



Upper Darby High School
Kelley Simone
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2019-2020 Diploma Distribution Plan

Hello, Upper Darby Class of 2020 Families.

We know that graduation is a momentous occasion and recognize how important it is to our Class of 2020 graduates and families.

In an effort to make this occasion as special as possible, while complying with social distancing guidelines, we developed a diploma distribution plan that includes an on-campus photo opportunity. The plan includes an opportunity for graduates and their families to commemorate the event with a picture with the UD logo during diploma pick-up. Students will take their own pictures with their own device in front of the UD backdrop. No photographers will be available. We are recommending graduates come in their cap and gown for the photo, but it is not required. The Upper Darby High School administration and senior counselors will be on-site, along with other personnel and security.

Please note the following guidelines and read each of the following sections carefully.

- Please understand that we are requiring everyone who comes to our school campuses to practice social distancing and to wear a mask throughout their entire time on campus. Anyone who is not wearing a mask will **NOT** be permitted on campus.
- Students and visitors are expected to comply with social distancing guidelines and to avoid gathering.
- Students and visitors are expected to retrieve their diplomas as per the schedule below, to take a photo as desired, and to leave the campus as soon as possible.
- Students and visitors are expected to follow the traffic direction provided.
- The building will not be open to the public. Restrooms will not be available. It is important that students show up at the time slot to which they are assigned.
- WE ARE ASKING THAT EVERYONE PLEASE BE PATIENT WITH US AND WITH ONE ANOTHER SO THINGS GO ORDERLY AND EVERYONE IS SAFE.

DIPLOMA DISTRIBUTION SCHEDULE

The Diploma Distribution schedule is as follows. During this time, seniors will have an opportunity to pick up their diplomas and take their own photo in front of our UD

banners. Again, students will take their own pictures with their own device in front of the UD backdrop. No photographers will be available.

DATE	TIMES	STUDENTS ASSIGNED TO REPORT
Monday, June 15, 2020	9:00 a.m. - 12:00 p.m.	Seniors with the last name beginning A-G
Tuesday, June 16, 2020	and 1:00 - 3:00 p.m.	Seniors with the last name beginning H-O
Wednesday, June 17, 2020		Seniors with the last name beginning P-Z

A DATE IMMEDIATELY AFTER THE DISTRIBUTION DATES WILL BE SELECTED FOR THOSE WHO MISS THE ORIGINAL PICK-UP DATES. We will provide that date as soon as possible. There will **NOT** be a photo opportunity on the make-up date. That date will be for diploma retrieval **ONLY**.

DIPLOMA PICK-UP PROCESS

There will be two options for diploma pick-up: vehicle and walk-up.

Vehicle Diploma Pick-Up

- Vehicles should enter the main entrance of the school as shown in the first picture below.
- Vehicles are to drive slowly and approach stations carefully. Stop your vehicle as directed.
- Remain in your vehicle. No one is permitted to exit the vehicle.
- Follow social distancing guidelines.

STEP 1

	<p>Enter the campus using the main entrance to the parking lot as shown in the picture. This is the only entrance that will be open to incoming cars.</p> <p>Cars will be directed to one of two lines. Follow the directions of school security and district personnel as they will direct you to the line you are to pull your vehicle into and wait. Wait for security to direct your vehicle after you pick up your diploma cover (this does not contain your diploma).</p>
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STEP 2



Following directions from security and district staff, please pull your vehicle to the main entrance of the school, where diplomas will be available. PLEASE REMAIN IN YOUR VEHICLE. Please provide the name of your graduate to the district staff at your station. If the student arrives in a vehicle, the diploma cover will be handed to the student while the student remains in the car.

STEP 3



After you receive your diploma cover, wait for security to direct your vehicle to the next station.

If you wish to take pictures, TURN LEFT and STAY TO THE RIGHT of the lane. Pull your vehicle slowly to one of the photo stations set up with risers. A table will be set up in front of the risers for students to **sign and receive their actual diploma**.

If you DO NOT wish to take pictures, TURN LEFT and STAY TO THE RIGHT of the lane. A table will be set up in front of the risers for students to **sign and receive their actual diploma**. Security will then direct you to the exit. Staff or Home and School Association members will be on hand to assist.

STEP 4



There will be four (4) photo stations available for students, spaced more than 6 feet apart. Pull your vehicle to the closest station that is available. **PARK YOUR CAR IN FRONT OF THE STATION.** At this point, the graduate will have an opportunity to get out of her/his vehicle to take his/her own picture in front of one of the UD backdrops.

IMPORTANT: Graduates are only allowed to take pictures with the person(s) in their vehicle. Please maintain social distancing. In order to provide this opportunity to all graduates, please do not congregate and linger. Please return to your vehicle and prepare to leave AS SOON AS POSSIBLE. Security will be on-site to move vehicles along as needed. Slowly and carefully pull away from the photo station when it is safe to do so. Drive straight ahead and make a LEFT at the gym entrance towards the exit.

STEP 5



You must sign for and retrieve your diploma before exiting the campus.

Vehicles will be directed to exit the high school campus at the baseball field exit or at the traffic light as seen in the picture. A police officer will assist with the traffic control at either exit.

Walk-Up Diploma Pick-Up

STEP 1



Enter the campus using the SIDEWALK alongside the main entrance to the parking lot as shown in the picture. You will be directed to stand in line on the sidewalk outside of the main entrance. **Please follow social distancing and stand six (6) feet apart. The graduate and any visitors must wear a facemask.** A counselor or staff member will approach to assist you with diploma retrieval.

STEP 2

After you receive your diploma cover, please walk along the sidewalk and turn left to go to the next station.

TO TAKE GRAD PICTURE



If you wish to take pictures on one of the risers at the photo station, wait until one of the photo stations is available. Staff or Home and School Association members will be on hand to assist. You must sign for and retrieve your diploma before exiting the campus.

TO EXIT WITHOUT PICTURE



If you DO NOT wish to take pictures, you must sign for and retrieve your diploma at the riser station. When you are finished, you will walk towards the traffic light. Once at the traffic light, please wait for the security or police officer stationed there to provide direction so you can exit safely given the traffic.

STEP 3



Once at the traffic light, please wait for the security or police officer stationed there to provide direction so you can exit safely given the traffic.

Thank you for your patience and flexibility as we adjust our procedures in lieu of the school closure due to COVID-19. Please do not hesitate to reach out to me if you have any questions. We will be in touch with you with the diploma distribution dates as soon as we hear from the diploma vendor.

Sincerely,

Kelley Simone
UDHS Principal