

Notre Dame High School

320 EAST RIPA AVENUE
ST. LOUIS, MISSOURI 63125
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WWW.NDHS.NET

Checkout Rules for Yearbook and Newspaper Staff

Failure to follow ANY of these rules may forfeit your checkout privileges:

1. Never leave the camera and equipment unattended. Do not leave it in your locker, car or trunk.
2. Sign out on the cards in the camera bag and leave your ID with Mr. George. All equipment is in the Media Center.
3. All cameras are due back the following morning by 8:00 a.m. If you cannot locate Mr. George, take the camera to the Main Office and leave it with the secretary.
4. Failure to return equipment on time may result in loss of checkout privileges.
5. Always leave a note or tell Mr. George if there is a problem with the camera or if the battery needs to be recharged.
6. Let Mr. George know if you left film in the camera; likewise, check first to see if film is loaded before opening the camera.
7. Equipment should only be used for school purposes.

Agreement:

I understand when I sign out a piece of journalism equipment that I am responsible for the safekeeping of said equipment. If I break it, lose it, or damage it in any way, I will be held responsible for replacement of the equipment.

Signed,

Student _____

Parent _____