

**Corrales International School**  
***LOCKER PERMISSION FORM***  
**2012–2013 School year**

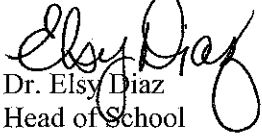
Dear Parent(s)/Guardian(s):

Corrales International School provides lockers as a convenience to students. However, the school staff cannot ensure protection of locker contents from vandalism and/or theft. Therefore, all contents and school-issued material are the sole responsibility of the student. Corrales International School will not be responsible for any damages or items stolen from lockers. We also highly discourage students from sharing their lock combination with friends.

Before the school year ends, we will make an announcement prior to the last week of school for the students to remove all contents from their locker. If contents are not removed by the announced deadline, we will have no choice but to remove all contents.

Please complete the form below and have your child return it to Mrs. Patti Brainard, CIS Receptionist.

Sincerely yours,

  
Dr. Elsy Diaz  
Head of School

-----Please Cut On Dotted Line-----

**PLEASE PRINT**

*Student*

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Last Name

First Name

Grade

We agree not to hold Corrales International School responsible for any losses and/or damages to personal belongings contained in school locker. We have read the *Corrales International School Locker Guidelines* and agree to comply. I understand that any incident of misconduct or violation of Locker Guidelines will result in loss of locker privileges.

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Print Name of Parent/Guardian

Signature

Date

06/20/2012



## CORRALES INTERNATIONAL SCHOOL



### LOCKER GUIDELINES

Every student will be assigned a locker at the beginning of the school year. Lockers should be locked at all times. Students will not be permitted to share lockers or use another student's locker. Giving out your combination to another student is prohibited, as CIS will not be held responsible for any lost or stolen goods. Students should not write in or on lockers. Students are encouraged to keep their lockers clean at all times

#### Locker Guidelines

##### 1. Locker Time:

- a. Lockers will only be used three times a day; morning, mentoring (with teacher permission) and dismissal.
- b. A.M. locker time will be from 7:30 a.m. – 8:00 a.m.
- c. Students will not be permitted to go into their lockers during passing or during class time. All materials needed for the day should be taken out of the lockers in the morning (i.e., homework, projects, books, etc).

##### 2. Inspection of All Lockers:

- a. Corrales International School reserves the right to search your locker with probable cause and without consent. The conditions resulting in an inspection of lockers is as follows:
  - i. When the school corporation receives a bomb threat;
  - ii. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
- b. 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.
- c. No other material is permitted except with the written authority of the Head of School or assistant principal.
- d. No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers. Searches by school officials may include the use of dog units by Albuquerque Police to detect the presence of narcotics or other prohibited materials.
- e. Permission to use the locker may be terminated when a student does not comply with the conditions of use or school policies or rules.

##### 3. Locker Maintenance:

1. All food must be removed from lockers at the end of each day.
2. Students should check their lockers for any items that are spoiling, mildewing, or damp clothing.
3. Graffiti and vandalism of lockers will be dealt with harshly
4. No permanent stickers should be placed on the inside or outside of your lockers.
5. The locker may only be used for storage of books, school supplies and equipment, outerwear, school sports/club equipment, and lunches.

**It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything that would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.**