



Locker Guidelines

If utilized properly, locker use could prove to be a positive feature of middle school life as it enables students to conveniently manage their resources and arrange their possessions. The user is responsible for using the locker in a safe and respectful manner as part of that responsibility. Here are some general rules for using student lockers at Quail Valley Middle School:

1. **Keep It Organized:** Keep your locker clean and orderly to make it simpler to locate your books, supplies, and personal items. To keep things organized, use organizers, shelves, and containers.
2. **Secure Your Locker:** When not in use, always lock your locker, and if required, only provide a trusted adult or a member of the school staff your combination.
3. **Locker and combination Sharing:** Lockers must not be shared, and combinations must be kept confidential. Students should never share the combination with friends. Sharing combinations is a violation of locker guidelines and will result in loss of locker privileges.
4. **Mind the Weight:** Avoid overloading your locker with unnecessary items. Heavy bags can lead to injury, and an organized locker helps prevent this issue. Overloading the locker may result in your locker getting stuck, causing it not to open. There may be no one readily available to assist you at that time; however, you must submit a trouble ticket using the QR Code for locker trouble that will be posted in the hallway. Someone will be able to assist you within 24 to 48 hours.
5. **No Food or Beverages:** Do not store food, beverages, or perishable items in your locker. This helps maintain cleanliness and prevents unpleasant odors or attracting pests.
6. **Report Damages:** If you notice any damage to your locker or any security concerns, report it immediately by submitting a trouble ticket using the QR Code for locker trouble that will be posted in the hallway.



7. Don't Procrastinate: Try to keep your locker clean and organized throughout the year. Avoid waiting until the end of the semester or school year to sort through your belongings. We plan to have a schedule locker clean-out in the fall (Semester 1) and in the Spring (Semester 2); however, it is the locker users responsibility to clean out the locker before the end of Semester 1 and Semester 2.
8. Be Timely: Use your locker only before 1st period, between 2nd and 3rd periods, between 4th and 5th periods and after 6th period. The lockers are only to be used during these three designated times. Lockers are not to be used after 7th period. Arrive at your locker promptly, retrieve or store what you need, and close the locker promptly to avoid causing disruptions in the hallway or getting to your class late. If a student is late to class more than 3 times during a term, the student will lose their locker privilege for a designated time period as determined by the administrator for lockers. After the loss of locker privilege time period has passed, the student may request the locker privilege be returned by submitting the request using the QR Code for lockers that will be posted in the hallway.
9. Respect Others' Lockers: Avoid touching or tampering with other students' lockers without their permission. Tampering with the lockers of others may result in loss of locker privileges for a designated time period.
10. No Inappropriate Items: Ensure that you do not keep any items that are against school rules or inappropriate for a school environment.
11. Periodic Cleanouts: Clean out your locker regularly to remove unnecessary items and keep it organized. Don't leave any trash behind.
12. Locker Cleanliness: Avoid sticking gum or any other sticky substances inside the locker. This makes it challenging to keep the locker clean for future use.



13. Follow Emergency Protocols: In the event of an emergency drill or real emergency, do not go to lockers. We want to ensure safety first.
14. Damaging Lockers: Damaging lockers will result of immediate withdrawal of privileges for locker usage.
15. Personal Belongings: Students are responsible for all personal belongings. The school is not responsible for personal belongings left in lockers.
16. Defective Lockers: Defective lockers or difficulties with lockers must be reported to the office immediately using the QR Code for lockers in the hallway.
17. Locker Decorations: Decorating the INSIDE of lockers to personalize them is permissible. No decorations on the outside of lockers, no tape of any kind, no contact paper, no stickers or writing, nothing glued or stuck to lockers, such as mirrors or notepads. Instead use magnetic mirrors, magnets, and sticky tack.
18. Follow all other guidelines as given.

Violation of these guidelines will result in the loss of locker privileges. Remember that lockers are provided as a convenience and privilege to students, but they come with responsibilities. By following these guidelines, you'll be able to make the most out of your locker and have a more organized school experience.

By clicking yes below you agree to abide by the guidelines above, understand the expectations, and understand that locker privileges may be revoked if guidelines are violated.