

Dear Parent/Guardian,

As we begin the 2014-2015 school year, it is important that I send this communication in reference to locks being issued to your son/daughter for a school locker. During the next several days, students in grades 7 & 8 will be assigned individual lockers. Every locker must be secured with a combination lock that is provided by the school. Students may not use their own locks to secure their belongings. Any unauthorized locks (locks not provided by the school) will be removed. Please read the following list of bulleted information and sign your initials after each piece of information. When finished please sign your full signature at the bottom of this form and return it to the school. ☺

- ✓ RB Wiley Community Charter School reserves the right to search students' lockers at any time. \_\_\_\_\_ (initials)
- ✓ During the school day –at all times- students are to keep their coats, hats, book bags, and purses inside of their lockers *except for arrival, dismissal, and physical education class.* \_\_\_\_\_ (initials)
- ✓ All lockers will be secured with a school provided lock ***only***. This lock must remain on the locker ***at all times***. \_\_\_\_\_ (initials)
- ✓ Students are not permitted to share lockers or keep other students belongings inside of their lockers. \_\_\_\_\_ (initials)
- ✓ A monthly locker check will be completed by homeroom teachers to ensure cleanliness of lockers and that the locker expectations are being met. \_\_\_\_\_ (initials)
- ✓ If there is any problem or concern regarding a student's lock or locker, student or parents should alert the homeroom teacher immediately. \_\_\_\_\_ (initials)

➤ Each homeroom teacher will ensure that each student gets practice on using a combination lock. This is excellent practice as your student moves towards his/her high school years ☺

Sincerely,

Ms. Amy Harris  
Director of Behavior Support Services

My signature on this form represents that I understand and agree with the above information.

Print Parent Name

Sign Parent Name

Date

Print Student Name

Sign Parent Name

Date