



UNITED PUBLIC SCHOOL DISTRICT NO. 7

CHRISTOPHER BACHMEIER, SUPERINTENDENT
Burlington-Des Lacs Elementary
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Des Lacs-Burlington High School
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Sue Kranz, Elementary Principal

2020 Graduation Guidelines

During the 5.13.2020 school board meeting, the following procedures for the United #7 2020 commencement program were determined by vote. Participation in the commencement program is voluntary. In order to adhere to the guidelines provided by the state, we will ask anyone who refuses to follow these guidelines to leave the ceremony.

Time and Location

- A private commencement ceremony will begin promptly at 4:00 PM Sunday May 24, 2020 in the Des Lacs - Burlington High School Gymnasium.
- Guardians of each graduate are invited to the ceremony.
 - If the parents do not live in the same household, they can also have their spouse attend.
 - A form will be sent to the graduates to inform the school of who is attending on their behalf.
- The school district has arranged to have two photographers during the ceremony and will provide photos of each graduate receiving their diploma at no cost once they are available.
- The ceremony will be livestreamed to the public via YouTube: <https://youtu.be/0p0ukaiOn78>

Spectator Guidelines

- Attendance to the ceremony is limited to the graduates' guardians and the guardian's spouses.
- Graduates must submit the names of the attending guardians and guardians' spouses who will attend the ceremony via Google form by 3:00 Tuesday May 19, 2020.
 - This list will be used for admittance to the ceremony.
 - This list will also be kept on hand in case contact tracing for COVID-19 is recommended.
- All spectators will park and use the entrance on the East side of the school.
- The school district encourages guests to wear masks prior to the ceremony until they are seated.
- The doors for the East entrance will open at 3:30.
- The sidewalk to the East entrance will have places marked for spectators to wait to enter the building with social distancing.
- Spectators will be checked in according to the names submitted by graduates.
- Seating in the gym will be marked so that guardians and spouses from the same household will sit together.
- Spectators who do not live in the same household will sit in different places in the gym.
- Ushers will seat spectators so the first seat issued will be closest to the front of the gym.

- Spectators will hand the graduates their diplomas during the ceremony. Details for this process will be explained before the ceremony begins.
- Spectators will be ushered out of the building at the end of the ceremony.
- No more than two individuals can enter the restroom at the same time.

Guidelines for Graduates

- This is a voluntary ceremony and not a requirement to receive your diploma.
- Graduates will leave all personal belongings in their vehicles and enter the building in their cap and gown.
- In the DLB commencement tradition, we ask that NO student decorate their mortar board.
 - Gentlemen are asked wear jeans or pants for the cherished ceremony.
- Graduates will park and use the entrance by the Vo-Ag room.
- Graduates are encouraged to wear a mask until they are in the old gym.
- Graduates will be at the west school entrance no later than 3:10 PM and line up using the spaces marked on the sidewalk and parking lot by keeping six feet of separation.
- Graduates will find their assigned seat for a meeting in the old gym
- Graduates will review the ceremony procedures before leaving the old gym and take group pictures during the meeting in the old gym.
- Graduates will be escorted to their seats in the new gym using social distancing standards to “Pomp and Circumstance”.
- Graduates will have four roses and a program placed on their chairs in the new gym.
- Graduates will turn their own tassel during the ceremony.
- Graduates will receive their diplomas from their guardian(s) after the tassels are turned.
- Graduates will give their flowers to their guardian(s) when receiving their diploma.
- There will no throwing mortar boards at the conclusion of the ceremony due to guidelines from the North Dakota Department of Public Instruction.
- At the conclusion of the ceremony, the graduates will exit the gym through northwest door.
- After the ceremony, graduates should proceed directly to their vehicle. According to state guidelines, there will be no receiving line.