Senior Awards/Graduation Information

Dear Howard High Community,

As HCPSS shared yesterday the virtual graduation ceremony for Howard will be aired on June 9th @ 6:00pm. Prior to this event, we will post the Senior Awards program on YouTube on Friday May 29th at 6pm and share that link.

As part of the graduation ceremony, each senior will have the opportunity to create and submit a very brief video (about 10 seconds) to be included in the graduation production. Students may elect to use their senior portrait instead of submitting a video. Videos/pictures will be due to the production company by May 25th and you will have an opportunity to record your video at the cap and gown distribution event. We would like our students to wear their cap, gown, and regalia (stoles and honor cords) and have coordinated a procedure for picking up the graduation attire and returning Howard/HCPSS materials.

Drop-off and Pick up:

If you already have your cap and gown, we still need you to come to the pick up/drop off since you probably have materials you need to return to us. Pick up of graduation items (caps, gowns, tassels, cords, etc.) and return of school materials will be held on Friday May 22nd and Saturday May 23rd at Howard High School for seniors only. A similar collection for underclassmen will be scheduled in June. The details for the senior event are as follows:

• Students will need to complete a Materials Return Form (make your own handwritten list if unable to print form) and bring the following school owned items bundled in a grocery bag or similar container for return including:

  o Textbooks
  o Media Materials
  o Chromebooks
  o Athletic equipment and instruments
  o Any folders/sheet music belonging to the choral/music department
  o Any other obligations or items belonging to Howard HS or HCPSS
  o Each item being returned should be clearly labeled with the name of the student and the name of the teacher who issued it to them.

Arrival:

  o One vehicle per household.
  o Vehicle occupants must remain in their car at all times.
  o The name of the student is to be posted in large letters on the passenger side of the windshield.
  o Upon arrival at the school parking lot, follow the established traffic pattern posted below to avoid traffic backing up onto Route 108.
  o Arrive using the main entrance into the parking lot.

- You will be routed to either the drop off lane or the bus loop.
- When you leave via the exit near Center Park Drive, please make a right turn only to avoid traffic build up on Route 108.
- Students may not pick up materials for any other individual.
- You are encouraged to wear a facemask during your turn at the drop off station.
- Seniors should arrive at the following times based on last name:

Friday, MAY 22, 2020	
Senior Last Name	
	7:15-8:00
A-Bo	8:00-8:45
Br-Co	9:00-9:45
Cr-Fi	10:00-10:45
Fl-Ha	1:30-2:15
He-Ka	2:30-3:15
Ke-Lu	3:30-4:15
Ma-My	4:30-5:15
Na-Pe	5:30-6:15

Saturday May, 23, 2020	
Senior Last Name	
Pl-Ri	8:00-8:45
Ro-Ti	9:00-9:45
To-Z	10:00-10:45

Students unable to come at the scheduled time should send an email to Mr. Novak and plan to come to Howard High at 11:00 am on May 23rd. We will do our best to accommodate your scheduling needs.

Traffic Plan:

1-Check In   4-Caps/Gowns   7-Help
2-Books   5-Regalia   Tent
3-Belongings 6-Video

Critical Need Items:

We need to know from our seniors if they have any critical items in the building that need to be retrieved and returned at the cap and gown distribution. Students and parents are not able to access the building, so it's important that you provide detailed information in this form about items in the building that need to be returned. Please complete this form by Tuesday May 19th: https://forms.gle/VTsaYudkhNa3f4uf8 Please fill out We will share information about the process for underclassmen at a later time. Thanks.

Miscellaneous:

Diplomas will be distributed at a later date using a similar method as graduation materials. Students with obligations will need to settle their accounts prior to that date.

I know this is a lot of information to process. We will be posting this information on our website so you can access the info there as well.

Sincerely,

Nick Novak

Principal