

LOCKER AREA GUIDELINES

I. Locker Assignment

Lockers will be assigned on a first-come/first-serve basis **starting August 4, From 8:00 am – 4:00 pm.**

- **Select** a locker in the area assigned to your grade.
- **Lock** your locker. (Students must bring their own lock.)
- **Record** your name and locker # IN INK in the Locker Sign-up Folders ON THE OFFICE COUNTER (8:00am-4:00pm)

*The locker is not considered **yours** until it has a **lock** on it and you have recorded your name and number in your grade's sign-up folder; **You may not “reserve” a locker by leaving a note or message.***

II. Guidelines

The locker you sign up for is yours for the year. You will be held responsible for that locker.

1. Both the **interior and exterior** of your locker are to be kept free of decals, writing, and any defacement.
2. All books, bags, purses, and school supplies must be kept INSIDE the locker.
3. Surrounding walls, stairs, and floors must be kept clear AT ALL TIMES as well as **underneath and above** the locker units. If your books are found outside your locker, they will be taken to the office, and you may redeem them with a detention. This also applies to the **junior tables**, which must be kept free of unattended books and bags.
4. All lockers must have working locks.
5. Your lockers with all your books and valuables **MUST BE LOCKED BETWEEN BLOCKS AND AT THE END OF EACH DAY FOR YOUR OWN PROTECTION.**
6. Lockers must be cleaned out by the last day of school.

If you have something off-size, (i.e. paddle, tennis racket, musical instrument) you may bring it to your Dean's offices for storage during the school day; duffels need to be stored in gym lockers. Students who leave their lockers unlocked will be issued a detention. **If you "stash" things in any empty lockers in your area, you do so at your own risk.** Remember, you also have P.E. lockers for any overflow.

Thank you!