Dear Parents/Guardians,

As we complete the first quarter of the ’17-18 school year and begin our Winter Sports season, I’d like to provide some clarification to students and parents on our Locker Room procedures and protocols.

**Locker Room Procedures:**

- All students are assigned a combination lock and a small locker within the locker room to store and secure their physical education cloths and sneakers when they do not have class.

- On days students have physical education, a large locker is available next to their assigned small locker. Using the assigned combination lock from their small locker, students should secure all their belongings (school cloths, valuables, backpack, etc) in the large locker. No items should be left unattended or unsecured in the locker room.

- At the end of their class, students must return their physical education cloths and sneakers to their assigned small locker and secure it with their combination lock. This is necessary so large lockers remain available for students during their physical education class.

- The locker room doors are closed and locked while classes are in session. Students may only gain entrance into the locker room to use the facilities or if they arrive late to class.

Following these protocols will help to ensure the well-being of all our students and their belongings (both during the school day and after school sports program). Please understand that **All** personal belongings (clothes, sneakers, backpacks, cellphones, valuables, etc.) must be secured in a locker (with combination lock) at all times. In addition, students should never share lockers or give their combination to any other student in the building.

Please review these very important procedures with your child; your cooperation and assistance is appreciated. Please feel free to contact me should you have any questions or need additional clarification.

Sincerely yours,

Robert McIntyre
District Athletic Director