

Dear Class of 2020 Families,

The time has come to prepare for graduation day -- June 8th, at 6 p.m.

As you know, our graduation will be held in a virtual setting. As part of the ceremony, each senior will create and submit a very brief video (5-10 seconds) to be included in the graduation production. If you wish to opt out of this ceremony, please let our graduation coordinator know via email at Jeannette_Bonomo-Thomas@hcpss.org. You will still have to log on to opt-out. ***Directions on this process are at the end of this letter. It is imperative that you adhere to the VERY FIRM DEADLINE of submitting your video to the production company by Tuesday, May 26.*** Students must wear their cap, gown, cords and/or stoles in their graduation videos.

The first order of business is making sure our seniors receive their caps and gowns. This correspondence provides all of the details necessary for a smooth distribution this coming Friday, May 22. Please keep in mind that our priority is to make this distribution safe for all parties involved -- our staff, our students, and parents. As a result, we are requiring that everyone adhere to the guidelines below.

General Guidelines

- One vehicle per household.
- Vehicle occupants must remain in their car at all times.
- The name of the student is to be posted in large letters on the passenger side of the windshield. (see template attachment)
- Upon arrival at the school parking lot, follow the established traffic pattern (see Collection and Distribution Map attachment) to avoid traffic backing up onto Freetown Road.
- Arrive using the main entrance into the parking lot.
- You will leave via the bus loop and are asked to **make a right turn only**.
- Students may not pick up materials for any other individual.
- We encourage you to wear a facemask during your turn at the drop off stations.

Preparation for Friday, May 22 (Upon your arrival at the times designated below, you will encounter multiple stations.)

- Students will need to complete a Materials Return Form (**attachment**) and bring the following school owned items bundled in a plastic bag or similar container for return including:
 - **For Station 1** -- Your Material Form and funds (cash or check payable to Atholton High School) /items to settle school obligations
 - **For Station 2** -- Any athletic equipment / uniforms placed in a bag (labeled with student name)
 - **For Station 3** -- Any JROTC / Music uniforms/Dance attire / Instruments placed in a bag (labeled with student name)
 - **For Station 4** -- Any textbooks and technology (Chromebooks, etc.) placed in a bag (labeled with student name)

Distribution and Collection Process

Station 1- Check-in (Collection of paid obligations) - Students will check-in with a staff member. Staff members will explain the process and then remind students and parents/guardians about displaying a sign with their name and maintaining social distance. Any student that needs to pay for an obligation we will collect cash, check or return items. Students will turn in their Materials Return Form.

Station 2 - Collect athletic equipment - Staff will collect sports equipment and uniforms returned by students. Students/parents will make sure items are bagged/boxed and labeled with the student's name.

Station 3 - Collect music attire, dance attire and JROTC Uniforms - Staff will collect musical attire, dance attire and/or JROTC uniforms returned by students. Students/parents will make sure items are bagged/boxed and labeled with the student's name.

Station 4 - Collect textbooks/chromebooks/other electronic gadgets - Staff will collect textbooks, chromebooks and other electronics returned by students. Students/parents will make sure items are bagged/boxed and labeled with the student's name.

Station 5 - Distribute caps, gowns, cords and other graduation materials - Staff will pass out caps & gowns and cords/stoles. At this time, ***students/parents will receive instructions on creating their video for the virtual graduation. If you have not paid for your cap and gown already, you will have an obligation at Station 1 (cost \$51.48)***

Station 6 - Senior Gift - Each senior student will get a small bag as they exit.

Station 7 – Graduation Video/photos - Auditorium area - This area is designated for students delivering speeches during graduation. They will record their speeches with the Atholton backdrop. If any

student is unable to record on their own, they may do so here. Please let us know by emailing Adrienne_Nasir@hcpss.org. Additionally, if you would like for your graduation video to have the Atholton backdrop, you may record your 5-10 seconds at this station. If you would like to bring a sign or anything to have in your video, you may do so. However, ONLY one other person may exit the vehicle to record your video (that you will need to upload). If you would like to wait, record on your own and then upload, you may do so. Unfortunately, The backdrop is NOT for pictures at this time. The priority is to allow students to record their graduation videos. We will upload an image of the backdrop for everyone to use.

Senior Distribution & Collection Schedule

Seniors should arrive at the following times based on LAST NAME:

Group 1	Last Names: A - B	8:00 a.m. - 9:00 a.m.
Group 2	Last Names : C - E	9:00 a.m. - 10:00 a.m.
Group 3	Last Names: F - I	10:00 a.m. - 11:00 a.m.
Group 4	Last Names : J - L	11:00 a.m. - 12:00 p.m.
Group 5	Last Name: M - O	12:00 p.m. - 1:00 p.m.
Group 6	Last Name: P - R	1:30 p.m. - 2:30 p.m.
Group 7	Last Name: S - V	2:30 p.m. - 3:30 p.m.
Group 8	Last Name: W - Z	3:30 p.m. - 4:30 p.m.

****Students taking AP Exams on the 22nd will be contacted to arrive at an earlier/later time****

More Information

Our school wants to help you retrieve any personal critical need items from the building. In order to find your items and have them ready for you to pick them up, we need to collect information from you. Items that are of critical need for you may be available on the second Pick-Up date. This form is for seniors only. Arrangements for underclassmen will be made at a later date. Please submit this [request form](#) by this Friday, May 22nd.

Diplomas and diploma covers will be distributed at a later date using a similar method. Students with obligations will need to settle their accounts prior to receiving these items.

I know this is a lot to read and digest. We will be organizing this information on our website in order to allow you to refer back to it this week.

Regards,

Robert Motley, Principal

**Atholton HS Senior Graduation Ceremony
Video Directions**

DEADLINE FOR SUBMISSION: MAY 26, 2020

Guidelines for Creating your Video from the Production Company:

- Video must be less than 15 seconds in duration.
- Your cap and gown should be worn in the video.
- Only 10 seconds of video will be used.
- Audio from the video will not be used from the ceremony. So, there will be no sound used from your video in the ceremony.
- ***Students must state their full name (first middle last) at the start of the video. This will be used to identify you as well as assist with pronunciation; it will not be used during the ceremony.***
- Please pause for a moment after saying your name and before continuing with your recording.
- Be sure to orient your device to **landscape orientation** (not portrait orientation) before you record.
- Consider lighting conditions. Outdoor lighting is preferred.
- Since 10 seconds of your video will be used for the online ceremony, consider how to use your 10 seconds. You can wave, smile, hold up a sign thanking your family and teachers, etc.
- Inappropriate content, gestures, or imagery will not be permitted, and the presence of any of these elements in videos will cause the video to be rejected.
- You do not have to submit a video. If you do not, we will use your senior portrait instead.
- ***If you choose to opt out of the graduation production, you will need to visit the website and click on the 'Opt Out' button.***
- Website to submit and opt out is the same
<http://school.streaminglive.live/atholton-high/>
- **DEADLINE TO SUBMIT YOUR VIDEO -- MAY 26, 2020**
- **If you need assistance, you can reach the production company at:**
support@showcallinc.com



We look forward to seeing you shine in our
Class of 2020 graduation production on
June 8, 2020 at 6:00pm