



DRAFT

Graduation Proposal

Okkodo High School
Class of 2020

Concept

Two-Part Graduation:

- "Drive Through Grad and Go" – Diploma Pickup
- "Drive-In" – Graduation Ceremony Screening

Part I: "Drive Through Grad and Go"

- **Location:** Okkodo High School Freshmen Courtyard
- **Dates:** June 2-3, 2020***
- **Plan:** Diploma Pick Up with Close Family, Picture Taking, and Filming

OVERVIEW

Specific details to follow in the coming slides.

Part II: "Drive In" Graduation Screening

- **Location:** Guam International Raceway in Yigo***
- **Dates:** On or After June 12, 2020
- **Plan:** Park to watch the Graduation Ceremony Video with fireworks display after

***Location proposed due to the ample parking space and for possible fireworks.

OVERVIEW

Specific details to follow in the coming slides.

OVERVIEW

- Part I "Drive Through Grad & Go" is needed to **film, photograph, and distribute the diploma** to the graduates.
- Part II "Drive In" Graduation Screening is needed to **view all recordings**. Recordings will include all pre-recorded speeches and the compilation of receiving of diplomas.

Logistics Plan for "Drive-Through Grad and Go"



Okkodo High School

Logistics Plan for “Drive Through Grad and Go”

This plan will be broken down and discussed in three sections:

- Scheduling
- Line Formation
- Filming/Diploma Receiving

SCHEDULING

OPTION 1

2 days for the Graduation Ceremony

Dates: June 2-3, 2020

Time: 8AM – 2PM

For each day, **150 students** will be filmed, photographed, and given their diploma.

OPTION 2

1 day for the Graduation Ceremony

Dates: June 2, 2020

Time: 8AM – 2PM

All 300+ students will be filmed, photographed, and given their diploma.

Day 2 for graduates not participating in the ceremony to pick up diplomas.

THIS IS DEPENDENT ON THE NUMBER OF GRADUATES PARTICIPATING IN THE DRIVE-THRU GRAD AND GO

SCHEDULING

Pre-recorded speeches will not be shown during the Drive Through Grab & Go days.

This will take up more time.

The display of pre-recorded speeches will be on Part II.

Top 10, SBA, and Student Council Officers will be recognized in the graduation video and special arrangements will be for the graduation screening only.

SCHEDULING

Student scheduling will be arranged by alphabetical order. However, numbers will be used instead for faster organization.

OPTION 1

DAY #1

JUNE 2, 2020

Students:

#001 - #150

DAY #2

JUNE 3, 2020

Students:

#151 - #300

OPTION 2

DAY #1

JUNE 2, 2020

Students:

#001 - #300

THIS IS DEPENDENT ON THE NUMBER OF GRADUATES PARTICIPATING IN THE DRIVE-THRU GRAD AND GO

SCHEDULING

Each day will be broken up into Groups: - Day #1:

Group #1 #001-030	Group #2 #031-060	Group #3 #061-090	Group #4 #091-120	Group #5 #0121-150	Group #6
Arrival Time: 7:30 A.M.	Arrival Time: 8:30 A.M.	Arrival Time: 9:30 A.M.	Arrival Time: 10:30 A.M.	Arrival Time: 11:30 A.M.	Any student from #001-100 who missed their time.
Diploma Distribution: 8AM – 9AM	Diploma Distribution: 9AM – 10AM	Diploma Distribution: 10AM – 11AM	Diploma Distribution: 11AM – 12PM	Diploma Distribution: 12PM – 1PM	Diploma Distribution: 1PM – 1:30PM

OPTION 1 - DAY 1

THIS IS DEPENDENT ON THE NUMBER OF GRADUATES PARTICIPATING IN THE DRIVE-THRU GRAD AND GO

SCHEDULING

Day #2

Group #1 #151-180	Group #2 #181-210	Group #3 #211-240	Group #4 #241-270	Group #5 #271-300	Group #6
Arrival Time: 7:30 A.M.	Arrival Time: 8:30 A.M.	Arrival Time: 9:30 A.M.	Arrival Time: 10:30 A.M.	Arrival Time: 11:30 A.M.	Any student from #001-100 who missed their time.
Diploma Distribution: 8AM – 9AM	Diploma Distribution: 9AM – 10AM	Diploma Distribution: 10AM – 11AM	Diploma Distribution: 11AM – 12PM	Diploma Distribution: 12PM – 1PM	Diploma Distribution: 1PM – 1:30PM

OPTION 1 - DAY 2

THIS IS DEPENDENT ON THE NUMBER OF GRADUATES PARTICIPATING IN THE DRIVE-THRU GRAD AND GO

SCHEDULING

OPTION 2 – Day #1:

Group #1 #001-060	Group #2 #061-120	Group #3 #121-180	Group #4 #181-240	Group #5 #241-300	Group #6
Arrival Time: 7:30 A.M.	Arrival Time: 8:30 A.M.	Arrival Time: 9:30 A.M.	Arrival Time: 10:30 A.M.	Arrival Time: 11:30 A.M.	Any student from #001-100 who missed their time.
Diploma Distribution: 8AM – 9AM	Diploma Distribution: 9AM – 10AM	Diploma Distribution: 10AM – 11AM	Diploma Distribution: 11AM – 12PM	Diploma Distribution: 12PM – 1PM	Diploma Distribution: 1PM – 1:30PM

