

REGALIA PICK UP, Class of 2021



Cap & Gown Pickup Date: May 13, 2021

- 10:00am-3:00pm (Pickup is by last names only)
 - A-C: 10-11:15am
 - D-G: 11:15-12:30 pm
 - H-L: 12:30-1:45 pm
 - M-P: 1:45-2:00 pm
 - R-T: 2:00-2:15 pm
 - W-Z: 2:15-2:30 pm
 - PLEASE WEAR A WHITE SHIRT/BLOUSE WITH A **COLLAR!**
- Students will pick up graduation regalia and instructions for **GRADUATION DAY.**
 - Cap & Gown must be picked up by all students.
 - Gown will be pre-ironed and hung on a hanger by last name, students must put on cap & gown in order to have their photo taken. **MAKE SURE YOU HAIR IS DONE IN A WAY THE CAP WILL FIT YOU!!**
 - No parents/guardians will be allowed inside the building while cap & gowns are distributed nor while photos are taken.
 - Again, Students will need to wear a white shirt/blouse **with a collar.**
- Students enter East Technical High School through the back doors located by the gymnasium. Señor Montoya will have a list of all students names alphabetically and will direct students when to enter the building.
- Students will have two (2) stations for check-in upon entering the building.
- 1st station- signature sheet for receiving cap & gown, and electronic devices drop off (laptops and hot spots with cords).
- 2nd station- students will obtain cap & gown, put on cap & gown and wait to be directed inside of the auditorium or gymnasium for a picture to be taken in their cap & gown. An order form will be provided if you decide to purchase a Photo Package **after viewing your proofs online.**

Cap & Gown Pictures:

- Students are not permitted to have any family/friends inside the building during photographs.
- East Technical High School administrators and staff will follow the rules of social distancing and the guidelines set by the Ohio Department of Education and the CDC.
- **As stated, proofs will be displayed online if you decide to order picture package(s).**

Commencement/Graduation Date: May 20, 2021

- Location: The Word Church Complex
18909 South Miles Road. 44128

All graduates will meet in the parking lot (in their family's vehicle).

- ONLY ONE VEHICLE will be permitted to enter the parking lot. One vehicle per graduate with 5 family members maximum. This includes all human life form.
- Family vehicles with the graduate on the passenger side front seat will begin to line up at 6:00 p.m.

Five step process:

- Line up of vehicles.
 - Top 10 and then graduates alphabetically. You will be provided with a number on Regalia Pick Up day.
 - Processional into the building will begin at 7 p.m. with the Valedictorian, Salutatorian and #3 graduate and their' families and so on.
 - In order to adhere to social distancing guidelines, guests and graduates must remain in the designated area in the facility (these areas will be marked Graduates and Families). Graduates will receive their diploma.
 - Exit the facility and parking lot.
- Please do not get out of your vehicle to congregate and socialize with other graduates while waiting. WE DO NOT WANT TO BE RECORDED AS FAILING TO ADHERE TO CDC SOCIAL DISTANCING GUIDELINES.

Once Inside the Building Expectations:

- Families will report to door 1 of the sanctuary.
- Graduates will report to door 2 of the sanctuary

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- Families will stand and stay in their assigned area.
- Graduates will hear their name, walk on stage, take a photo with both principals (a professional photographer has been hired), walk off stage, receive their goody bag and leave the facility.
- Families will shift and move accordingly as the next name is being called.
- When the family has left the facility and parking lot, the next graduate and their family will be signalled to enter. WE MUST MAINTAIN order so that only 3 families are in the facility at one time.
- We will continue this process until all families and graduates have entered, left the facility and exited the parking lot.

During the presentation of diplomas:

- A greeting/message from Dr. Taylor will be playing
- A greeting/message from Mrs. James will be playing
- Pomp and circumstance will be playing
- Senior counsellor will conduct roll call
- Administrative assistants (clerical) will be disseminating goody bags
- Word Church ushers will be monitoring flow inside
- Parking ministry will be monitoring and controlling flow outside

*All staff members and CMSD employees wishing to attend will park in front of the “Fire Side” doors. They will enter the facility through the fire side doors and be seated in the sanctuary in the staff assigned area.

For any questions please email:

William.Montoya@clevelandmetroschools.org

***Modes of Communication:**

- IVR messaging to students and families, TEAMS, SCHOOLOGY, AND CMSDK12.ORG email system will be used leading up to the date of cap & gown pick up for reminders and communication

