

Dear Class of 2020 Families and Graduates,

This letter is to provide clarity and additional updated details for the class of 2020 graduation ceremonies and diploma distribution. On behalf of Superintendent Martineau, Dr. Walsh, Mr. McGowan, District Physician Dr. Medina, District Wellness Coordinator Ms. Duggan, and Senior Class Advisors, we have provided the following updates to the Class of 2020 senior events. Please review these celebratory plans including, but not limited to, obligations and graduation.

As stated in a letter on May 6, 2020, this year's senior celebratory events are rolled out in phases. The phases allow for more diverse and individualized, as well as inclusive and safe, opportunities for students and families to engage and participate in celebrating their achievements.

- **Phase 1:** Senior Night and Celebrations
- **Phase 2:** Swag Bag Deliveries
- **Phase 3:** Video Graduation
- **Phase 4:** Obligations are in our Staging Area
- **Phase 5:** Diploma Distribution Graduation Ceremony
- **Phase 6:** Class of 2020 Late Fall Celebration
 - *The work for this phase is ongoing; further communication regarding this event will be provided in the fall.*

This notification focuses initially on Phase 5 but please read the entire document for further details, clarifications and changes to the other phases. You will need to familiarise yourself with obligations, swag bag and cap and gown updates, as well as additional information.

Phase 5: Diploma Distribution Graduation Ceremony

- **Event date and time:** **Sunday, June 7, 2020 from 8:00 am to 12:30 pm and 1:30 pm to 6:00 pm.** This is the same date as our traditional graduation and we will hold this event rain or shine.
- **Signup:** You will sign up via **SignUp Genius**. The website is located **HERE (link not active until 5/22/2020)**. The Signup will remain active until **June 2, 2020 2:00 pm**. These times are very specific and established to promote a constant flow of traffic and minimal waiting times. Under a traditional graduation time frame, graduates have approximately 2 - 4 seconds on stage; however, this format supports approximately 1 - 2 minutes per graduate.
- **Graduation Tickets & Vehicles:** Your graduation "ticket" is your listed **SignUp Genius** time slot and by posting the graduate's first and last name on your vehicle. **We will use**

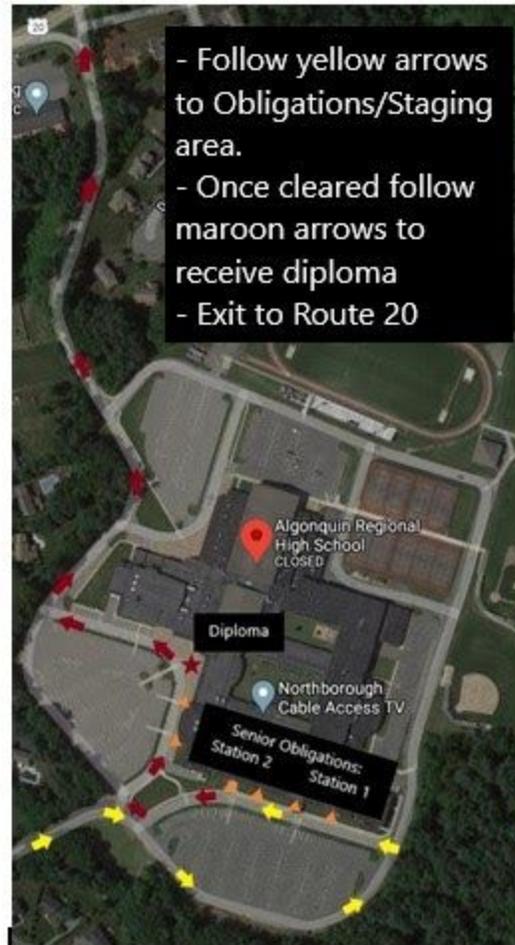
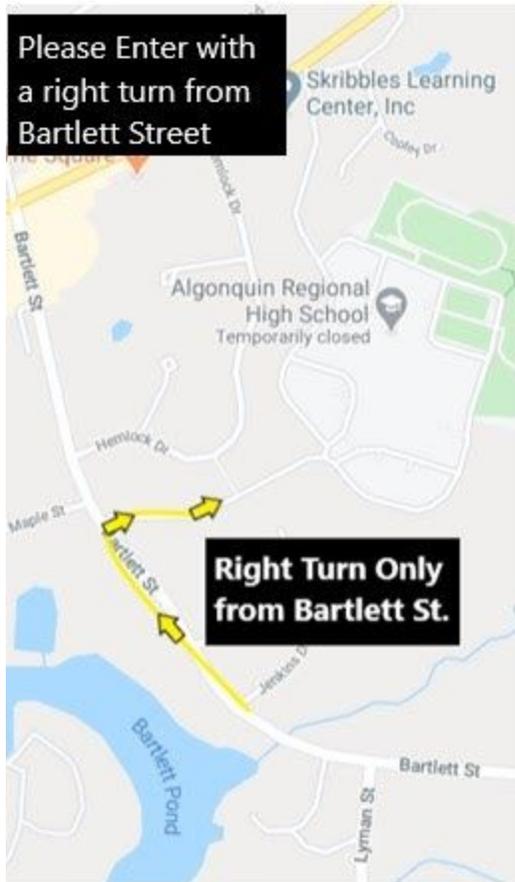
the signup list to stage our graduates. Each graduate time slot will be allotted space for two family-sized vehicles. Each vehicle must be standard width and size; we will be staging cars in the driveways. In an effort to respect all students and their families' time slot, **the two vehicles must arrive together, no exceptions.** These two vehicles allow for immediate family and, potentially, relatives who would have joined the graduate on graduation day, but may have not been quarantined together.