OPTION 2 – Day #1

THIS IS DEPENDENT ON THE NUMBER OF GRADUATES PARTICIPATING IN THE DRIVE-THRU GRAD AND GO

SCHEDULING

- Students will be notified ahead of time of their **Assigned Date, NUMBER, and GROUP.**
- Students will place the Vehicle Pass on the dashboard of their car.
- Students will submit the Diploma Pick Up ticket to the counseling table. (Will be discussed in a later slide)

INFO CARD

#045 CRUZ, JOHN

DATE: **JUNE 1, 2020**
GROUP: **3**
ARRIVAL TIME: **9:30 AM**

VEHICLE PASS

#045

DISCLAIMER: This pass must be displayed on a vehicle for entry to the Okkodo High School graduation grounds. Only one (1) pass per vehicle per graduate. Graduate must be riding in this vehicle. In order to avoid traffic build up, graduate SHOULD NOT be the driver. Vehicles should not contain any items prohibited on a school campus. Graduates may be dismissed if any prohibited items are used or found in the vehicle.

DIPLOMA PICK UP

#045

Submit to the Counseling Table to retrieve your diploma.

NAME ANNOUNCEMENT

John S. Cruz

Submit to the announce to read your name.

LINE FORMATION

School gates will open at 7:00 A.M.

Admin, faculty, staff, and all others assisting with the graduation are expected to arrive before 7:30 AM. Parking will be in the middle rows of student parking lot.

Families who arrive earlier than 7:30 A.M. may begin the formation by the administration parking stalls.

Vehicles from other groups will be told to park in the faculty parking lot (Waiting Lot) if they arrive earlier than their assigned time.



LINE FORMATION

Six (6) School Personnel are needed for the flow of traffic

1 - Member positioned at the entrance to the school to monitor Vehicle Passes and check off the numbers who have entered

3 - Members to assist with the flow

2 - Members to direct the vehicles near the Assembly Area

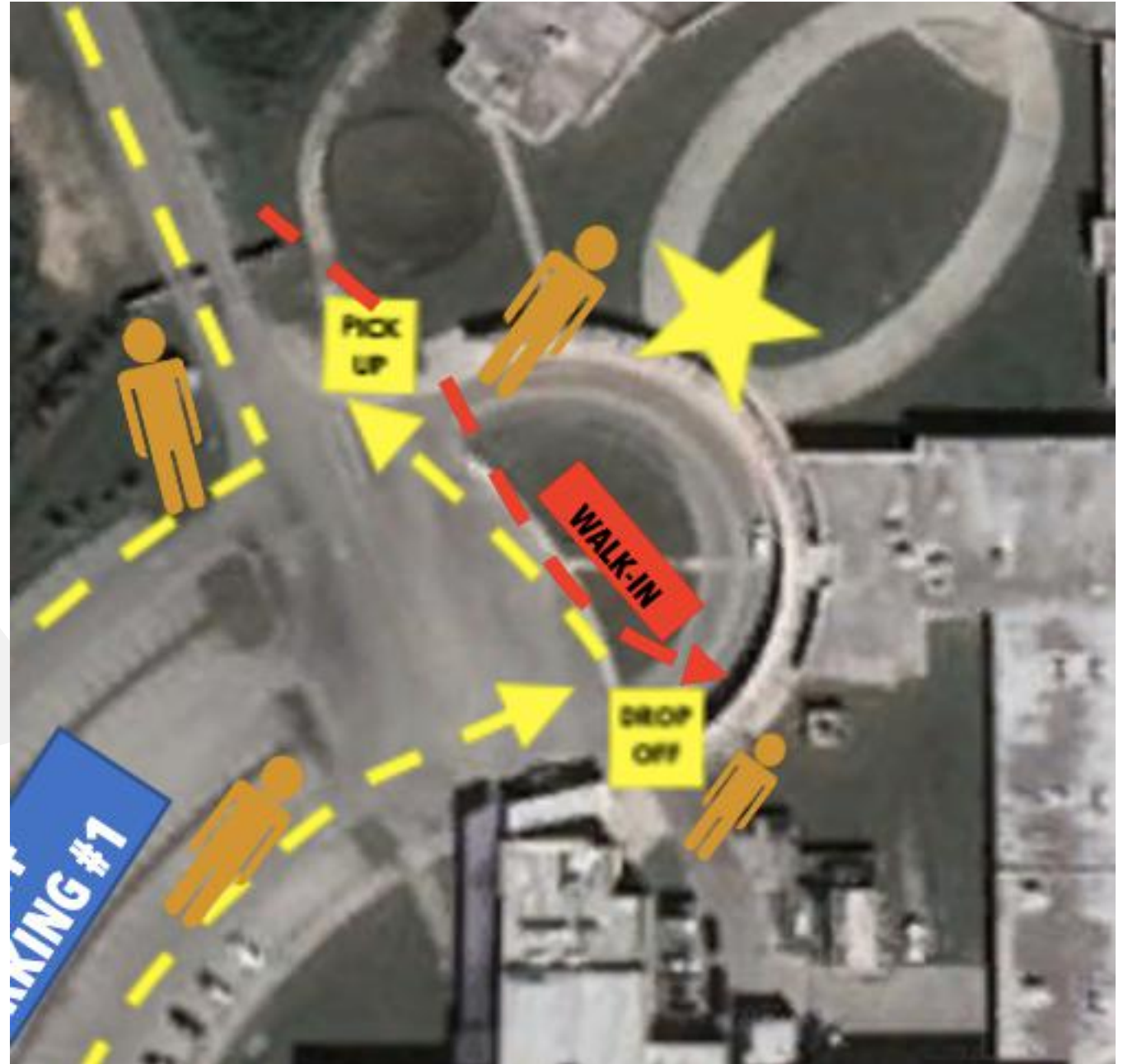


SPECIAL CONSIDERATIONS

Students who live by the school and students unable to ride in a vehicle may utilize the pedestrian entrance gate.

