



## NORTH PAULDING HIGH SCHOOL

300 North Paulding Drive  
Dallas, Georgia 30132

Mr. Gabe Carmona  
770-443-9400

### **Student Return & Retrieve Items from NPHS**

#### **Objective**

To return and/or retrieve items from NPHS in a safe and efficient manner. We will be using safety guidance from the Georgia Department of Public Health. ONLY students who need to return items or retrieve items should come to school during the designated time and date.

#### **Procedures on how to Return/Retrieve Items**

- During the last week of school students can return/retrieve items from NPHS. **Please follow the schedule below based on a student's last name, date, and time.**
- Upon arrival on campus, students will go to the front doors.
- At the front doors we will have 3 lines on sidewalks – car rider, flagpole, and bus rider.
- Students will get in a line. Cones will be placed 6 feet apart for social distancing.
- Only 10 students at a time will be allowed in the building if necessary.
- Students retrieving items will be escorted by a staff member.

#### **Safety and Sanitation**

- Staff will be required to wear a mask and gloves.
- All items will be returned to table and a staff member will record the returned item.
- Custodians staff will fog then wipe down all returned items.
- Students must leave campus immediately after items are returned/retrieved.

#### **Possible Return/Retrieve Items**

- Books, instruments, concert attire, sports uniforms, computers, PE clothes, calculators, etc.

<b>Mon. May 18 – Freshman</b>	<b>Time</b>
9 <sup>th</sup> Grade – (last name A-L)	9:00am – 11:00am
9 <sup>th</sup> Grade – (last name M-Z)	1:00pm - 3:00pm
<b>Tuesday, May 19 - Sophomores</b>	<b>Time</b>
10 <sup>th</sup> Grade – (last name A-L)	9:00am – 11:00am
10 <sup>th</sup> Grade – (last name M-Z)	1:00pm – 3:00pm
<b>Wednesday, May 20 - Juniors</b>	<b>Time</b>
11 <sup>th</sup> grade – (last name A-L)	9:00am – 11:00am
11 <sup>th</sup> grade – (last name M-Z)	1:00pm – 3:00pm
<b>Thursday, May 21 - Seniors</b>	<b>Time</b>
12 <sup>th</sup> grade – (last name A-L)	9:00am – 11:00am
12 <sup>th</sup> grade – (last name M-Z)	1:00pm – 3:00pm