

# MADISON SCHOOL DISTRICT

3498 Treat Hwy. • Adrian, MI 49221 • (517)263-0741 • Fax (517)265-5635

August 3, 2020

**Nicholas A.  
Steinmetz**  
Superintendent

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**Kristin E.  
Thomas**  
High School  
Principal

**Nicholaus P.  
Whiteley**  
Assistant High  
School Principal

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**Brad G.  
Anschuetz**  
Middle School  
Principal

**Mindy A. Jordan**  
Assistant Middle  
School Principal

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**Nathan T.  
Pechaitis**  
Upper Elementary  
Principal

**Abby L. Miller**  
Early Elementary  
Principal

**Eric M. Frederick**  
Intervention  
Specialist

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Class of 2020 Graduates and Families,

The big week has finally arrived...I trust you are looking forward to Commencement Exercises this Friday evening, August 7<sup>th</sup>, 2020!

Given the current Executive Orders in place in the State of Michigan, we will be holding a drive-in Commencement Ceremony. As I stated in my earlier communication, we are working hard to provide the same components of a traditional Madison Graduation and are confident that we can celebrate the Class of 2020 in a special and meaningful way!

Listed below are specific details and instructions for both graduates and their families. Please know that we are working with Vision Performance Group to provide a ceremony that can accommodate everyone. Each graduate can have up to two (2) carloads of friends & family present at the ceremony. The car containing the graduate will be parked in the front rows closest to the stage area. All sound for the ceremony will come through your car radio. The FM radio station will be communicated to families when they arrive in the parking lot. A large screen will project the ceremony to ensure that those in attendance can see the podium, the speakers presenting, and the presentation of diplomas. For those not in attendance, the event will be live-streamed and recorded. The link for the live stream will be shared prior to the ceremony on the District Website, HS Facebook & Twitter Pages, as well as the Class of 2020 FB Page. If you have any questions, please contact me directly and I will do my best to respond in a timely manner.

#### Pre-Ceremony Instructions

- The program for the Drive-In Ceremony will not require a rehearsal. Students who will be speaking during the ceremony have already received instructions regarding their portion of the program.
- Dress Code is relaxed to account for the venue and August temperatures (*with that said, it looks best in photographs if gentlemen wear a collared shirt*). Gowns cannot be altered in any way, however, members of the Class of 2020 have been given special permission to decorate their caps. (No profanity or offensive content will be tolerated)!
- The car containing a graduate who is in his/her Cap & Gown will be parked in the rows closest to the "stage" area. All other vehicles will be parked by a staff volunteer in spaces designated for visitors. In order to get everyone in safely and efficiently, all parking spots will be assigned to vehicles when they arrive.
- **The parking lot will open at 6:30pm and we are asking all graduates to arrive no later than 7pm.** If you are speaking during the ceremony, please communicate that to the parking lot attendants when you pull in.
- To ensure a safe environment for those walking to/from the stage, no vehicles will be permitted to leave the parking lot once the ceremony begins.

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## Ceremony Instructions

- All graduates and family members will remain in the car until called to the podium.
- Students will be dismissed from their vehicles for the distribution of diplomas from either the podium or from a parking lot attendant.
- Two parents may leave their vehicle(s) to come up to the designated area to watch their student receive their diploma and snap a quick picture.
- A professional photographer will be taking photographs throughout the ceremony and will capture each graduate receiving his/her diploma. The link to the photo gallery will be shared with all graduates.
- Anytime students are outside of their car, they are required to wear a mask.
- When graduates are dismissed from their vehicle to receive their diploma, they will report to a table staffed by school volunteers who will give students a name card. Graduates will proceed to a line to receive their diploma and will give their name card to either Mrs. Thomas or Mr. Whiteley to announce.
- Board President, Mrs. Julie Ramos, will present diplomas. Once a graduate's name has been announced and they have received their diploma cover, they will proceed past the stage area to pick up their appreciation flowers and diploma.
- Students and parents need to return to their vehicles as efficiently as possible.
- Once all graduates have received their diplomas, Mrs. Thomas will give instructions for graduates to exit their vehicles for the traditional moving of the tassel and hat toss.

## Post-Ceremony Instructions

- Cars will be dismissed from the parking lot in an orderly manner. A parking lot attendant will facilitate cars leaving the ceremony.
- There are to be no pictures taken on campus after the ceremony.
- Please be respectful to our parking attendants as they are volunteering their time to help ensure we can have a great ceremony. Your patience is appreciated, as we have only one entrance/exit in/out of our parking lot.
- Graduates who do not attend the ceremony, may pick up their diploma in the High School Office beginning Monday, August 10<sup>th</sup>.

It is important to note that while the current weather forecast looks good, the drive-in event will take place, rain or shine! In the event of inclement weather, speeches and presentations will be captured in a recording studio at a separate time to be included in the final recording of graduation. If it is raining, we will distribute diplomas only.

If you have a question that I have not addressed in the letter above, please contact me via email at [Kristin.thomas@madisonk12](mailto:Kristin.thomas@madisonk12) or via phone at 517-263-0742 ext 154.

Looking forward to Friday,  
Kristin Thomas