Students who do not have a driver and must drive themselves to the ceremony, will park outside the gate and utilize the pedestrian entrance gate.

Students who walk-in, will utilize the sidewalks across the bus depot. Students will wait on the benches until their turn.





ENTER

STOP

WALK IN

STOP OFF

STAFF
PARKING #1

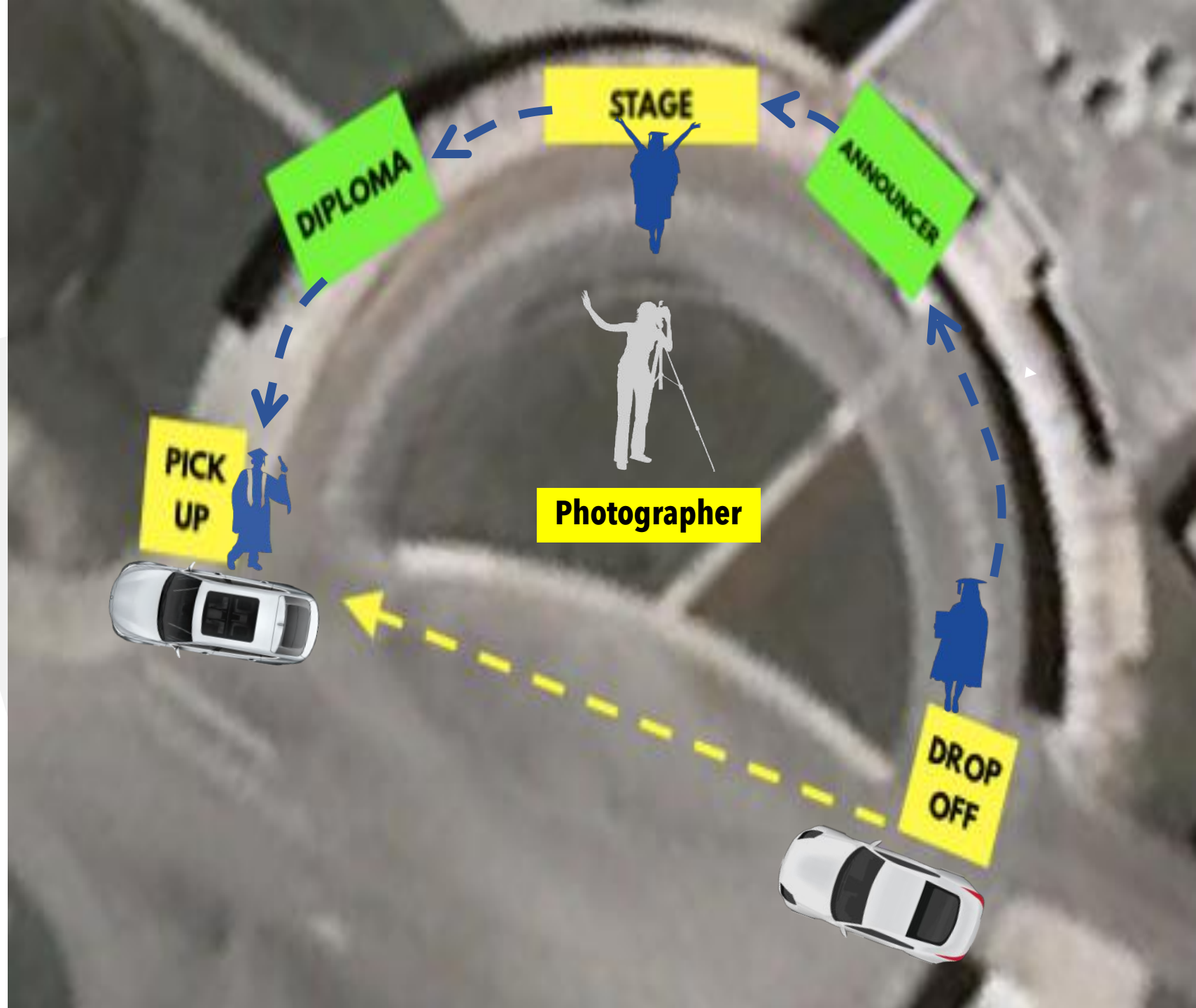
Okkodo High School

WAITING LOT

