



How to Receive a Locker

If you are a new student who would like to request a locker, please follow the instructions below. Once you have a locker it is yours for your entire career at Ponderosa. You do not need to check one out each year.

Process:

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, please fill out the locker form *completely*. Please fill in lines below. Please only turn in one form for each set of partners.
3. Please turn in your locker form the first week of school to the box located in the Counseling office when school starts.
4. We will take these locker forms and process them as quickly as possible. Lockers will most likely be distributed by the third week of school. We will be set up at a table in front of the Career Center at Nutrition break and lunch. Please listen for the announcements.
5. In order to pick up your locker please have your student ID card with you. Only one locker partner is necessary at pick up.
6. The student ID# is your 5 digit number it is located both on your schedule and on your ID card. It is not the long permanent ID number.
7. You and your locker buddy must be above 5 foot 9 inches to access a top locker. Please indicate if you are both 5 foot 9 or taller.
8. Read the Rules and Regulations on page 2.

Locker Checkout Form

Student 1 (print): _____

Student ID#: _____

Signature _____

Student 2 (print): _____

Student ID#: _____

Signature _____

Height 5-9 or above yes no

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 Ponderosa High School, that my locker can be searched at any time with no reason or cause.
6. I understand that Ponderosa High School and El Dorado Union High School District is not responsible for anything that is lost or stolen from my locker.
7. I will not leave anything in my locker over a prolonged period of time that could go bad or start to smell. If a custodian has to be called to clean out my locker, I understand that I can be held responsible for this.
8. I understand that on the last day of my senior year or when I check out of Ponderosa High School, my locker must be cleaned out. If I do not clean out my locker prior to checking out, I understand that:
 - Ponderosa High School will immediately clean out my locker upon the end of senior year or immediately upon my checkout from school.
 - Anything left in my locker after the last day will be donated to charity or thrown away.
 - Ponderosa High School is not responsible for my items in anyway.
 - Ponderosa High School will not store any of my items for me.
 - I understand that my locker must be cleaned out according to the timeline put forth above.

Locker Tips:

1. Placement of items is crucial in your locker:
Ensure binders do not hit door hinges and locker mechanism. Place binders and other long items in between the combination mechanism and the door hinges.
Placing binders in front of the hinges or locking combination mechanism (while the door is closed) will likely result in the locker jamming.
2. If your locker does jam, please see the counseling department for help