

BELFRY HIGH SCHOOL

Commencement 2020

Student Graduation Procedures and Protocols

- ❖ Graduates will be permitted **two** vehicles to transport themselves and **no more than 6** family members to enter the campus. All persons should **REMAIN IN VEHICLE AT ALL TIMES WHILE ON CAMPUS**.
- ❖ **Every** person must have on a **facemask** upon entering the school building.
- ❖ Gowns/sashes/cap should be **readily available** to put on upon entering the **foyer** of the auditorium.
- ❖ All doors will be open. A staff member will be there to guide you thru each stage of the ceremony. No one will be permitted to enter the school beyond the auditorium area.

When Arriving on Campus: (see campus map attached – Entrance –Yellow)

- Your vehicle(s) will be directed behind the auditorium and shown where to park. You should **remain in vehicle** until told to exit.
- The graduate and no more than 6 family members will be escorted through the main entrance to the auditorium. Please enter **quietly** as the previous student may still be recording. **Hand sanitizer** will be provided to clean hands upon entering. In the foyer, you should quickly put on cap and gown.
- When directed, the graduate will enter the auditorium. Next, the family will also be directed when to enter.

Entering the Auditorium: (see auditorium map attached – Red arrow =graduate; Blue arrow = family members)

- The family will be shown to a viewing area. **All persons must remain standing**. Please **remain quiet** as video-taping will be in progress. Photos/recordings **may** be taken.
- When prompted, the graduate will proceed down the aisle (furthest right by the wall) as the processional music begins. **Ascend the stairs** and **stop at the marked X position** on floor.

The Ceremony: (see auditorium map attached – red arrow = graduate; Blue arrow = family members)

- As the graduate waits, their name will be announced.
- Then, the graduate will proceed across the stage. They should **pick up a diploma jacket** from the table on stage.
- The graduate should then **stop at the next X** marked on the floor. Here, they may turn toward the family for pictures, alone and with the principal.
- The administration will pronounce them formally graduated. After, the graduate will exit from the stairs left of the stage.
- The graduate and family will exit the auditorium to the school song, as is the tradition.

Outside the Auditorium: (see auditorium map attached – red arrow = graduate; Blue arrow = family members)

- The family will **exit the building** through the doors on the **left**. They should return to the vehicle(s) and will be instructed where to move the vehicle(s).
- The **graduate** will proceed to the **right** towards the **nursing classroom**.

Graduation Photographs: (see auditorium map attached –Red arrow = graduate; Blue arrow = family members)

- The graduate will enter the nursing classroom for pictures. The payment for the photo package (if ordering) will be taken. ****ALL students should take a graduation photo** for a group photo collage, regardless of whether or not they order a package. (Photo form attached)
- The photographer will instruct the graduate for photographs.
- After, the graduate should proceed into the **adjacent room**. Here, each graduate will be video-taped with a **shout-out** to parents, family, etc.
- Mrs. Cook will give the graduate any certificate and awards they have received after the video “shout-out.”

Exit to Vehicle: (see campus map attached – Exit – Blue)

- The graduate will exit the building through the nursing exit door and **return to their vehicle**.
- The vehicle will be directed to proceed behind the school, go through the student parking lot, and exit campus through the main entrance.