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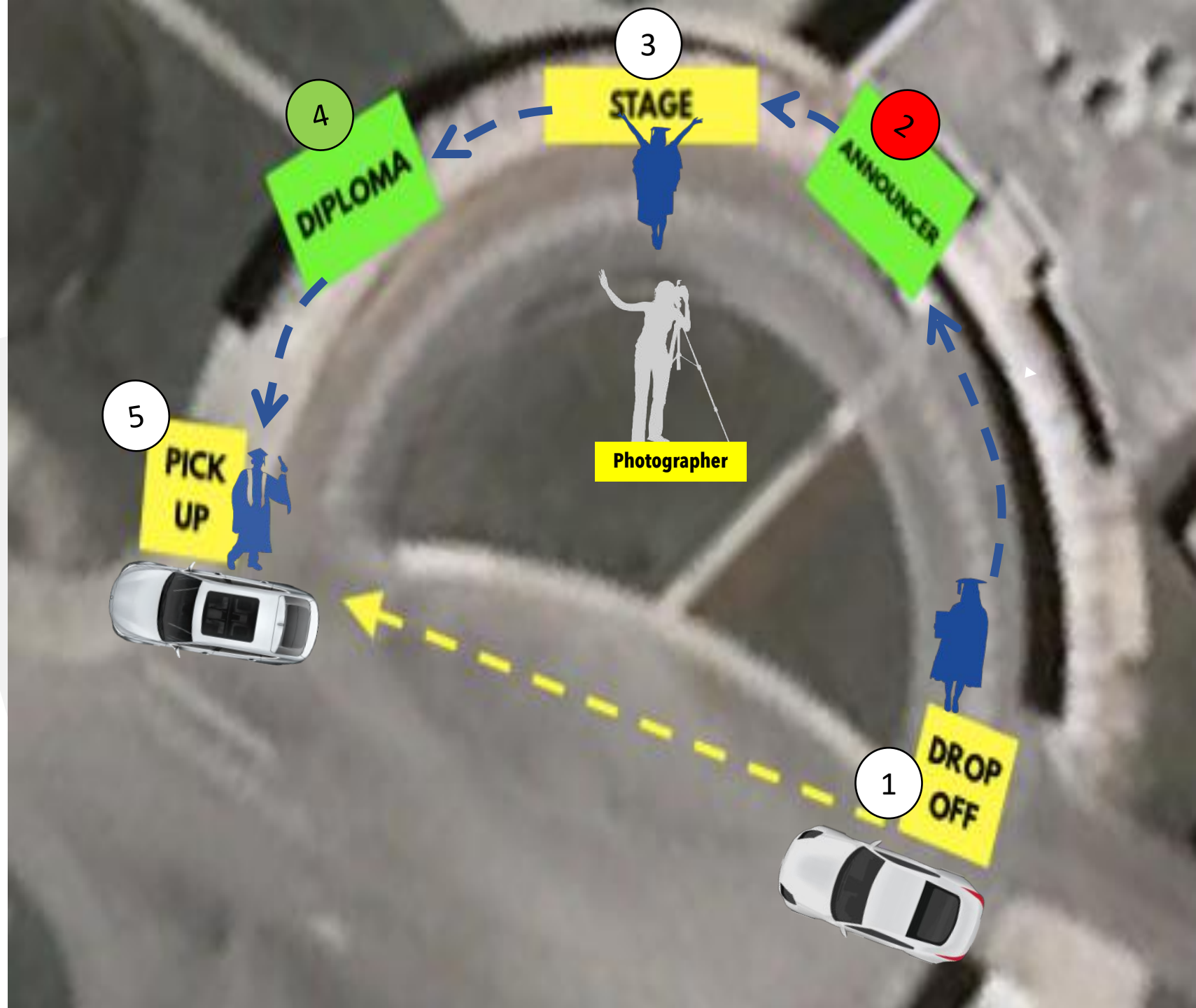
Image © 2020 CNES / Airbus

Filming/ Diploma Receiving



#1 Drop Off

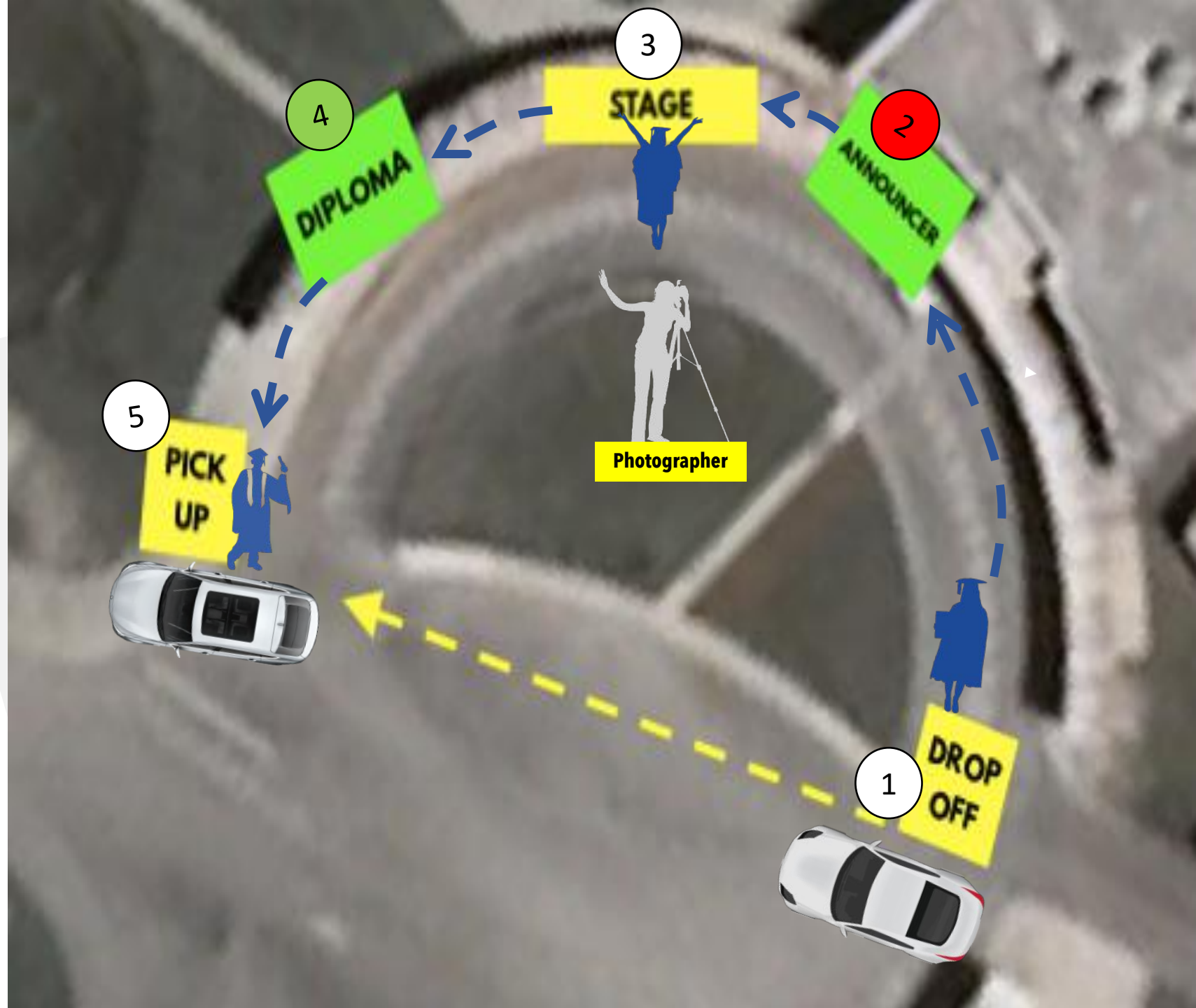
1. Student gets out of the vehicle
2. Student must have the two cards:
Name Announcement Card and
Diploma Pick Up Card
3. Staff member will remind student of the two cards
4. Student will line up towards the announcer
5. Driver must remain in vehicle and follow the flow of traffic



