

May 20, 2020

Dear West High School Senior:

Congratulations on your accomplishment. You are now a graduate of West High and soon will be off to greater endeavors. The Class of 2020's Commencement Ceremony is fast upon us and we are so excited to celebrate with you. It will be a historic event and one to remember. Please take some time and go through the following protocols as we steadfastly prepare for "YOUR" celebration:

The Class of 2020's Commencement Ceremony is on Sunday, May 24th at 7:00 p.m. at MetraPark. The ceremony will be broadcasted live and must start on time.

Please arrive at MetraPark with your parents following the staggered schedule below. The staggered times will allow for staff to safely and effectively screen, minimize contact, and maintain proper social distancing guidelines while graduates and their guests arrive. Guests will enter the Metra through the two main entrances on the north side of the building. Parents and guests will enter through either side of the main Metra Lobby, and all graduates will enter through the lower back Exhibit Hall doors. To assist in an efficient entry and exit at MetraPark, we also are asking that parents, guests, and graduates limit their bags and personal artifacts through the screening process. Please note that we are anticipating a staggered exit from the ceremony as well (TBA).

- 5:45 - Last name beginning with A-F
- 6:00 - Last name beginning with G-M
- 6:15 - Last name beginning with N-S
- 6:30 - Last name beginning with T-Z

West High School's commencement ceremonies are proper and dignified events in your honor. Please dress in professional attire and celebrate appropriately throughout the event.

If you need support with your cap, gown or tassels (lost), please contact me or the main office as soon as possible. We generally can accommodate.

Graduates will not be marching in or exiting as part of the ceremony this year due to the social distancing protocols. Upon arriving at the Metra and being screened, please check-in with West's Graduation Table (Mr. and Mrs. Gemmill) for your seat location. We ask that you move to your assigned location as quick as possible, checking in with line ushers, and remain seated until the commencement ceremony begins. Graduation will promptly start at 7:00 p.m.

The Class of 2020 Commencement Ceremony will follow the program which will be provided for you at your assigned seat. Line and chair ushers will assist in lining rows up during the reading of names in preparation for you to receive your diploma on stage. Please follow the

direction of the line ushers, stay in order, and keep your social distancing at 6 feet. There will be “Xs” on the floor for you to follow and assist in this expectation.

Graduates, once you come on stage and have been awarded your diploma (remember there will be no shaking of hands), please move forward to the photographer’s “X” on the floor. We ask that all graduates pause for 3 seconds on the “X” to have your picture taken and then proceed back to your seat. Again, look for your line ushers to assist in getting you back to your seat.

Please know that the commencement ceremony is being broadcasted statewide on SWX (channel 8.2 for antenna, channels 199 and 503 on Spectrum cable). The ceremony will also be live streamed on kulr.com and on the kulr Facebook page. Q2 will also broadcast on CW (channel 2.2 on antenna and channel 511 on Spectrum). Q2 is also streaming as well on their website and on their Facebook page. The graduation ceremony will be recorded and families will have access to the link for downloading if desired (TBA).

Thank you for finishing strong as quality representatives of West High School.

Sincerely,

Mr. Kelly B. Hornby
Principal