- **Identification:** EVERY VEHICLE must have a sign with the graduate's FIRST and LAST name in a large dark/black marker posted in the bottom corner passenger side windshield and their **SignUp Genius** time. Example, "**JOHN SMITH 9:10.**"
- **Attire:** We encourage our graduates to wear their caps and gowns (and honor cords where applicable). Graduates could, if they wish, have their tassel on the right side of their cap and turn it to the left after picking up their diploma. If a student chooses not to wear his/her cap and gown, they are to wear semi formal to formal attire.
- **Seating:** Graduates are to be seated on the PASSENGER side next to the door of the 1st VEHICLE (this is how you clear the obligations staging area). Having graduates seated properly in the car allows more time on the stage and media access. **ONLY the GRADUATE may exit the vehicle.** For safety reasons, and due to the number of staff staged at the diploma area, any other individuals who exit the vehicle at any time while on ARHS school grounds will be asked to leave. If you have two graduates, both can exit the car at the same time, and we will provide the diplomas in alphabetical order. Please POST both graduates' names on the vehicle.
- **Staging:** The actual stage for the diploma distribution will be intentionally cornered and placed under the ARHS exterior school sign to the left of the rotunda. This will allow for both vehicles to see their graduate walk across the stage and provide a "front row" seat for the graduates' families.
- **Graduate diploma instructions:** Each graduate will enter the stage to the right (when looking at the stage), and exit to the left. The diploma will be on the decorated table in the middle. Please retrieve the diploma, and then turn to pose for the professional pictures/media. Feel free to take your own pictures/videos if you would like to use these as your picture/video to upload to the ARHS 2020 Canvas page. This is a contactless diploma distribution for your safety.
- **Media:** We will have media and professional photography.
- **Traffic Pattern:**
 - **Arrival:** All graduates and family members arrive together in two cars with the graduate in the first car. Both cars are labeled with the first/last name of the graduate and their time slot. This is your **GRADUATION TICKET** to enter during your time slot (too soon will not be allowed in and waved past the school, too late

will be placed at the end of a holding area line if possible or the end of the entire event).

- You **can only take a RIGHT TURN from Bartlett Street** into the Algonquin Main front entrance. Please plan to meet up with both vehicles prior to arriving on Bartlett and proceed to the school from the Lyman Street - Bartlett Street area travelling NORTH towards route 20.
- Graduates (both vehicles together at all times) will travel into the Bartlett Street entrance for their **procession**, down the driveway and take a right turn into the Maroon Parking lot.
- **Obligations/Staging Area:** Graduates will follow the yellow bus route around the Maroon Parking lot, pausing in front of 1 of 4 cones outside the Maroon Office. These cones are Phase 4 Obligations/Staging area. This is where you will be staged and prepared to drive to Phase 5 and retrieve your diploma.
 - No one may exit the car unless a graduate is dropping off pre-arranged obligations or receiving their swag bag. No exceptions. The school is not open for this event.
 - Once cleared, both vehicles will be waved forward to take a right turn into the rotunda driveway and proceed towards the cafeteria entrance.
- **Diploma Distribution:** Families will wait at the cafeteria entrance and will see the graduates in front of them walk across the stage. Reminder: anyone who exits their vehicle will be asked to leave).
 - The graduate's car will be waved forward to a specific coned area, from which the graduate will exit the vehicle and proceed across the stage.
 - **Recession:** Once the graduate has the diploma, the two vehicles will proceed to the end of the rotunda driveway and take a right turn to exit via the route 20 access road for their recession.
 - The route 20 access road will provide additional celebrations and all families will proceed east on route 20, no exceptions. Northborough Police will be assisting with traffic.
 - **To allow the next family the same opportunity for their graduate, there is no stopping on the route once a diploma has been received.**

Please review the below map and traffic pattern.



● **Question and Answers:**

- **What if my vehicle is too large or too tall?** All decorations will accommodate typical family-sized vehicles. Vehicles outside a standard size will be diverted and not allowed to enter the driveway.
- **What if I am too early for my time slot?** You will be waved by the main entrance and not permitted to enter. We have a select number of graduates per each time slot.
- **What if I miss our time slot?** You will be asked to wait until the very end of the time block (end of the morning or end of the afternoon session) and we will do our best to accommodate you. If a graduate is not in their time slot we will remove the diploma from the lineup in order to maintain the flow of traffic.
- **What if when I arrive there is a line?** You will be arriving with the same families slotted for the same time. Please line up within this group. We have

internal plans that help us catch up should there be a minor delay (same as during our traditional graduation).

