



Rules for Locker Decorations 2025-2026

Locker Information & Decoration Guidelines

Locker Assignments: Lockers will be assigned during orientation at the start of the school year.

Locker Use

Your locker's primary purpose is to store your school supplies in a neat, organized manner so you can get to class on time.

Tips for Organization

- Consider using a “Stackable Sturdy Storage Crate Organizer Bins with Handles” as a shelf (Dimensions 17.25 x 14.25 x 10.62 inches) – inexpensive, sturdy, fits textbooks, and still leaves space for items like musical instruments.
- Avoid locker clips and magnetic cups for the door – they often don't stay in place due to door movement.
- Keep clutter to a minimum to save time and reduce stress between classes.

Decoration Rules

Students may decorate the inside of their locker only and must remove all decorations — including tape residue — by June.

Allowed:

- Painter's tape or masking tape to attach decorations
- Magnetic items **only** if they are part of a backing for a larger item (must not jam the lock)

Not Allowed:

- Scotch tape, double-sided tape, stickers, glue, or decorative magnets/small magnetic clips
- Inappropriate, disrespectful, or unsafe items
- Promotions or endorsements of drugs (including tobacco), alcohol, or messages contrary to Catholic teaching
- Photos or images of people not in modest clothing (must meet Free Dress guidelines)
- Decorations that insult or put down others

Safety Reminder:

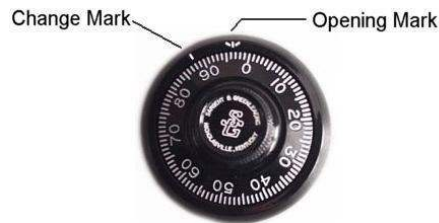
Decorations must not pose any danger or injury to students or others. When in doubt, ask a teacher before adding an item.

Locker Dimensions

- **Width:** 17 $\frac{3}{4}$ inches
- **Depth:** 16 $\frac{1}{2}$ inches
- **Height:** 35 $\frac{1}{2}$ inches
- Two hooks (one on each side) located 32 inches from the bottom

Student Name	Student Grade	Locker Number	Combination

How to Open Your Locker – Using a 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: 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 is 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!