

LHWHS Music Lockers: Guidelines & Expectations

The Ladue Music Department will make instrument storage lockers available to students currently enrolled in official LHWHS Music classes and sponsored ensembles. These guidelines and expectations have been established, and will be enforced, to ensure consistent treatment of students, and to ensure the safety and security of school district and student-owned music equipment.

1. Lockers are issued at the discretion of the music department, primarily for storage of instruments, music, and other equipment pertaining to the department of music.
2. Only locks issued by the Ladue Music Department are to be used on instrument lockers. Personal locks will be cut-off by department personnel at the student's expense, and the contents will be removed.
3. Lockers that are missing locks are not to be used for storage of any kind for any reason. Please advise the music faculty if your lock has gone missing from your locker.
4. All music lockers are to remain locked at all times. Locks should never leave a locker for any reason. Do not place the lock in the locker, on the ground, in your instrument case, or in your pocket.
5. Students may not share lock combinations with other individuals.
6. Lockers should be kept free of trash and other debris.
7. Neither the Music Faculty, nor its representatives (faculty, staff, student teachers) will, at any time for any reason, allow students to gain access to a locker that has been issued to another student.
8. Students are responsible and financially liable for damage to their lockers and assigned locks, beyond normal wear and tear.

Unlocked Locker Violations

First Offense: Student lock and locker contents will be confiscated. Items will need to be recovered by the student in person from one of the Instrumental Music Instructors. An email message will be sent to the student and their parent/guardian.

Second Offense: Student lock and locker contents will be confiscated. Items will need to be recovered by the student and their parent/guardian in person from one of the Instrumental Music Instructors. Students will be responsible for scheduling the meeting between student, parent, and music instructor.

Third Offense: Student forfeits their music locker privileges and use of any district-owned music property for the remainder of the school year.

To indicate you have read and reviewed the LHWHS Instrumental Music Lockers Guidelines and Expectations, please complete this form and return it to your music instructor no later than Thursday, September 26, 2019.

Student First Name: _____

Student Last Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____