT USE CONTACT PAPER OR STICKERS IN YOUR LOCKER. You will be assessed a minimum fine of $\$ 50$ for removal of these items.
6. Locker decorations may not include items that are suggestive, obscene, or objectionable.
7. Food items (lunches) that are stored in the locker must be in containers that do not leak. No food should be left in lockers overnight.
8. Students must respect the property/lockers of other students.
9. Hitting or kicking lockers with or without intent to damage will not be tolerated.
10. A minimum of $\$ 50$ will be charged if a student's assigned locker requires repairs or painting at the end of the year. The student assigned to the locker will assume this responsibility. Extensive damage or repairs may result in the student paying for the replacement of the locker.
11. Students must keep their lockers clean. At the end of the school year all items must be removed and the locker must be left clean. A fee of $\$ 25$ will be charged if school personnel must remove items and clean the locker.
12. Violation of locker usage procedures will result in appropriate disciplinary corrective action, including but not limited to, termination of the use of lockers.
