

SAFE PRACTICES FOR THE LOCKER ROOM at ROSA PARKS MIDDLE SCHOOL

We are delighted to have your child become a member of the SAFE PRACTICES LOCKER ROOM TEAM at Rosa Parks Middle School, through their participation in the Physical Education program. Each member of this team by signing below will follow all the safe practices and guidelines stated in this letter. Membership to this team is essential and mandatory for every student in the Physical Education program.

Our locker rooms are clean, colorful, and safe. Each day, hundreds of students use this facility appropriately to prepare for and freshen-up from active participation in Physical Education classes. Students use the facility appropriately, secure their clothes inside their lockers, and often place unclaimed clothes and locks in the appropriate lost/found box. Also, they usually report any malfunction of the facilities to P.E. teachers.

We need the support of parents and students, to keep our locker-rooms functioning on a high level of efficiency and safety for everyone. Parents, your support, by way of reviewing the following safety guidelines with your child are necessary to maintain appropriate behavior in the locker-rooms. 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 guidelines for safe practices in the locker room.

- I. Students must walk into the locker room. They should be inside the locker room on time for class. The Physical Education team will determine consequences for student tardiness.
- II. Students will receive 7 to min. to prepare for or freshen-up after activities in Physical Education class.
 - A. Student can socialize with peers but must focus on changing clothes for class.
 - B. MCPS provides lockers and combination locks for students.
 - C. Every student will have a combination lock assigned to his or her locker.
 - D. Each student is responsible for his or her lock.
A \$5.00 fee is required to replace the lock.
 - E. 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.

(The following steps should be taken)

1. Turn the dial on the lock several rotations and pull the lock down on the locker to make sure it is locked before leaving the area.
2. Place all clothes worn to PE class and all personal items (such as deodorant, bar soap, cologne and perfume) completely inside the locker.
3. **Do not leave shirtsleeves, pant legs, and or sweat clothing partially hanging outside your closed locker.**
4. Students cannot run, push, hit, or shove.
5. **Students will not be permitted to share a locker, lock, nor lock combination with another student.**

Consequences for these infractions are:

- 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.
- 3rd offense- Referral to administration

III. Locker-room guidelines.

- a. No food, drinks, glass or metal containers are allowed in the locker room.
- b. No books, notebooks, or items of personal value such as calculators, special pen or pencil sets, collector's cards, etc.
- c. Should be brought into the locker room.
- d. No large sum of money is allowed in the locker room. No student should bring over \$5.00 into the locker-room.
- e. No cell phones

IV. Procedures for finding or replacing missing clothes or lock.

Unfortunately, each year one or two students have their clothes misplaced, lost, or personal items taken because they do not follow the locker room procedures.

Additional consequences for violation of the following procedures are:

- a. parent phone call,
- b. after school detention,
- c. locker reassignment.(if necessary)
- d. teacher/student counseling and administration notification.

Locker Room Procedures:

A. 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.

B. If a student misplaced their lock or believes his or her lock has been stolen, the student should:

1st- Notify the teacher monitoring the locker room of the missing lock.

2nd- Receive the serial number of their lock from the teacher and search in the lost lock box for the lock.

3rd- Ask for teacher permission 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.

4th- 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 \$5.00 to replace the missing lock.

5th- The parent will be notified of the incident.

C. If a student misplaces their P.E. clothes or believes they have been stolen, the student should:

1st- Notify the teacher monitoring the locker room that the clothes are missing.

2nd- Check in the lost/found clothes box in the locker room for the clothes and search the locker-room.

3rd- Receive a pass from the teacher monitoring the locker-room to be excused for not being prepared for class activities. (Attend class)

4th- 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.

V. Routine procedures

- A. Two teachers will be assigned to monitor the locker-room every class period. These teachers will be in the locker-room to help students and encourage them to follow safe practices.
- B. During the orientation week and several times during the course of the school year, the P.E. staff will review these policies and procedures.
- C. Students should write their name or initials on the outside labels printed on their PE uniform and sweats, or on the clothes used for P.E.
- D. Students should take their PE clothes home at the end of class on Fridays to get them washed for the next week of activities.

Students who have followed the procedures outlined in this packet have had tremendous success in keeping their clothes fresh, clean, and secure.

Your signature (see attachment) indicates that you have read this letter and pledge to be a member in good and regular standing of the Rosa Parks SAFE PRACTICES LOCKER ROOM TEAM. In addition, awards and prizes will be given to students who consistently demonstrate safe and appropriate, locker room behavioral practices.

Also, parents your input, feedback, concerns, and suggestions on how to improve our locker room practices and procedures are welcomed. Please visit our facilities (come in unannounced if you wish, but please sign-in at the main office) to observe the operating practices of our locker room and instructional program of our department.

Thank you
Rosa Parks Physical Education Department

George Eastham
Evan Miller
Deborah Eurie
Shelli Hill
Ray Foster (IRT)

Attachment

Please detach and return this form to your child's Physical Education teacher by
September 4, 2009.

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

Student Signature _____

Parent Signature _____

Date: _____

Please call us (301-924-3180) or send an email message, if you have any questions. Our teacher's email address can be found on the RPMS website.