#2 Announcer

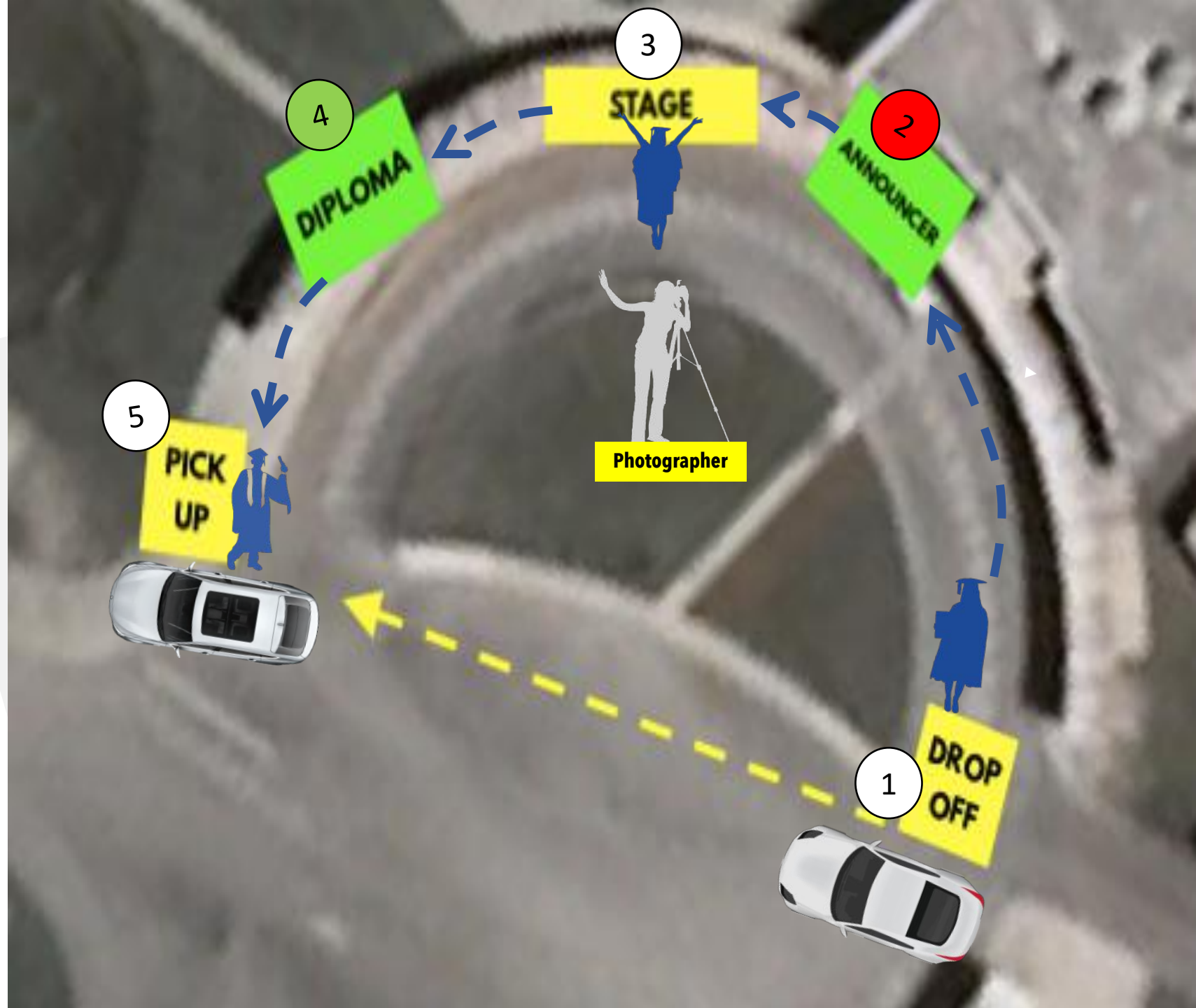
1. Student will give the **Name Announcement Card** to the Announcer.
2. After giving the card, student will walk towards the stairs.
3. Announcer will read the student's name. Then, student will walk on stage.

