**Boston Green Academy**

Diploma Pick Up Procedure

Who: BGA Seniors

What: 1) Picking up of diploma, cap/gown, BGA swag bag.

2) Dropping off of BGA/BPS Chromebook, textbooks, or money owed

3) Only if needed, an opportunity to go into the building to retrieve personal belongings

Where: Boston Green Academy

20 Warren Street, Brighton

When: Tuesday June 16, 2020

1:00pm Student Names: Aldrich - Cooper

1:30pm Student Names: Cuello - Kozienko

2:00pm Student names: Lamour - Pena

2:30pm Student Names: Philippe - Watson

HOW: The following procedures must be followed precisely

* Please arrive by car **only within your assigned 30 minute window**
* You can only take part in this event by arriving in a car.
* Physical distancing of at least 6 feet apart must be practiced at ALL times.
* Masks or face coverings must be worn at all times.
* Upon arrival, cars will line up along Warren Street (across from Brighton High) on the side of our building. Collection of school or teacher owned books and all Chromebooks will happen here at the first table. You will then drive up to the second table to pick up your graduation materials.
* After picking up the graduation materials, those students who need to enter the building will be able to do so via the entrance on Cambridge Street. The vehicle must be driven around the front of the building to the Cambridge Street entrance. Only the graduating senior can exit the car to enter the building. Mr. Becker and Mr. Loving will assist with this process. No more than 10 students will be permitted in the building at a time, face masks/coverings must be worn, and proper social distancing (6 feet apart) must be practiced.
* Once all tasks are complete, students and families will need to move on as we cannot allow for groups to congregate together.
* SENIOR SIGN OUT must be complete in order to pick up materials.

Staff Expectations:

* Staff will remain 6 feet away from vehicles during this process.
* Staff will wear gloves if handling any materials being given to students.
* Staff will wear appropriate face coverings at all times

