

## Procedure for taping of Graduation Ceremonies at

### Cameron High School and John Marshall High School

From Dr. Shelby Haines, Superintendent of Marshall County Schools

- A representative from the Health Department will observe each taping site
- Students will be given the option to participate, it's not mandatory. The process and procedures will be explained in writing and again in person the day of the taping.
- Any student with preexisting medical conditions or special needs will be given accommodations on a case-by-case basis.
- **The tapings will take place on a closed set, with social distancing recommendations followed at each location.** This means no one will be permitted in the auditorium unless invited and will not stand closer together than recommended. Closed set signs will be posted at each location.
- **No one will be permitted to bring a cell phone into the taping area.** No pictures, except for the photographer on the crew, or group selfies will be permitted.
- Students will not be permitted to congregate outside or inside. Parents will wait in their cars. A police officer will help with traffic flow and to assure that people do not congregate.
- There will be one way into the buildings and one way out via open doors. Students will be escorted by principals, in groups of 5 spaced six feet apart, to the auditorium. The students would stand on markings on the floor until it's time to walk across the stage. There will be a principal off stage wearing a mask and gloves, giving each student a prop folder to simulate the diploma. The students will drop the folder in a box on the way out.
- Each student will walk on stage with the cover and get a picture with the principal, six feet apart via markings on the stage. No one will be shaking hands. The student will then exit the stage and leave the auditorium and return to their car.
- We will have approved wipes and hand sanitizer in various locations. Microphones and other equipment will be disinfected between each person, if touched.

- Administrators and students giving speeches will be recorded separately from one another. The singing the National Anthem will be recorded separately. Remember, the ceremony will be recorded in segments.

The final product will be edited to look like everything was done as a complete ceremony. Disclaimers will be verbalized within the broadcast and prior to the airing.

## **Virtual Graduation Procedures from John Marshall High School Administration**

- Your graduation appointment time is on your notecard and gold car sign
  - Have gold sign with name/appointment time clearly displayed in your car
  - **Please arrive 10 minutes prior to appointment time**
  - Pull into front parking lot where police will direct you based on your gold sign with appointment time
    - If at all possible have a driver to drop you off...
    - Come dressed in cap/gown/tassel/sashes/cords/etc
  - **BRING YOUR NOTECARD**
- All students must maintain social distancing at all time
- Look for Mr. Chavanak/Mr. Polsinelli/Mr. Simmons to direct you to exit your car and to line you up.
  - **STAY IN YOUR CAR UNTIL THEY DIRECT YOU TO GET OUT**
- Students will enter through the North Bridge Doors by CPA and check in
- You will be escorted through the process
- Hand your notecard to Mrs. Dantrassy and pick up your diploma cover
  - She will announce your name and you will walk to the X 6 feet from Mrs. Porter
  - Listen to instructions from photographer
  - Once photo is complete Mrs. Whorton will direct you to exit doors

- Get in your car immediately and leave campus. Do no linger.
- At a date to be announced you will be able to pick up a packet including
  - DIPLOMA, report card, program, complimentary 5x7 photo and DVD of entire graduation ceremony
  - Appropriate dress and wearing of cap and gown:
    - Tassel on left side.
    - Cap flat or level on head with no written message or added accessories.
    - Boys are to wear a shirt with a collar and a tie is recommended but not mandatory.
    - There will be NO BOOTS, NO TENNIS SHOES, NO JEANS, NO SHORTS, and NO FLIP FLOPS (THIS INCLUDES CROCS CLOGS!). THOSE NOT DRESSED APPROPRIATELY WILL BE PULLED FROM LINE-UP AND YOU WILL NOT WALK!
    - Remember that you will walk up and down stairs so choose your shoes accordingly!
- **Your graduation is the date and time listed on your notecard.**
- No gum
- No purses or personal items
- If you miss your appointment
  - You will have the opportunity to participate on the last day
    - You will be contacted by JMHS administration
- If you show up late to your appointment
  - You will be asked to leave and will have the opportunity to participate on the last day
    - You will be contacted by JMHS administration
- Questions please contact Mrs. Porter at [crporter@k12.wv.us](mailto:crporter@k12.wv.us)