Driver is to remain in the vehicle and continue to follow the flow of traffic. Driver is advised not to use a cell phone, camera, or any recording device while in the vehicle.



#3 Stage

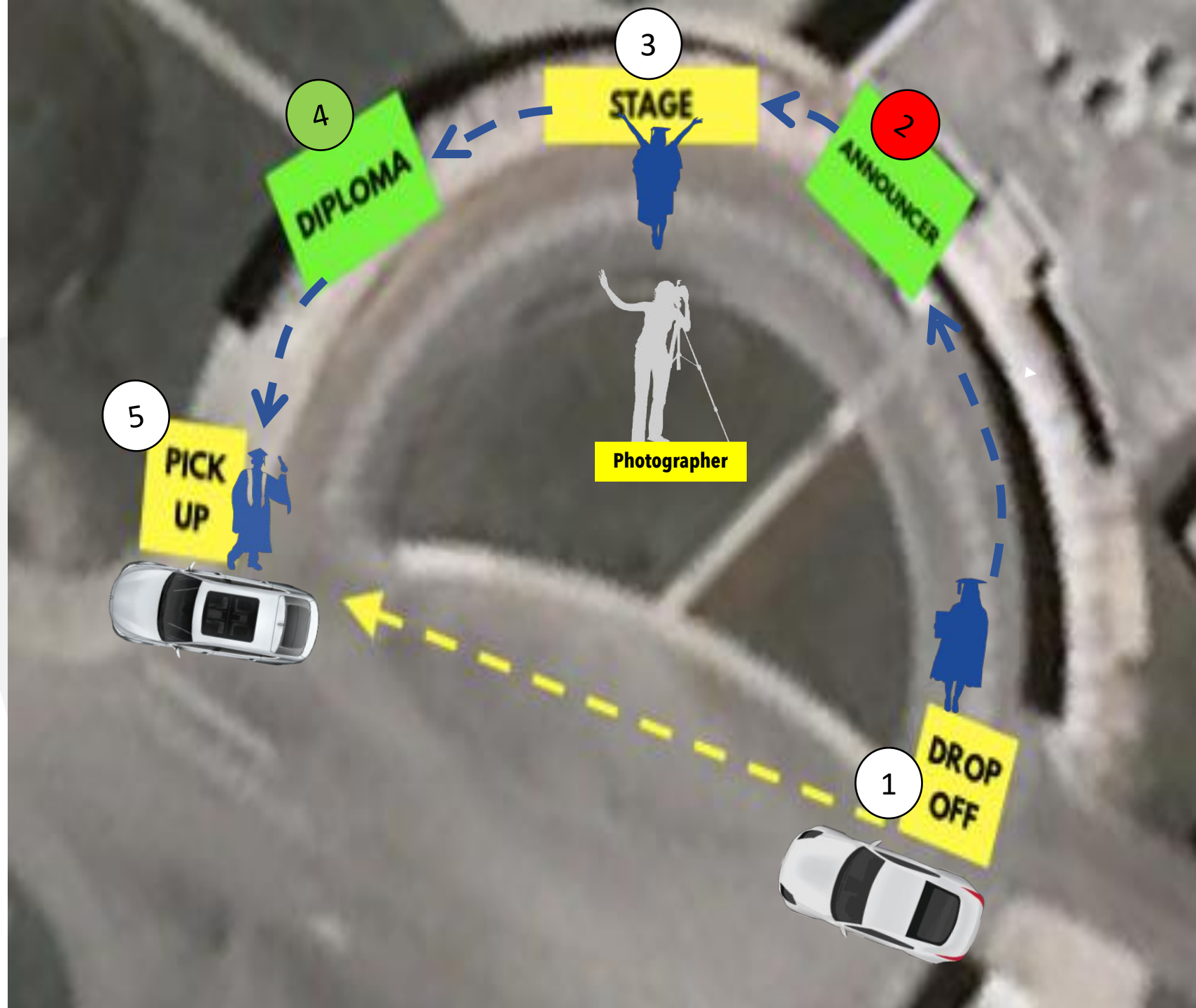
1. When the student hears his/her name read, student will walk on stage.
2. Student will receive the diploma cover from Administrator or other personnel. Diploma cover will be empty. Students are not to open the diploma cover.
3. Student will pose for the picture in front of the photographer. Student will also turn his/her tassel.



#3 Stage

4. Student will walk off stage and return diploma jacket to school personnel standing by to receive and disinfect the diploma cover.

