



# PALISADES

## CHARTER HIGH SCHOOL

### **PCHS Locker Policies**

### **Effective 2017-18 School Year & Beyond**

This policy is to make everyone aware of PCHS's locker policies and procedures, and apply to all types of lockers – Academic/Hallway, PE, Music, etc.

The Locker Use Rules are as follows:

- DO NOT allow share your Locker Combination with anyone, EVER, not even for an hour or a day.
- DO NOT allow anyone else to access/use your locker.
- DO NOT put stickers or write anything on your locker – keep it as clean looking as possible.
- DO NOT overload your locker with excessive amounts of stuff where it's difficult to close the locker which can damage it.
- DO NOT hit, kick, pound, slam, etc. your locker for any reason.
- DO NOT ask another student or person to try to open or close your locker if it's not opening or functioning properly. Go to the Main Office with your Student ID to ask for help from the Facilities Team.
- DO NOT have anyone else help you repair your locker - Go to the Main Office with your Student ID to ask for help from the Facilities Team.
- If you no longer want to use/have your locker, please let the Main Office know so we can re-assign it to someone else who wants one (we do not have enough lockers for all PCHS students).
- If you forget your combination, go to the Main Office with your Student ID. No current year Student ID – No Help will be given to you.
- DO NOT put any contraband or anything inappropriate in your locker!!!
- YOU ARE RESPONSIBLE FOR ANYTHING/EVERYTHING IN YOUR LOCKER!!!
- Random locker searches can and will happen on any day at any time of day.
- Violation of any of the above may result in losing your locker and you can be held criminally responsible for any contraband or anything inappropriate items found in your locker.

At the close of every school year, all PCHS Hallway/Academic and PE/Music Lockers are cleared out the week after Graduation.

All Students must clean out all their lockers before the last day of the school. Any items left in lockers will be thrown away or donated to charity approximately two weeks after Graduation.

Other than PCHS owned items such as computing devices, textbooks, etc., which PCHS will reclaim/keep, PCHS cannot and will not save any items left in lockers or in Lost & Found.

The PCHS Lost & Found is located at the Loading Dock and is available during school hours for deposit or search as needed. Similar to the locker cleanout items, these items when left over will also be thrown out or donated to charity. Lost & Found will be cleaned out at the end of 2<sup>nd</sup> Semester just like lockers are (two weeks after Graduation), and will also be cleaned out the second week of January Spring Semester every year. Items left in Lost & Found after 1<sup>st</sup> Semester finals will only be stored until that second week of Spring Semester.

Please let the Operations Department know of any other issues/suggestions you have related to this policy by emailing [Operations@PaliHigh.org](mailto:Operations@PaliHigh.org).