



## 2017 Student Check-Out Process

### Textbooks

1. Teachers will **collect textbooks during class time or following their final exam in each class.**
2. Teachers will **email parents regarding their students' fines.**
3. **No money will be collected** by teachers or office personnel. **Families will be invoiced** for fines.

### Library Books

1. Library fines will be **handled by Mrs. Hoyt.** Mrs. Hoyt is available T/W/TH for questions.
2. **Seniors** – library books are due **Wednesday, May 24.**
3. **7<sup>th</sup> – 11<sup>th</sup> Graders** – library books due **Thursday, June 1.**

### Lockers

1. Lockers should be **emptied, wiped out and in working condition.**
2. A **\$50 fine** will be issued if a locker is damaged.
3. A **\$10 fine** will be issued if a locker is not checked out.
4. Students should **bring a bag from home** to transport their belongings.
5. Lockers should be **checked out with Mr. Nobis or Mr. Wrolstad** during the following times:

**Seniors**                      **Thursday, May 25 or Friday, May 26** at break, lunch or after school

**9<sup>th</sup> – 11<sup>th</sup>**                      **Thursday, June 8 or Friday, June 9**  
at break or after school until 12:30

**7<sup>th</sup> – 8<sup>th</sup>**                        **During PE final exam** with Mrs. Mayes

**The check-out process must be completed by:**

Seniors - June 4 at 2:00pm

7<sup>th</sup>–11<sup>th</sup> Graders – June 9 at 12:30pm

***\*Report cards, transcripts, and diplomas will be held until the check-out process is complete.\****