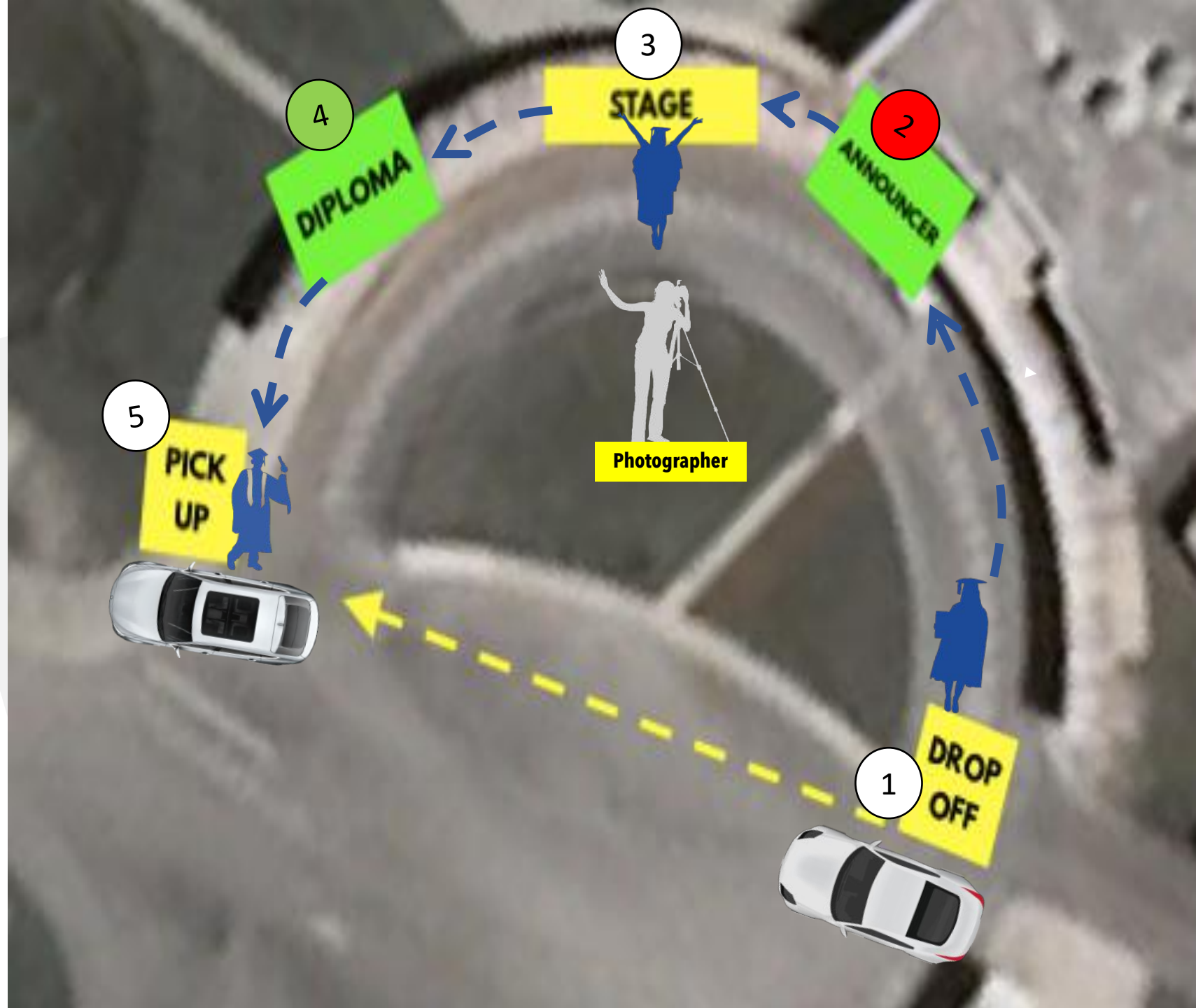
Driver is to remain in the vehicle and continue to follow the flow of traffic. Driver is advised not to use a cell phone, camera, or any recording device while in the vehicle.



#4 Diploma

1. After the student walks off stage and returns the diploma cover, student will walk toward the diploma area.
2. Student will turn in his/her **Diploma Pick Up Card** to receive his/her diploma. Diplomas will be numbered beforehand. Numbers will match the student name. Counselor and student will verify before leaving.
3. Counselors may also decide to give the student's cumulative folder.

