**Logo

Description automatically generated**

23-24 mjhs locker room procedures

We are delighted to have your child become a member of the Mustang SAFE PRACTICES LOCKER ROOM TEAM at Memorial Junior High School, through their participation in the Physical Education and Athletics program. Our priority is to maintain locker rooms that are clean, orderly, and safe. Each day, hundreds of students use MJHS locker facilities to prepare for and freshen-up from active participation in Physical Education classes and athletic team sports. Each member of this team agrees to follow all the safe practices and expectations outlined in this letter. **Membership to this team is essential and mandatory for every student in the Physical Education and Athletics program.**

It is through the collective efforts of our student, parent, and staff partnership, that we will successfully keep MJHS locker-rooms functioning at a high level of efficiency and safety for all. Parents, please show support by reviewing the following safety expectations with your child. Your input, feedback and suggestions on how to operate our facility more efficiently are encouraged and welcomed.

The following is an outline of the procedures and expectations for safe practices in MJHS locker rooms.

1. **General Procedures**
   1. Students must walk into the locker room. They should be inside the locker room at the start of class. The Physical Education team will determine consequences for student tardiness.
   2. Under the direction of the PE teacher, students will have time to prepare for or freshen-up after activities in Physical Education class.
   3. In locker rooms, students’ primary focus must be changing clothes for class.
   4. MJHS provides lockers and combination locks for students.
   5. Every student will have a combination lock assigned to his or her locker.
   6. Each student is responsible for his or her lock. A fee is required to replace the lock.
   7. Students can receive permission to leave the area in which their locker is assigned but the student must make sure that the lock is closed with all personal items securely placed inside the locker.
2. **Procedures for Securing Clothes**
   1. Turn the dial on the lock several rotations.
   2. Then begin at “zero”.
   3. Turn dial to right, go directly to first number of your combination.
   4. Then, turn the dial to the left, past the second number of your combination and when you come back to it stop.
   5. Finally, turn to the right; go directly to the third number.
   6. Pull lock open.
   7. When closing your lock, pull the lock down on the locker to make sure it is locked before leaving the area.
   8. Place all clothes worn to PE class and all personal completely inside the locker.
      1. Do not leave shirtsleeves, pant legs, and or sweat clothing partially hanging outside your closed locker.
      2. Students will not be permitted to share a locker, lock, nor lock combination with another student.
3. **Locker Guidelines:**
   1. No food, drinks, glass or metal containers are allowed in the locker room.
   2. No books, notebooks, or items of personal value such as calculators, special pen or pencil sets, collector's cards, etc.
   3. No large sum of money is allowed in the locker room.
   4. No student should bring over $5.00 into the locker-room.
   5. No cell phones

**Consequences for infractions of procedures and guidelines:**

1st offense- Parent phone call and/or teacher warning. (At teacher's discretion)

2nd offense- Parent phone call and/or detention (At lunch or after school at teacher’s discretion) plus teacher student counseling session to discuss the problem and agree on a solution; PowerSchool/SWIS documentation.

3rd offense- Referral to administration; appropriate consequence; PowerSchool/SWIS documentation.

1. **Procedures to find or replace missing clothes or lock**
   1. ***If a student misplaces their P.E. clothes or believes they have been stolen, the student should:*** 
      1. Notify the teacher monitoring the locker room that the clothes are missing.
      2. Check in the lost/found clothes box in the locker room for the clothes and search the locker-room.
      3. Receive a pass from the teacher monitoring the locker-room to be excused for not being prepared for class activities. (Student must still attend class)
      4. If clothes have not been found by period’s end, report this to the teacher monitoring the locker room. By the next P.E. class meeting a plan for receiving another set of P.E. clothes should be discussed with the teacher to whom you reported the incident.
   2. ***If a student misplaced their lock or believes his or her lock has been stolen, the student should:*** 
      1. Notify the teacher monitoring the locker room of the missing lock.
      2. Receive the serial number of their lock from the teacher and search in the lost lock box for the lock.
      3. Ask for teacher permission and/or assistance to search the locker room for the lock. It might be on another locker or in a place not readily noticeable to the student’s sight.
      4. If the lock still is not located, students should receive a temporary storage location for their clothes from their P.E. teacher for two days. During this time, the teacher will investigate the situation to discover what happened to the lock and the student should pay the designated fee to replace the missing lock.
   3. ***If a student should forget his or her combination, report this to the P.E. teacher monitoring the locker room. The teacher will give the student the combination that is on file.***

**Consequences for violation of procedures a-c, at teacher’s discretion:**

* + - 1. parent phone conference
      2. after school detention
      3. locker reassignment. (if necessary)
      4. teacher/student counseling with school counselor
      5. administration notification and recommendation.

1. **Routine procedures**
   1. Teachers/staff will be assigned to monitor the locker room for every class period or sporting event. Teachers/staff will be in the locker room to help students and encourage the following of safe practices.
   2. All students will enter, exit, and re-enter the locker room under the supervision of an adult. All students must be under direct supervision of a teacher/staff member while in MJHS locker rooms.
   3. During the first week of school and periodically throughout the school year, PE teachers/Coaching staff will review MJHS locker room policies and procedures.
   4. Students must write their name or initials on the outside labels (printed) of their PE uniform.
   5. Students should take their PE clothes home at the end of class on Fridays to get them washed for the next week of activities.

Your signature, below, indicates that you have read this letter and pledge to be a member in good and regular standing of the Mustang SAFE PRACTICES LOCKER ROOM TEAM.

Please detach and **return this form to your child's Physical Education teacher by Friday, August 26th.**

I have read the safe practices locker-room expectations and pledge my membership to the Mustang SAFE PRACTICES LOCKER ROOM TEAM. My parent(s)/guardian(s) are committed to helping me follow all of the procedures and guidelines stated in this letter.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please connect with MJHS main office (708-474-2383) or email your child’s PE teacher, if you have any questions.