

A Message from the Superintendent of

Hilltop Schools

To All Hilltop Seniors & Parents/Guardians:

Senior Drop Off/Pickup & Graduation Update on May 12, 2020

The following is our **SENIOR PLAN** (which includes Hilltop Four County Career Center seniors), intended to take us through May 31, 2020. We hope this is our final plan:

1. Drop Off & Pickup for Seniors on May 22, 2020:

- a. Seniors should have all of their items to return to school boxed (or bagged) and labeled with their full name written legibly and securely attached to the container. Preferably, at least one parent/guardian will drive and accompany the senior to school on May 22. **There will be a three-hour window of time for seniors to drop off and pickup items:**
 - May 22 2:00 pm – 5:00 pm
- b. Upon entering the driveway, someone will direct each car into a line. The first stop will be at the senior rock to sign it if so desired. After that, the car will continue to the bus drop off entrance (dumpster doors) for seniors to drop off Chromebooks, textbooks, uniforms and other items belonging to the school.
- c. After dropping off school property, the car will continue in line to the main high school entrance (Door #1) to receive personal items the school has gathered to return for each senior. In addition, a “senior packet” will be provided to each senior that contains more detailed information about graduation, a senior sign to proudly display in your yard, as well as other important items.

2. Senior Graduation on May 31, 2020 @ 2 pm (may be delayed for later in the day, depending on weather):

- a. Senior graduation is being planned as a drive-in ceremony. Each senior will receive a senior packet on May 22 that has more specific information on what time to arrive, where to park, how to proceed to the stage, and how to leave the school grounds. When you receive the packet, please read the information carefully. After you have reviewed the information, if you have questions about the graduation ceremony, please email Mr. Riley (sriley@hilltopcadets.org) or call him at school (419) 924-2365, ext. 2141.
- b. Arrival on May 31 – Each senior should be driven to graduation by a parent or guardian, anywhere from 1:30 to 1:50 pm in order to start the program at 2:00 pm. The senior should sit in the front passenger seat of the vehicle, with other members of the family in the backseat. To avoid obstructing views of others, each vehicle driven to graduation should be no larger than a minivan. There will be a specific parking spot assigned to each senior, and that is where the family’s vehicle must park. The Village Police Department and/or school staff members will help direct and park vehicles.
- c. The ceremony itself may be shorter than most, but the senior recognition portion will last longer than normal. Therefore, please consider driving a vehicle with good air conditioning to help keep occupants comfortable. Depending on whether or not it is raining, you may be able to adjust your windows to help control the interior temperatures of your vehicle. We intend to space vehicles more than 6 feet apart for social distancing in case someone needs to lower their windows for airflow.
- d. We are renting a professional stage and sound system to enhance your ability to hear and see the ceremony. We plan to livestream the ceremony on Facebook and YouTube, broadcast it on FM radio station 93.7 or 93.1, and record it for later distribution to our graduates.
- e. As part of the ceremony, vehicles will be directed to drive to the north side of the stage to drop off each senior for recognition. The senior will go up the steps and stop for recognition. Family members inside the vehicle will have a prime viewing spot for their senior’s spotlight and **pictures may be taken from inside the vehicle**. After the senior comes down from the south steps, a professional picture will be taken. During this time, the car will pull forward and stop near the south side of the stage for the senior to reenter the vehicle. After the senior reenters the vehicle, the car will drive slowly and park in the same parking spot it vacated. This process will continue for all seniors.
- f. After the last senior is recognized and all of the cars are parked back in their original spot, a senior tribute caravan will be lead by the local police department, Alvordton-Millcreek Township Fire Department, and Brady Township Fire & Rescue. Senior vehicles will drive through main routes in Alvordton & West Unity for some well-deserved recognition by our community. At the conclusion of the caravan, the family should drive home and continue the celebration with their graduate.