Guidance for the June 25th Chester Academy Graduation

Where: Chester Academy Main Entrance

When: Ceremony 1 (11 AM), Ceremony 2 (4 PM)

Guidelines:
- Contingent on all NYS Department of Health Guidelines, Mandates, and Executive Orders from the Governor’s Office.
- All participants, staff, and guests must wear a mask or face covering, and maintain a 6 foot social distance throughout the ceremony, from other guests. Anyone not in compliance will not be allowed to attend the ceremony.

Parking:
- Parking is at the rear of the building. Please follow all directions from our security and staff. Please only one carload per family. You may contact us if you have any questions or issues related to parking. Students are not permitted to drive to the ceremony, as spaces are limited.

Tickets:
- Due to Social Distancing Guidelines, two tickets per student will be issued. Our capacity is 200 people total for this ceremony including students, families and staff. Due to this capacity, we will need to have two separate ceremonies.

Seating:
- Student seating will be spaced out, 6 feet apart, across the Chester Academy front lawn. Students will receive a map of where their seat will be located in advance of the ceremony. Parent seating will be in the parking lot located in the front of the Chester Academy. Each pair of seats will be spaced 6 feet apart. Due to the social distancing guidelines and two-ticket maximum, we do not anticipate any issues with viewing the ceremony. All seats will be good seats. Programs will be placed on your seat and your chair will be labeled.

Contact Information for Tracing/ Health Screening:
- Prior to the graduation ceremony, guests will have received a form that asks for your full name, address, email and phone number for use in potential contact tracing efforts, if necessary. Additionally, guests will need to complete a health screening and have their temperature taken not to exceed 100.4 degrees Fahrenheit. Any guest that fails the health screening will be denied entry into the ceremony.

Arrival:
- Please arrive no earlier than thirty minutes prior to your selected ceremony. Approximately ten minutes prior to the ceremony, you may exit your car. Students will walk towards the right of the building, behind the gym, and meet in the teacher parking lot in their cap and gown. Parents/Guardians will walk the other direction (towards the left where you enter the Academy) around the building and to your
seats. We do not anticipate there being a lot of traffic due to the ticket limitations of this ceremony. All surfaces will be cleaned and disinfected between ceremonies.

Ceremony:
- Once the ceremony begins, we will make every attempt to run as close to a traditional ceremony as possible. We will have our procession, flag salute, national anthem, speeches and pre-recorded musical selections from the Voice Ensemble.

Presentation of Diplomas:
- We understand how important it is for everyone to see their child get their diploma and to snap a great picture, or video, as it is a once in a lifetime experience. This year we will present diplomas in front of the parent seating, directly in front of the guest seating area. Students will process, single file, with six feet between them at all times, around the back of the student seating area. The presentation table will be set up at the edge of the parking lot. As the students name is called, we will also acknowledge any special awards or scholarships that they are receiving. Their actual diploma, as well as any awards, will be in their diploma sleeve and will be placed on the presentation table. The student will pick up their diploma and have a professional photo taken, before heading back to their seat. Any photos taken by our professional photographer will be available for purchase. We will send you information on how to do this after the ceremony. (Instructions on student diploma presentation and procession will be distributed prior to the graduation ceremony. We will not have a graduation rehearsal this year.)

Parent Photo Area:
- During this all important moment of your child receiving their diploma, we plan to take our time with the calling of the names. We will set up a parent photo area so you can get a great picture of your child getting their diploma. You will most likely be 8-10 feet from this happening. The parent photo area will have five boxes, six feet apart, marked with a number. (This will be displayed on a map so you can have a visual prior to the ceremony). As the students are lining up for their diploma, and your child is five students away, please walk up to the back of the parent photo line (spot 5). When your child is receiving their diploma, you will be in spot 1. Please take the picture from the designated photo box and return to your seat. One guest per child may go up to the photo area.
- In addition to our family photo area, we will have a professional photographer taking pictures of the students as they receive their diplomas. Information on ordering professional photographs will be provided as we get closer to the ceremony.

Certification of Graduates:
- We will close out the ceremony by certifying the graduates and we will ask them to move their tassels from the right side to the left side. Remind your child to please not throw their caps in the air as we are attempting to limit anyone coming into contact with someone else's personal items.

Dismissal:
- At the conclusion of the ceremony students will recess out through the crowd and back to the teacher parking lot. From there, graduates will be dismissed to their cars. We ask that parents walk back to their cars the same way they came in, and keep social distance from others as you head to your car. Your child will meet you there. Once everyone has cleared the ceremony area, our staff will begin to clean and prepare for the next ceremony. We apologize for such a formal process during this exciting time and we do appreciate your patience and cooperation.

Other:
- Medical Tent: There will be a medical tent set up in the event anyone requires attention.
- Bathrooms: Portable bathrooms will be set up for use. We will make sure each facility has disinfectant and hand sanitizer.
- Water/ Cooling Tents: We will set up some shady, cooling tents in the event anyone needs to get out of the sun.
As a reminder, please check the NYS Travel Advisory link below if you plan to travel prior to graduation. Additionally, anyone showing any symptoms of COVID-19 should not attend the ceremony. Please contact the Orange County Department of Health if you have any questions regarding COVID-19 or are looking to get tested.


Parents, please be sure that your son or daughter dresses appropriately for this formal occasion. Gentlemen must wear slacks (no jeans), shoes (no sneakers, slippers or flip flops) and a shirt with a collar, ties are optional. Ladies may wear slacks, a skirt and blouse or a dress and appropriate shoes (no sneakers, slippers or flip flops). Students who do not follow this dress code may be prohibited from participating in graduation.

Graduation is an important event in the lives of students and families. Therefore, it is expected that Seniors follow all school rules for the remainder of the year and at the graduation ceremony. Any student who violates the Code of Conduct may not be allowed to participate in the ceremony. We sincerely hope that graduation will be a joyous event that you will fondly remember for years to come.

Congratulations to our graduates and their families on the successful culmination to their school career in the Chester Union Free School District!

Thank you for all of your support during this unprecedented time of planning this graduation! I look forward to seeing you there.

Respectfully,

John Flanagan
Chester Academy Principal