

# HUNTINGDON AREA HIGH SCHOOL

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Mr. Travis R. Lee,  
Secondary Principal

Mr. Brent A. Stoltzfus,  
Assistant Principal

**"ALL LEARNERS, ALL FUTURES"**

**To:** Senior Learners, Parents, and Guardians  
**From:** Mr. Travis R. Lee, High School Principal  
**Re:** Cap/Gown Pickup and Materials Return  
**Date:** May 21, 2020

Hello Seniors, Parents, and Guardians,

This message outlines the procedures for picking up your cap and gown, returning all school property, and paying any debts you may have with the school. Everything that is listed should only take about 10 minutes to complete for each learner. Learners must leave the premises after completing the activities, follow all social distancing guidelines, and wear a mask.

The dates and times to complete these activities are Tuesday, May 26, Wednesday, May 27, and Thursday, May 28, from 8:00 am to 3:30 pm. There will be an evening date of Wednesday, May 27, from 5:00 to 7:30 pm. Please contact the school office if an alternate time needs to be scheduled.

Only five learners will be scheduled during each 30 minute time period. Please use this document ([Senior Materials/Cap and Gown Pick-up/Drop Off](#)) to sign-up for a scheduled time. This document and message is shared in the Grade Level Google Classroom too.

## **Procedure:**

1. Please park in the visitor parking in front of the building, and signage will direct learners to the appropriate reporting area.
2. Go to the first designated location to drop off any textbooks/library books that you may need to return. Any debts that need to be paid will be paid here as well.
  - a. Please email Carol Speck at [cspeck@huntsd.org](mailto:cspeck@huntsd.org) with any questions about debts that need to be paid or missing textbooks/library books
  - b. A follow-up with debts to be paid will be sent after the materials collection
3. At the second designated location you will turn in your iPad
  - a. Have your iPad turned on - the condition of the iPad will be checked
  - b. Report any damage or issues for the iPad
4. At the third designated location you will hand in any additional items that you may have (i.e. choir robes, specific class items). Mrs. Shaffer will also be available to hand back any artwork that she may have for you. You will also be given any materials that you left in your locker prior to leaving in March.
5. At the fourth location, Caps and Gowns will be taken out of packaging and given to learners. If learners want to press their gown prior to their picture, they should schedule a first time to pick

up their cap and gown and complete all other activities listed in this procedure, and then schedule a second time to return for their photograph and video

- a. Official commencement dress (dark trousers and black shoes for males and a white/light colored dress and appropriate shoes - no flip flops for females) is not necessary for this picture
  - b. If you have not previously ordered or paid for your cap and gown, please bring \$30.00 to pay for these items
6. At the fifth location, Mr. Bilich will be taking pictures and videos of the cap toss by the trophy case or by the sign in front of the school, weather dependent. There will also be an opportunity for you to give a 30 second video reflection about your school experience.

**Additional Notes:**

7. Learners will be permitted to bring a note, letter, pictures, or small item for a time capsule for the Class of 2020. Any items should be small in size, with all items collectively fitting within a roughly 3 x 2 x 1 foot container. All items should be school appropriate.
8. Prior to leaving, each learner will be given one ticket for the commencement ceremony on June 4, as stated in the 5/19 graduation update memo. Additional details for commencement will be shared within the week.
9. Learners must wear a mask when coming to the Cap/Gown pick-up. If not feeling well or exhibiting any symptoms related to Covid-19, learners should not come at this time and coordinate an alternative time for the activities outlined above with office staff.

We look forward to seeing learners on the dates above and coordinating the final activities leading to graduation. The end of the year is in sight!

Thank you,

HAHS Administration