

*Hi all! As you know, due to the COVID-19 pandemic and the stay at home orders, the Red Clay Center Groves will be having our first ever virtual graduation! To personalize and make this as special as we can, we will need your help to coordinate things. This kind of a graduation is a first for all of us, which makes the Class of 2020 **very, very special**. Each of you have completed your studies or are very close to completing them and you have so much to be proud of.*

It's very important that you read the following and be very responsive to us when we request information and to be prompt for any appointment times. We are not at the school regularly and when we are, it is specially approved and planned to make this event a reality for each of you!!

-Ms. T and the Groves staff

A couple of rules to consider as we move forward with our plans:

- Staff are working from home and have limited hours at the school. Do not come to the school without an appointment. If someone tells you to come to the school and you don't have an appointment, you have been told in error.
- Appointment times - these will be set per student. It is very important we stay on schedule as we have to allow time for each graduate to come to the school, get things accomplished, leave, and sanitize after each graduate.
- Graduates will not have access to restroom facilities. Pictures will all be outside, and in the case of rain, they will be taken directly inside of the front entrance.
- ALWAYS wear a mask to the school. For any pictures, you will remove the mask, but otherwise, you are required to wear a mask.
- Social distancing of 6 feet will be practiced at all times.
- Please do not bring any friends, children or family members with you when you come to your appointment. We need to make things as quick as possible and we don't want anyone to be unnecessarily exposed. You can take family pictures at home and submit them to:

Ms. Tetrick - kellie.tetrick@redclay.k12.de.us

Important Dates and Details At a Glance

- **May 28th @ 2:00 PM** - OAASIS scholarships are due
 - Be sure to be very clear with the “goal” statement and how it will be a benefit to your community.
 - Personal Statement
 - Personal Finances - \$0 if you have no money to put toward your education.
 - Contact Mr. Robinson - ron.robinson@redclay.k12.de.us
- **Week of June 1st:** Graduation box pick up and pictures at the school. (Must pay graduation fees and come camera ready!)
- **June 12th:** Last date for all school work and personal pictures/videos for graduation.
- **June 23rd:** Graduation video will be streamed. More details to come.

Things we need from YOU:

- Your height for graduation gown
- Pictures taken at the school and home
- How you want your name on your diploma.
 - First and Last
 - First Middle and Last
 - First, Middle Initial and Last
 - (must be your legal name)
- Any food allergies
- Date and time you are available for an appointment to pick-up your graduation box and take pictures.

Graduation Box Pick-Up, Pictures and Due Dates

Week of June 1st - AM and PM times. This is when we are going to have pick up for graduation boxes which will include your cap and gown, a tee-shirt, your diploma cover, keepsake pen, etc.

Appointments - I will be signing you up for appointments with specific days and times. Many of you have made your appointments, if you haven't, please do so asap.

- **The box WILL NOT contain your diploma.** After June 22nd, we will mail your diploma and a final transcript to you or we can make an appointment for you to pick it up at the school. The diplomas have to be ordered closer to graduation and won't be available by the week of June the 1st.
- **This is NOT graduation, so it is not necessary to bring family or friends.**
 - Park in the lane directly in front of the school and put on your emergency lights.
 - Come to the front of the building and if we are not there waiting on you, ring the bell. We will be out.
 - In the evenings, please do not turn around or drive through the student parking lot, we will be having drivers education exams at that time.

Payment - To pick up your graduation materials, you must pay your graduation fees of \$45.00.

- Mrs. Hantzopoulos may have already contacted you to pay your graduation fees of \$45.00. We have a record of who has paid and who has not.
- You must pay your graduation fee to pick up your box Please do so as soon as possible.
- At the pick up, you must pay by cash or money order. You cannot pay with a card at the school.

- Credit - **will not be processed at the pick-up.** If you want to pay via credit card call Ms. Farrell @ 302.503.0224
 - Monday-Friday, 9:00 AM to 5:00 PM (Please remember we are mostly working from home, but during the work day Ms. Farrell is sometimes at the school. If you call and she is enroute, she will call you back.)
 - Do not call the school phone to pay via credit card - we are not there.

If you are experiencing a hardship, please contact a teacher, Ms. Tetrick or Mr. Robinson - we will work with you. We don't want paying fees to prohibit anyone from graduating.

Come CAMERA READY - we will be taking pictures! This is our chance to get pictures of YOU in your cap and gown. You will want to have your hair fixed, wear special shoes, wear a special outfit, whatever you want. **You will not have access to the bathroom, so keep this in mind.**

Additionally, per the rules, please do not bring friends, children or family with you. Take those pictures at home and submit them by June 12th.

- We will get pictures/videos of you doing the following:
 - General picture in your cap and gown
 - Picture with you if you have won any awards
 - Video of you turning your tassel
 - Video of you throwing your cap
 - Video of you stating what it means to get your diploma and any thanks to friends, family, or teachers (optional)

CAKE! Who doesn't love CAKE?!?

- The district is working with local bakeries to offer a graduation cake to EACH graduate! In addition to your graduation box, at your appointment, we will give you your graduation cake!
- Please let us know if you have any food allergies!
- The number of cakes ordered will be based off the confirmed appointments.

Books and Chromebooks

- If you are finished with books and chromebooks turn them in at this time.
- If you need books and chromebooks longer, we will set up an appointment for you to turn them in. We will not send your diploma to you if you have not turned in your books or chromebook.

June 12th - DUE DATE for all completed school work

- ***If you do not have your schoolwork submitted by this day, you will not be included in the graduation. We need to give the district time to create the video, so this is a HARD date.***

June 12th - DUE Date for all pictures, videos, etc. to be considered for the graduation video.

- If you would like to take more pictures/short videos of you in your cap and gown at home, they must be emailed to Ms. Tetrick by June 12th. Not all of the videos or pictures you submit may make it into the final video, but we want the video producers to have as many choices to personalize the video as much as possible.
- Remember, email to Ms. Tetrick - kellie.tetrick@redclay.k12.de.us

CEA3 papers have a different due date which the teacher shares with those specific students.

June 23rd - Premier of our first ever Groves Class of 2020 Graduation Video!

- More info on times and ways to view it will be available later. This needs to be worked out with the district.