

Cap & Gown Video/Photo and End of Year Pick Up and Drop Off

Members of the Class of 2020:

Typically, the end of the school year is marked with different teachers, offices, or departments planning times for students to pick up items such as yearbooks or art portfolios. At the same time, those Thornton faculty/staff are organizing the return (or drop off) of items such as school uniforms, iPads, and textbooks. Because we still have restrictions of who and when people can be on our campus, we have arranged a unique process for this spring which adheres to the recommended social distancing guidelines. In addition to these general end of year needs, we also want the opportunity to video and photograph as many seniors as possible. The video will be used to create your 2020 TA Commencement video. The photograph will be provided to you by Bruce Haskell Photography.

At your assigned appointment time (see below) we are asking all current seniors to come to campus to “drop off” items that must be returned and to pick up items before the summer months begin. Please plan to wear your cap & gown to this appointment and follow instructions below.



Using [this link](#), students will sign up for a time to come to campus for their pick up and/or drop off. Students will ONLY be allowed on campus during their scheduled time and they MUST follow the directions below. This will help ensure a smooth and efficient process, while keeping everyone safe. Note that in the event of inclement weather your appointment may be rescheduled. Please hold Sunday, June 7th as a rain date. We would contact you by 8am on the morning of your appointment if it needs to be rescheduled.

To enter campus for your **designated day/time** you must:

- On a piece of paper visible in your front windshield write your name and your appointment time (you may use the template provided here or any blank paper), do the same for additional any vehicle(s) for the up to five guests viewing your appointment
- Enter from Main Street
- Follow the road past the dorms (on your right), towards the stadium and the Science Building parking lot; there will be signs and people helping to direct traffic once you are in the parking lot
- Seniors and guests - stay in your car until instructed to do so, and put face masks on (masks required for all, seniors will take mask off temporarily to cross the stage)
- When given the all clear to leave your vehicle:

- Seniors - wearing your cap & gown and carrying all TA materials to drop off (see list of items on reverse), go to the scoreboard side of the field where the drop off station will be set up
- Up to five guests - enter the stadium through the main entrance to the right (main entrance side) of the field and sit in the designated chairs, leaving at least 6 feet of space between yourself and those from other households who will be present; please remain seated until all seniors in your 15 minute appointment window have been recorded
- When all seniors in your appointment group have been served, please exit campus immediately.

Drop Off Station

The following items must be returned:

- Textbooks and Library books
 - You will use the attached bookmarks (please place the bookmarks in the books before coming to school) to identify your books to return.
- iPad/charger (unless purchased through the technology department by 5/12/20)
 - Please place your iPad and charger along with the attached card inside a plastic or other disposable bag.
- Athletic uniforms
 - Please place your uniform along with the attached card inside a plastic or other disposable bag.
- Arts items including: art supplies signed out to a student, band instruments that belong to Thornton Academy, Black shirt/tie for concert choir members, and chamber singers & treble choir concert attire and folders
 - Please place your art supplies or music attire, along with the attached card inside a plastic or other disposable bag.
- Other: any other items which belong to Thornton Academy which the student must return prior to summer vacation

Yearbook & Arts Stations

The following items will be available for pick up after you walk for your cap & gown video:

- Yearbooks are still available for purchase if you didn't get your pre-ordered yearbook in the graduation starter box
- Art portfolios

Student Name: _____ Please print Circle one: 9th 10th 11th 12th
Student Name: _____ Please print Circle one: 9th 10th 11th 12th
Student Name: _____ Please print Circle one: 9th 10th 11th 12th
Student Name: _____ Please print Circle one: 9th 10th 11th 12th
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Student Name: _____ Please print Circle one: 9th 10th 11th 12th
Student Name: _____ Please print Circle one: 9th 10th 11th 12th
Student Name: _____ Please print Circle one: 9th 10th 11th 12th

**Please cut and insert these bookmarks into any textbooks and/or library books you MUST return to school.

Athletic Uniform Name Card

Student Name: _____
Please print

Circle one: 9th 10th 11th 12th

iPad Name Card

Student Name: _____
Please print

Circle one: 9th 10th 11th 12th Passcode: _____

I have included a check for:

\$60.00 - I do not have my iPad to return. _____
\$12.00 - I do not have my charging block to return. _____
\$13.00 - I do not have my charging cord to return. _____
\$50.00 - My iPad is cracked. _____

Art Supply/Band Equipment Name Card

Student Name: _____
Please Print

Circle one: 9th 10th 11th 12th

I am returning: _____

SENIOR LAST NAME:

SENIOR FIRST NAME:

APPOINTMENT TIME:

Please place so visible through your front windshield