



June 2, 2020 **FINAL VERSION**

Dear Seniors and Seniors' Families,

SW is in full preparation for this exciting event to honor and recognize our Seniors. Before the big day, or days in our school's case, we need to make clear some expectations and procedures that will be followed in order to ensure a smooth process.

**Drive Through Dates/Times for Graduates**

**June 4th**

- o (A-B): 9:00 am – 11:00 am
- o (C-G): 11:30 am – 1:30 pm
- o (H-L): 2:30 pm – 4:30 pm

**June 5th**

- o (M-O): 9:00 am – 11:00 am
- o (P-S): 11:30 am – 1:30 pm
- o (T-Z): 2:30 pm – 4:30 pm

**Southwest Guilford High School**

Mike Hettenbach  
*Principal*

Angela Monell  
*Assistant Principal*

Marquice Miller  
*Assistant Principal*

Enid Barnum  
*Assistant Principal*

Stephanie Powell  
*Graduation Coordinator*

**Expectations of the SW Seniors:**

- You will be allowed to drive through during the alphabet listed above. **No exceptions.**
- There will be **one** graduate per car and only **one** car per graduate. There are to be no party buses, limos, floats, etc.
- Graduates are asked to be **passengers** in the car and not the driver. Graduate must be in the **seat behind the driver**. This is so that the Graduate can easily get out of the car to walk across the stage.
- Graduates should have on their cap and gown unit for SWGHS. **No one will be allowed to participate without their cap and gown.**
- Graduates may decorate their cars with posters, ribbon, etc. **No political or religious messages will be allowed.** Graduates can respectfully decorate their cap and gown however, they must know GCS is planning a July Face to face ceremony if the Governor's orders allow it to occur. They will be wearing the same cap. **Again, no political or religious messages will be allowed**
- No one is to leave the car except for the Graduate when they are prompted to prepare to cross the stage.
- There will be an increase of law enforcement at the school these days. It is not to alarm you, but for organization and control during these two days. All drivers are expected to comply with law enforcement and supervising SW staff on site. We ask everyone to please follow all expectations.



**Expectations of SW Senior Community:**

- You will be allowed to drive through during the alphabet listed above. **No exceptions.**
- There will be **one** graduate per car and only **one** car per graduate. There are to be no party buses, limos, floats, etc.
- Families in the cars are asked to not honk their car horns or make loud noises while waiting in line so that other families can have the same respect to hear their students' name called.
- No audiences will be allowed on campus. Please stay off SWMS and SWES grounds as well.
- No loud music. You will be asked to leave the campus.
- Do not plan activities on roads or premises around the school campus that may interfere with the next group's processional.**
- No one is to leave the car except for the Graduate when they are prompted to prepare to cross the stage.
- There will be an increase of law enforcement at the school these days. It is not to alarm you, but for organization and control during these two days. All drivers are expected to comply with law enforcement and supervising SW staff on site.



## Processional

There will be different stations (or stages) that you will go through during your designated time. Look on the schedule and find the time that you are given (based on your last name). You will enter the student parking lot and follow the route that will take you behind the school and to the front. Make sure that you are on time. Example: last names A-B will start at 9. How you arrive within that group is up to you (if you have a friend within that A-B grouping... you can arrive one car after another, HOWEVER, we will not be moving cars around upon arrival and will not allow graduates/cars outside of that alpha grouping). **No one is allowed to exit the car at ANY time except the graduate until the time they get in line to walk across the stage.**

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#### 1. Station 1 (Check In)

- a. Each car will be checked that it only has **one** graduate in it. Any car that is found to not follow this guideline will be asked to leave the line **unless they have had previous discussion with Mr. Hettenbach.**
- b. Each car will be checked that the Graduate is in cap and gown and that the car **(and attire)** is decorated appropriately.
- c. Each Graduate **MUST** wear a mask when they exit their car to cross the stage.
- d. Each Graduate will be given two pre-printed cards with their name on it. One is to show Dr. Monell so she can call your name as you cross the stage. The other is to go on your car dashboard so that staff can identify the student and get them their Diploma Folder (not cover) at the end.
- e. Each Graduate will be asked to confirm the pronunciation of their name. We want to make sure that we correctly say each student's name.

#### 2. Station 2 (Stage/Picture)

When prompted by a SW staff member, the Graduate will be prompted to exit their car (with mask on) and wait for their turn to cross the stage. Graduates will follow CDC guidelines with staying 6 feet apart from others.

- a. Principal and Board of Education member will congratulate each student as they walk by.
- b. The car moves along as the Graduate moves across the stage.
- c. The Graduate will pick up a diploma cover on the stage. There will be no shaking of hands and no hugging/touching.
- d. Picture will be taken with Graduate on stage with principal on one side and student on other with Board of Education member behind the table.
- e. The Graduate will exit the stage and proceed off the stage where they **CAN** take their mask off for that brief moment for a photo opportunity They will then proceed back inside their car with their mask on.

