



Middle School
LOCKER GUIDELINES

1. Students are to use only the assigned school lock on their lockers. **PERSONAL LOCKS ARE NOT TO BE USED.**
2. Students are to keep their locker combinations confidential. They should never share the numbers with friends. Sharing combinations is a violation of school rules and will result in loss of locker privileges. (This means the locker will be taken away for a period of time. On the second offense students will lose their locker for the remainder of the year.)
3. Students are to only use the locker that has been assigned to them. **LOCKERS ARE NOT TO BE SHARED.** Sharing lockers is a violation of school rules and will result in loss of locker privileges.
4. Students are responsible for all personal belongings. The school is not responsible for personal belongings left in lockers. Valuable items should not be brought to school or left in lockers at any time.
5. Defective lockers or difficulties with lockers must be reported to the office immediately.
6. Decorating the **INSIDE** of lockers to personalize them is permissible.
 - No decorations on the outside of lockers
 - No tape of any kind,
 - No contact paper
 - No stickers or writing
 - Nothing glued or stuck to lockers, such as mirrors or notepads
- INSTEAD USE:**
 - Magnetic mirrors
 - Magnets
 - Sticky tak
7. **How to open a combination lock:**
 - A. Turn right (clockwise), past zero twice and then stop at the first number of the combination.
 - B. Turn left (counterclockwise), past the second number of the combination once and then stop on the second number the next time around.
 - C. Turn right (clockwise), to the third number of the combination. Pull up on locker latch.

I understand that if I do any of the above, I have violated school rules and may lose my locker privileges.

The school will not be responsible for lost or stolen articles.