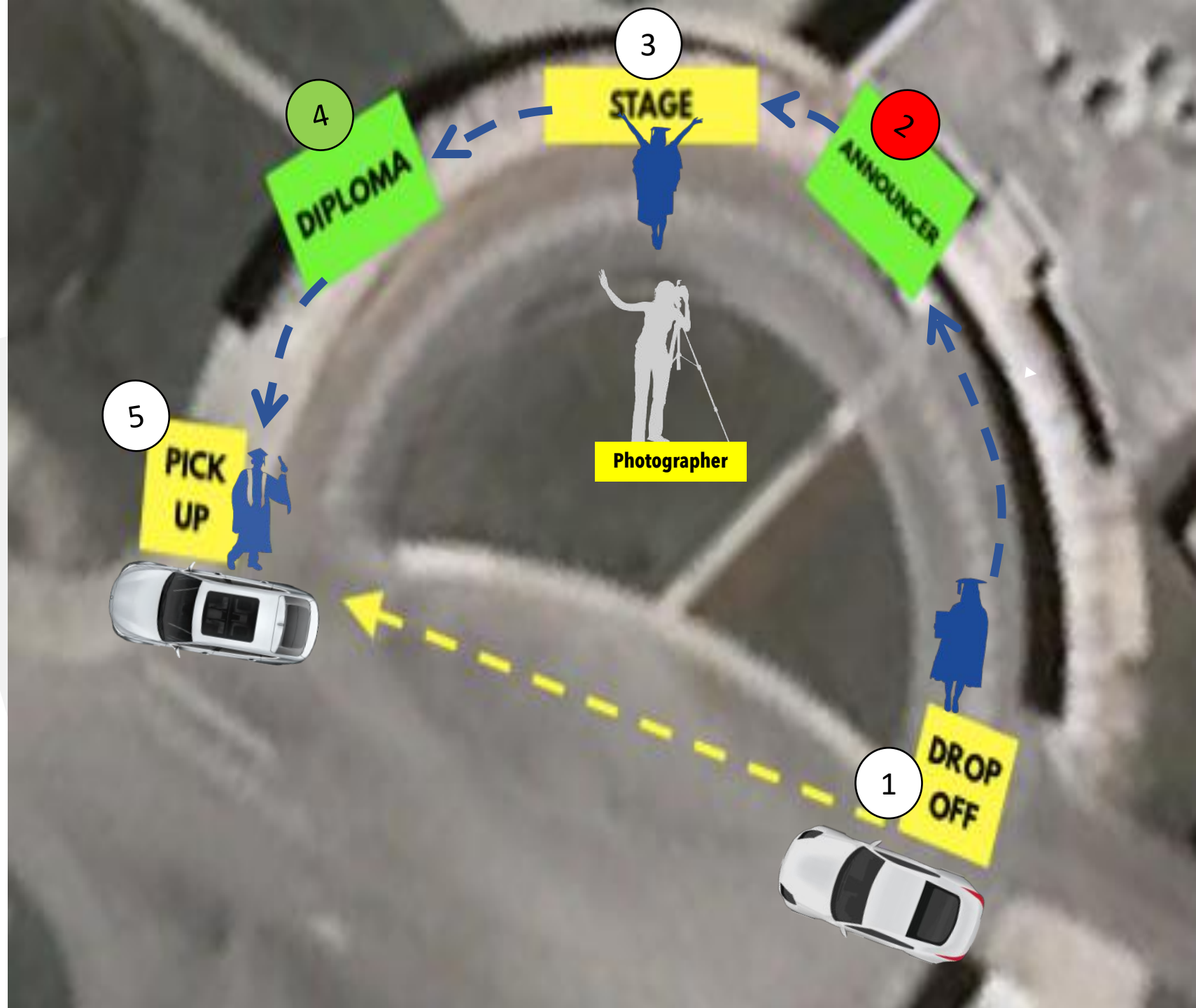
Driver is to remain in the vehicle and continue to follow the flow of traffic. Driver is advised not to use a cell phone, camera, or any recording device while in the vehicle.



#5 Pick Up

1. After the student receives he diploma, student will walk to the Pick Up area.
2. Student will enter the vehicle and exit the campus.
3. Students are not allowed to remain on campus due to the ongoing traffic

Driver is to remain in the vehicle and continue to follow the flow of traffic. Driver is advised not to use a cell phone, camera, or any recording device while in the vehicle.



GRADUATION ATTIRE

Students must adhere to the graduation attire.

Students are not permitted to wear any leis, sashes, etc. that are not from a school organization.

Families are **STRONGLY DISCOURAGED** to bring Leis, mwar mwars, floaters, and other forms of congratulatory gifts to be worn by the student.

Families will not be given the opportunity to present leis, mwar mwars, and other congratulatory gifts to the student. Families are **ENCOURAGED** to present such gifts after leaving the campus.

SUPPLIES AND EQUIPMENT NEEDED

5 – Pop-Up Tents (3 needed; 2 spare in case)

1 – Sound System

1 – Stage (with decorations?)

3 – Tables (Diploma Table, Backstage, Announcer)

Signs throughout the campus

Drive-In: Graduation Screening



Logistics Plan for “Drive In Graduation Screening”

This plan will be broken down and discussed in two sections:

- Graduation Video
- Line Formation/Parking

Graduation Video

The Graduation Video will feature:

- Principal's Message
- Top 10 Announcement
- Salutatorian Introduction and Address
- Valedictorian Introduction and Address
- Acceptance and Conferral from Superintendent
- Roll Call
- Class President Address
- Senior Video
- List of Graduate Names (Rolling like End Credits)
- Acknowledgement (Rolling like End Credits)

Graduation Video

At the Raceway

Video will be displayed on a large LED screen.

Video will begin at 4:45 P.M.

All graduates will watch from their vehicle.

Fireworks display to commence at 7:00 P.M.

This will be a zero-waste event. No trash will be discarded at the Drive-In grounds. All items brought to the site must remain in the vehicle.

Graduation Video

Streaming

For the students' families unable to attend the Drive-In, the graduation video will also premiere on YouTube and Facebook at the 4:45 P.M.

Line Formation/ Parking

- **Gates will open at 4PM.** Only 1 gate will be opened for entrance.
- Personnel will check for **Vehicle Pass.**
- Vehicles will drive toward the Screening location and will be directed to a parking stall. The order will be based on time of arrival.
- Graduate members from Top 10, Student Council, and SBA will be designated to the **VIP parking** closer to the screen
- Graduates and guests will be instructed to stay in their vehicles. Any guests violating these social distancing measures will be asked to vacate the premises.



Line Formation/ Parking

- After the completion of the event, vehicles will be directed row by row to proceed to the exit.
- Vehicles headed **Southbound** from Route 15 will use the entrance gate.
- Vehicles headed **Northbound** from Route 15 will be directed to turn right and follow the hill to the other exit gate.
- Police and/or Mayor's Office assistance will be requested for traffic control at Route 15.



Supplies, Equipment, and Services

- Portable Restroom (Port-o-potty) Rental
- LED Screen
- Sound System
- Flashlights
- Lighting
- Security Officer Services
- Guam Police Department or Mayor's Office