How to Receive a Locker

If you are an incoming freshman or new student who would like a locker or you are a returning student who doesn't have a locker and would now like one, please follow the process below. Once you have a locker it is yours for your entire career at Oak Ridge. You do not need to check one out every year.

<u>Process:</u>
1. The bottom half of this letter is a form for requesting a locker. Everyone must choose a locker partner. We **do not** check out lockers to individuals, only to partners.
2. Once you have decided on a partner fill out the locker form **completely.** <u>Please fill in lines below.</u> Please only turn in one form for each set of partners. **Do not** have each person turn in their own forms.
3. Freshman will have an opportunity to turn in their locker form at freshman orientation. Returning students will have an opportunity to turn in their form when they pick up their schedules. If you miss one of these opportunities you can submit this form in the Counseling Office.
4. We will take these locker forms and process them as quickly as possible.
5. We will then assign lockers to each set of partners. We will try to assigned locker numbers and combinations by **Friday, the first full week of school**. We will be set up outside on break as well as lunch. If students have any problems with their locker (broken, wrong combination, didn't receive a locker assignment) please come by the counseling office to fill out a locker issue form. **If there is anything IN** your locker, please bring items to the counseling office as well.

Locker Checkout Form

To request a locker both you and your partner need to sign below thus acknowledging that you understand all of the rules and regulations on the back of this form.
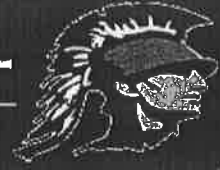
Student 1 (print):_____STUDENT ID#:_____

Student 2 (print):_____STUDENT ID#:_____
- -

Student 1:_____ Date:_____
  (SIGN)

Student 2:_____ Date:_____
  (SIGN)

Locker Rules and Regulations

1. I am responsible for my locker and whatever is in it.
2. If I break my locker I am responsible for paying to have it fixed.
3. If I add decorations to my locker that cannot be removed without causing damage then I am responsible for paying for the repair of that damage.
4. If anything illegal is found in my locker I am responsible for it. I could suffer not only school consequences but consequences from law enforcement as well.
5. I understand that even though it is not common practice at Oak Ridge, that my locker can be searched at any time with no reason or cause.
6. Oak Ridge High School and El Dorado Union High School District is not responsible for anything that is lost or stolen from your locker.
7. Do not leave anything in your locker over a prolonged period of time that could go bad or start to smell. If you do and a custodian has to be called to clean out your locker you can be held responsible for this.
8. I understand that on the last day of my senior year or whenever I check out of Oak Ridge your locker has to be cleaned out. Oak Ridge will immediately clean out your locker upon the end of your senior year or immediately upon your check out from school. Anything left in your locker after your last day will be donated to charity or thrown away. Oak Ridge is not responsible for your items in any way. We will not store your items for you. Your locker must be cleaned out according to the timeline put forth above.

Locker Tips:
1. Placement of items is crucial in your locker. Do not put binders in your locker so they will hit the doors hinges, locker mechanism or the backside of the combination. Put your binders and other long items in your locker in between the combination mechanism and the doors hinges. Putting them in front of the hinges or locking and combination mechanism (while the door is closed) will more or likely result in the locker jamming.
2. If your locker does jam, find the closest adult or report to the Assistant Principals office for help.