



Rules for Locker Decorations 2018-2019

First, remember the locker is primarily a place for you to store your school supplies. Organize the locker so that things are neat and easy to find. We suggest using a locker shelf to provide more space for your supplies.

Be careful - Too much clutter will keep you from reaching your class on time.

With that being said, feel free to make the locker your own by personalizing the inside of the locker. Remember – whatever you put up now must be removed – including tape residue – in June.

Suggestions:

Use a “legal sized milk crate” as a shelf. It is relatively inexpensive, does not collapse, fits all textbooks, and still allows room on the side for items such as a flute, drum sticks, etc.

Locker clips and magnetic cups for the door rarely work. The magnetic strip is typically not strong enough to hold with the slamming of the locker door. Skip buying these.

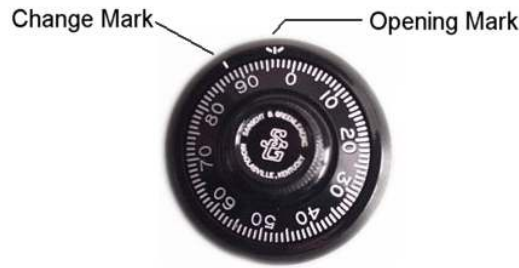
General Rules:

- Students may decorate the inside of the locker only.
- Locker items may be applied with making tape or blue painters tape ONLY. The use of Scotch tape, double sided tape, stickers, glue and magnets is prohibited. Magnetic items – as a backing to a larger item are allowed. Magnets jam the locks so the locker cannot open.
- Decorations must have appropriate messages. Decorations may not promote or endorse the use of drugs (including tobacco), alcohol and cannot be disrespectful to the Catholic Church or its teachings.
- In addition, all people displayed in photos (including magazine cut-outs, etc.) must be in modest clothing. People in the photos should be wearing clothing that would be acceptable under our free dress guidelines.
- The decorations may not put down another person (classmate or otherwise) – in humor or outright.
- The decorations must be safe, must not pose any danger or injury to the students or to anyone coming into contact with the locker.

Not sure if you can use something to decorate? Ask a teacher.

Middle School Locker Size: 17 3/4 inches wide, 16 1/2 inches deep, 35 1/2 inches tall (there are hooks on both sides of the locker that are 32 inches from bottom.)

How to Open Your Locker – Using a Combination Lock



Opening Your Combination Lock

Step 1: Begin – Clearing the Lock

Start by turning the dial *clockwise* (to the right) two times in a complete circle to restart the opening process –go to Step 2. **Do not stop turning the dial in between Steps 1 and 2.**

Step 2: Go to the first number of your combination

Turn dial *clockwise* (to the right) aligning the first number of your combination with the opening marker (You want the number to meet the marker). Pause for two seconds (or so).

Step 3: Go to the second number of your combination

Turn dial *counter-clockwise* (to the left) a full turn (pass the first number – do not immediately stop on the second number).

After one complete rotation, then align the second number with the opening marker. (You want the number to meet the marker). Pause for two seconds (or so).

Step 4: Go to the third number of your combination

Finally, turn the dial *clockwise* (to the right) to meet the last number of your combination, aligning the last number with the opening marker (You want the number to meet the marker).

Step 5: Open the Lock

Pull up on the locker door handle and it should open.

Troubleshooting

Important: Turn the dial slowly and evenly. Do not turn back to realign the number if you rotate past the number. If an error is made, re-dial the entire combination. Also, make sure each number is aligned with the opening marker. If you are off even by one number, the lock will read the combination incorrectly. If you mess up, keep trying. It'll come to you sooner or later. Ask the teachers for help, they would be glad to assist if you get stuck.

Closing and Locking Your Combination Lock

To relock and secure the combination lock, turn the dial to the left at least four revolutions.

- Be sure your locker is completely closed. Randomly turn the dial three complete turns to ensure it clicks closed. It does not matter where you turn it.
- Make sure it locked by pulling on the locker handle, if it opens, repeat the steps to try and lock it again. If it does not open, it's good – you have successfully locked it!