- **What if my second vehicle is not with me?** If you have two vehicles, and they are not together, only the graduate vehicle will be allowed to enter. We will not wait for the second vehicle. Due to the time constraints caused by a larger graduating class we do not have the capacity to reconnect families.
- **Is there another event or rain date?** No, this is a one day event. The formal graduation event via video will be released on June 30, 2020. If you choose to not retrieve your diploma on June 7, 2020 you will need to make a separate appointment with the main office to retrieve your diploma.
- **What if my family members have compromised health or are “at-risk”?** We are allowing a second vehicle that can be for family members to safely social distance. No one is allowed out of the car except the graduate to protect the health of all of our guests, graduates and faculty members.
- **What if I don't have my cap and gown?** You can wear any semi-formal/formal attire you wish. We encourage you to wear your cap and gown. If you are retrieving your swag bag on the day of diploma distribution, your cap and gown will be in the swag bag.
- **Can anyone join the graduate on stage?** No, only a graduate can be on stage. Families with two graduates, such as siblings or twins, that exit from the SAME family vehicle are welcome to stand together briefly for a formal picture with Lifetouch. We will have multiple staff members already in the area and cannot permit additional family members out of their vehicles. We have companies who will provide their service only if we allow just the graduate out of the vehicle.
- **Can I add decorative items to the ARHS campus?** No, but thank you. Although we appreciate the overwhelming community support to add additional celebratory items to this day, we are reserving space for our clubs, athletic and competitive teams, academic departments and committees to post signs of support.
- **Can I have families, friends, relatives line the driveway, parking lots or route 20 access road to celebrate as we drive by?** No. For safety reasons there will be no staff, faculty, community members, families, or students allowed out of their vehicles. The exception is for administration and police support only. Please remember that this event will have a photo and media support (same as our traditional graduation) and families will know the time you will arrive based on your SignUp Genius time.

The initial notification focussed on Phase 5; however, the below information has numerous updates and modifications. Please take the time to review the additional information as soon as possible.

Phase 1: Senior Night and Celebrations

We are currently in **Phase 1** with the senior Steering Committee providing senior celebratory events during this year's senior week. We would like to thank our Fine Arts department and Athletics department for their social media work showcasing our seniors. In addition to these celebrations, thank you to the many faculty members, community members, advisors and coaches who have held and or hand-delivered "Senior Night" celebrations. I know there is more to come, but we all appreciate the additional and amazing work of our faculty and staff to constantly celebrate our seniors.

Phase 2: Swag Bag Deliveries

All families recently received information about **Phase 2** for swag bag delivery; the deliveries will be broken up into two days, **June 2 and 4, 2020, from 11:00 am – 2:00 pm**, and will be delivered by school bus. Please remind your students to complete the Google form posted on the ARHS 2020 Canvas page to confirm swag bag delivery preference, and to provide name pronunciation for our video graduation.

For those who have opted to pick up their swag bag, you will be able to do so on Friday, June 5th from 9:00 to 1:00 outside the ARHS rotunda. This change in pick-up (from the week of June 8th as previously communicated) is due to the updates regarding obligations and diploma distribution explained below. We encourage pick up this day so we can be sure all seniors receive their cap and gowns in time to wear them for diploma distribution.

Phase 3: Video Graduation Production

A reminder that **Phase 3** asks ALL seniors to upload a picture of themselves in their cap and gown with their diploma cover, as well as an approximately 3 - 7 second video of them turning their tassel from right to left to the ARHS 2020 Canvas assignments page. Students can choose to select a special location for these pictures/videos or choose to have these images captured during our diploma distribution event (**Phase 4-5**). Submissions are due by **Monday, June 8, 2020**.

These two items will be included in our **formal Video Graduation (Phase 3)** along with faculty speeches, student speakers, and student musical performances, all of which will be **released June 30, 2020**.

Phase 4: Senior Obligations

We will continue to offer the senior drop off obligations every **Wednesday 9:00 - 11:00 am and Friday 8:00 - 10:00 am** until **Wednesday, June 3, 2020, by 11:00 am**.

I cannot encourage our families enough to please make every effort to clear all obligations by June 3rd. This will allow us to make our diploma distribution graduation more so about the celebration and less about obligations. Thank you to Ms. Capalbo and the administrative assistants for their work on removing obligations for seniors. Thank you to the many families I have personally interacted with (socially distanced, of course) outside the rotunda to clear students' obligations. Please continue to work through obligations sooner rather than later.

We will still provide an opportunity for families even as they arrive for their diploma distribution graduation ceremony to return school items. Students who have not yet received or picked up their swag bag may do so this day; however, we would prefer to use the obligations area more so as a staging area (similar to how we use our C gym for our formal graduation staging area) so we keep the focus on celebrating our seniors!

All obligations are due by Wednesday, June 3, 2020, 11:00 am. Students who have not been cleared from obligations will have their time slot for diploma distribution removed. This is the same practice for a traditional graduation. I encourage families to follow up with [Ms Capalbo via email](#) to verify their obligations are cleared.