



## Student Return of School Property Process



A drive-thru method will be utilized by grade level on the specified dates and times below for student to return school property (textbooks, library books, computers, uniforms, instruments, etc.). To return school property, or extra-curricular activities related items please follow the procedures below. All students, who need to drop off school owned property will do so according to their assigned Date and time depending on their last name. **Class of 2020 you will follow the Graduation Regalia Distribution process that has already been given to you after returning items.**

**Reminder: Seniors may pay their senior dues online using RevTrak.**

| <u>Date</u>  |   | <u>Class</u>  |
|--------------|---|---------------|
| May 15, 2020 | - | Class of 2020 |
| May 18, 2020 | - | Class of 2021 |
| May 20, 2020 | - | Class of 2022 |
| May 22, 2020 | - | Class of 2023 |

| <u>Last Name</u> |   | <u>Time</u>         |
|------------------|---|---------------------|
| A - E            | - | 8:30 AM - 9:15 AM   |
| F - J            | - | 9:30 AM - 10:15 AM  |
| K - P            | - | 10:30 AM - 11:15 AM |
| Q - U            | - | 11:30 PM - 12:15 PM |
| V - Z            | - | 12:30 PM - 1:15 PM  |

### Drop-Off Process:

- Upon arrival to campus all parties must remain in their vehicles. A drop-off location will be located in the bus lane under the awning. A single line will be used near the curb and spaced according to the cones. A staff member, wearing gloves and a mask will collect your items.
- Multiple stations will be set-up in the bus lanes to accommodate multiple vehicles at a time. Each vehicle will stop at an orange cone as directed by staff.
- Label all textbooks with student's name & teacher with a sticky note/piece of paper taped to each book.
- Label all library books with student's name.
- Label computer with student's name.
- Uniforms must be washed and/or dry cleaned (*please adhere to specific cleaning guidelines as provided by coaches/sponsors*) and placed in a bag with student's name, and the name of the sport or activity it is associated with.
- All instruments must be labeled with student's name.
- You must exit campus immediately.

### Yearbook Distribution:

- Yearbooks will be distributed to those who have purchased one and available to purchase while supplies last. Please visit [www.jostensyearbooks.com](http://www.jostensyearbooks.com) to purchase your yearbook now.