



Pottsgrove High School

POTTSGROVE HIGH SCHOOL • 1345 KAUFFMAN ROAD • POTTSTOWN, PENNSYLVANIA
19464

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Dear Parents and Seniors,

We are looking forward to celebrating our Seniors during Virtual Commencement the weeks of May 26 - June 1, 2020. I am writing this letter to share the details of the Virtual Commencement procedures and to invite everyone to sign up for a time to participate.

Each Senior will be given ten minutes to walk across the stage and take pictures in the gymnasium. A videographer will video record each Senior's walk across the stage and a photographer will be present to take pictures.

To comply with current government regulations, access to the gymnasium is limited to the Senior and four (4) immediate family members. All attendees, including the graduate, must wear a mask and practice appropriate social distancing. Masks may be removed for the graduate's walk across the stage and subsequent photos. We appreciate your help in this as we work to keep both our staff and community healthy and safe.

Since we have over 240+ students, it's important that we adhere to the time provided for each student. As a result, we are asking you to sign up for a ten (10) minute time session, arrive 5-10 minutes early, and be ready when called to enter the gymnasium.

When you arrive in the Athletic and Performing Arts Parking Lot (South Lot) :

- Notify Parking Attendant of the Name of the Senior
- Remain in car until directed to move to Gym Lobby (Door #13)
- Remain in Gym Lobby until directed to enter Gym by Principal Team Member
- Enter Gym
- Exit using Door #11 and go directly to your vehicle

Please sign up for your Commencement Video Session spot by [CLICKING HERE](#).

Please review the enclosed directions on attire and guidelines.

In addition, we would like to invite our community to join us for a Senior Tribute Parade on Friday, May 15th from 6:00 p.m. - 8:00 p.m. (Rain or Shine) It is important that everyone remains in their cars during this time and continues driving, please do not stop. We are expecting a huge turnout so it's important to keep the parade moving forward. You are more than welcome to go through the Senior Tribute Parade as much as you would like. We encourage Seniors to decorate their cars in the spirit of the Class of 2020.

Please let me know if you need anything else from me.

My cell is 610-960-2386.

Sincerely,

Bill Ziegler, Ed.D.
Principal

Attire for Graduates at Virtual Commencement

General Guidelines:

- Wear cap flat, not tilted
- No decorating gowns
- Sneakers and jeans are not permitted

Men's Dress Guidelines:

- Dark shoes and socks
- Dark dress pants and a collared dress shirt and tie

Women's Dress Guidelines:

- Light colored shoes
- Light colored attire such as white blouse, shirt, skirt, dress, or pants

Our Staffully is always available to support our graduates. If for some reason your Senior cannot obtain the clothes as outlined above, please contact the class advisor one week in advance of commencement so we can help your Senior obtain these items.

Decorating Caps

The Senior Class has permission to decorate the top of their caps for commencement as long as they meet the conditions listed below. Failure to comply with these conditions will result in being required to wear a cap that is not decorated.

All decorations must follow these guidelines:

Do's (Ideas how to decorate)

- Thank a family member, Staffully member, friend, or loved one for supporting you
- Celebrate your class and the year of graduation
- Feature your next steps in life such as college, career, military, etc.
- Be creative and colorful - show your personal mission

Don'ts (Caps with these decorations are not permitted)

- No sexually suggestive writing/pictures.
- Nothing which advocates violence, hatred, or bigotry.
- No advertising or promoting the use of tobacco, alcohol, or drugs.
- No statements, phrases, or images with double meaning wording or obscene language.
- Nothing that violates the school dress code
- Nothing that is 3-D - (For example - it must be flat on your cap - it cannot dangle, hang from - it can in no way change the size, shape, features, or context of the original cap).
- No QR Codes, websites, phone numbers, emails, or other information that directs someone to another source of information are permitted.