#### 3. Station 3 (Diploma/Program)

- a. Graduate will receive their Diploma folder and 5 copies of the Senior Drive Through Recognition Program.
- b. Graduate and their family exit through the designated exit path from the school. There will not be any cars allowed to park and take pictures on **ANY GCS** campus.



**Bus Tunnel**

Community members will be able to decorate the buses that we will put in a tunnel for our Graduates to go through. Decorating will happen anytime before June 4th. Be mindful of weather before, and no groups of more than 10. **Decorating on days of ceremony is prohibited.**

**Traffic for Both Days**

Notice the layout of how traffic will flow for June 4th and 5th below. All traffic will come in from Barrow Rd, into the student parking lot, and exit onto Southwest School Road, following the normal direction.

**Southwest Guilford  
High School**

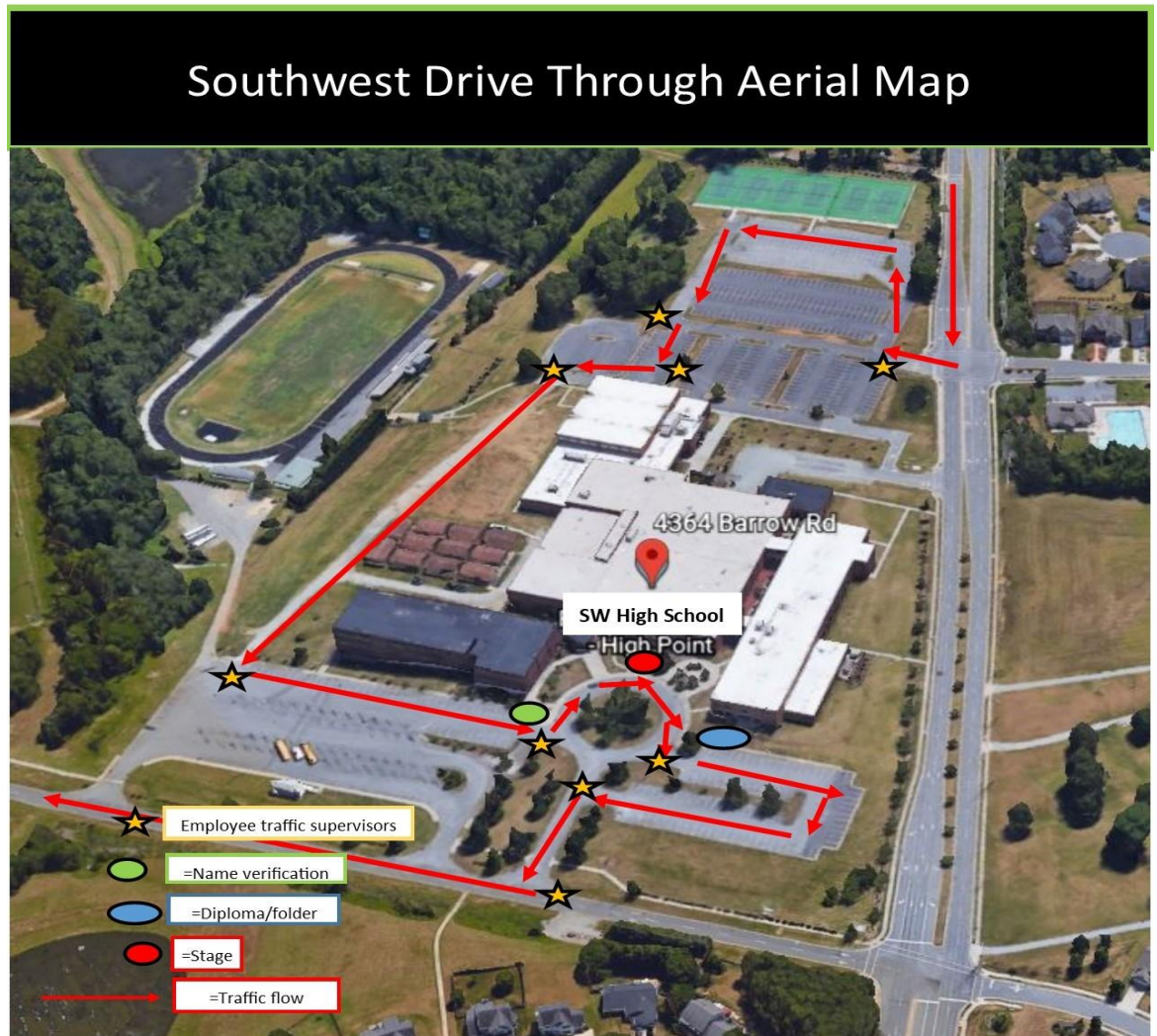
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Stay Healthy and Safe,

Mike Hettenbach

*Principal*

Stephanie Powell

*Graduation Coordinator*