



## NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428  
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

Dr. Michele Spurgeon Hartzell, Superintendent

Mr. Jeffrey Fox, Business Manager

Mrs. Shelley Allen, Administrative Assistant

May 8, 2020

### Re: North East School District Graduation Plan

Dear North East Families,

As you are aware, the State of Pennsylvania has moved to the COVID-19 Yellow Phase. Within the Yellow Phase, we are prohibited to have gatherings of more than twenty-five people. This being said, all IU5 school districts including Erie, Warren, and Crawford Counties have now moved to virtual graduation ceremonies. This would include the North East School District.

Although this is not the plan we all hoped for, we will do everything we can to continue to honor our graduates. We will be providing individual appointments for your child to have their name called and to walk across the high school auditorium stage. You will be permitted to take their picture. The district will then provide a photographer to take a photograph of your graduate individually and one with his/her parents and/or guardian. We are also going to provide a viewing night, which will be held on Tuesday, June 2, 2020, at the Sunset Drive-in located in Waterford, PA. The ceremony will be simultaneously broadcast for family and friends to watch at home.

The following is an outline of events which was submitted to the local Departments of Health and Enforcement and which was discussed with your senior earlier today (May 8) during a virtual senior meeting. We will be providing additional information at a later date.

### Virtual Graduation - Film Graduates - May 18-19

- Students must sign up for a time slot in Google Docs sent to the graduates
- Students inside the building will be limited to 5 graduates every 15 minutes with 5 minutes in between for disinfecting (3-4 in auditorium with parents at a time)
- Students will arrive and enter through the auditorium entrance with their parent(s) – Must wear a mask
- All individuals will have their temperature taken by the school nurse
- The graduates will be lined up in the auditorium 6 feet apart marked by tape
- The parents will be assigned a spot designated by a cone
- The graduates will walk across the stage
- The graduates will be handed their diploma by an administrator wearing gloves – diplomas will be in the original box as not to contaminate (no actual diploma will be inside the cover)
- Students along with their parents will exit through the north end and go out the doors which will be propped open
- Students will have an opportunity to have a picture taken with their parents
- Families will leave out the east entrance as soon as the pictures are completed (two snapshots)

### Mitigation Control – Filming

- No more than 20 people, including principal, superintendent, Board President, and photographer, custodian, and nurse will be permitted in the staging area
- Everyone is required to wear a mask



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- Two nurses will take temperatures as graduates and parents enter the building
- Administration will wear gloves/masks
- Photographer will wear a mask
- Disinfecting will be done between each small group
- A staff member will monitor outside so that we do not exceed the Tier Yellow recommendations of twenty-five

### Restrooms

- Restrooms will only be available for emergencies only
- Restrooms will be staffed and disinfected after each use

### Drive-in Viewing Ceremony – June 2, 2020

- Limit to one car per family – maybe two if needed for blended families
- Drive-in has a limit of vehicles due to social distancing and the district will follow their guidelines
- No one will be permitted outside of their vehicles during the viewing of the graduation ceremony
- The concession stand will be closed as required by the State
- It is recommended that the parents drive their graduate
- A permission form is required and must be signed by the parent/guardian

### Restrooms at Drive-in

- Restrooms will be available for emergencies only
- If someone needs to use a restroom, they must wear a mask
- The drive-in only allows one person in the restroom at a time
- Restrooms will be staffed and disinfected after each use

### Mitigation Control – Drive-in

- Drive-in will be monitored by Sherriff's Department
- NOTE: If the County reverts back to the Red Phase, the drive-in will be mandated to close and this will be eliminated; however, the ceremony will still be broadcasted virtually.

Again, we truly empathize with each and every one of you and greatly support. If we can help in any way, please feel free to contact either Dr. Renee, Mr. Otis, or myself.

Sincerely,

Dr. Michele S. Hartzell, Superintendent,  
Dr. William Renne, High School Principal, and  
Mr. Nathan Otis, High School Assistant Principal

Cc: Board of Directors