



Guide for Students and Families for Diploma Distribution and Material Return



Dear Gilman Seniors and Families,

Diploma distribution and school material return is scheduled for Friday, May 22. This event is designed for our seniors to return their school materials (Chromebook, charger, jetpacks, textbooks, calculators, etc.), receive their diploma, and take a picture in their cap and gown. This does not replace our traditional, in-person graduation scheduled for Friday, August 7. This guide has all the information you need to know to make sure the event runs smoothly and the health and well-being of each individual is protected. Please read this information very carefully and contact me with questions. Thanks in advance for your understanding and cooperation. I look forward to seeing our students on Friday.

Jon Hess
Principal

How Does this Work?

Please arrive at the school upon the time the student and the family requested as their top preference from the survey. The student should be wearing his/her cap and gown. Please enter on Kondrasuk Drive (formerly known as Crumb Street), and the student will exit the vehicle once the vehicle reaches the doors of The Commons. Upon arrival, the student will complete the following three stations:

1. School Material Return

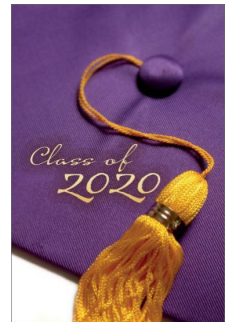
- Return school materials and supplies (see checklist on page 2)

2. Receiving the Diploma

- The student will receive his/her diploma from the teacher/administrator of request.

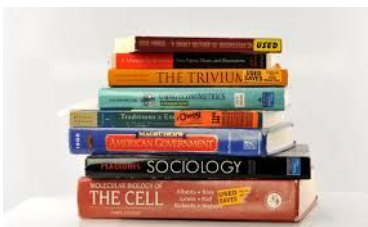
3. Picture in Cap and Gown with Diploma

- The student will take a picture in front of the School District of Gilman sign with the diploma and teacher/administrator that presented the diploma.



Planning For Supply Drop Off and Pick Up

- In advance of May 22, please gather together your Chromebooks, chargers, wifi jetpack, textbooks, library books, and anything else that you need to turn in.
- Find your graduation cap and gown as you will be needing them on this day.
- Please plan on only one senior student per car to make the process smoother for everyone. Family members are welcome to ride along.
- Prepare any necessary health and safety precautions as it relates to COVID-19.



Curbside Process and Stations

1. Please enter the school parking lot through Kondrasuk Drive (Crumb Street).
2. Student will exit the vehicle by the doors to The Commons with their school materials.
3. Student will return school materials to the tables outside of The Commons doors.
4. Student will walk down the sidewalk and turn right on North 5th Avenue.
5. Student will receive their diploma at Door 17, which is before the flag pole.
6. Student will take a picture at the School District of Gilman sign by Door 1. Family members may safely take a picture while remaining in their vehicle at this time.
7. Student will return to their vehicle at the corner of North 5th Avenue.



Checklist for Seniors

- Do you have your Chromebook and charger?
- Did you receive a wifi jetpack from the school? If so, do you have the wifi jetpack in its original box (if no other siblings in grades K-11 at Gilman Schools)?
- Do you have all of your textbooks?
- Do you have your library books?
- Do you have your calculator (if you checked one out from the school)?
- Are you a band student? If so, do you need to return your instrument, sheet music, or any other music-related materials?
- Are there any other supplies (art, sports, extracurricular) that you borrowed from the school and need to return?
- Are you wearing your cap and gown?
- Do you have any school fees you still need to pay?



Promoting Your Safety and Health

1. Social distancing will be exercised by students and staff during all phases of the event.
2. Only the student will exit the vehicle during the process to maintain curbside protocol.
3. Smiles, waves, and verbal congratulations will occur as students return their school materials and receive their diplomas. Physical contact, such as hugs or handshakes, will not be permitted.
4. School employees will wear masks during the event. Students and families are encouraged to take health precautions that they see best fit.



Common Questions About Diploma Distribution and School Material Return

- 1. What if there is severe weather on May 22?**
 - a. Severe weather would cancel diploma distribution and school material return. Students and families would be notified by a phone call. The make-up date for this event will be Friday, May 29.
- 2. Why are we picking up our diplomas on May 22?**
 - a. A number of students need their diplomas for entrance to the military, for trade apprenticeships, and other academic-related opportunities.
- 3. Does this mean we will not be having a graduation ceremony?**
 - a. Receiving your diploma does not replace a graduation ceremony. A traditional, in-person graduation is scheduled for August 7.
- 4. Can I carpool with my fellow graduates to diploma distribution and school material return on May 22?**
 - a. No. Multiple students in one vehicle will slow down the process of returning your academic supplies and receiving your diploma. As a result, one senior will be in each vehicle. Seniors are welcome to have family members accompany them in their vehicle.
- 5. What if I can't attend diploma distribution and school material return on Friday, May 22?**
 - a. Please make every effort to attend this event. In our current environment, making arrangements with individuals on another day will be very challenging and could delay receiving your diploma and returning your academic materials. If you absolutely cannot participate in the event, please email Mr. Hess.
- 6. What if I don't have my Chromebook, charger, textbook, or other school materials?**
 - a. Turn in what you have on May 22. If you forget an item, please return it to the school office during the week of May 26. Remember, you will be charged for missing or damaged items.

7. How can I check to see if I owe any fees in advance of supply drop off?

- a. Please check the Infinite Campus Family Portal to view any school-related fees that still need to be paid. If you are unable to access Infinite Campus, please contact the school office at (715)-447-8211.

8. What if I have money left in my food service account and have no other siblings in school?

- a. Money remaining in a student's food service account will be refunded through a check that will be mailed home. This occurs if the graduate is the youngest or only child in the family.

9. Do I actually wear my graduation gown and cap to supply drop off and pick up?

- a. Yes, we will be taking a picture of you with your diploma.

