*Overlea High Drive Through Cap & Gown Distribution Process*

*We are excited to be able to work together to ensure safe distribution of caps and gowns this Thursday to the Class of 2020. We would like to make sure that all students have an opportunity to take a photo in graduation regalia to be included in the virtual graduation ceremony to honor and celebrate your upcoming achievements. In accordance with Governor Hogan’s Executive Order and guidelines from the CDC to minimize risk and exposure, we will be distributing caps and gowns on Thursday, May 14 utilizing the schedule below. Please note that we will be practicing social distancing and there will be no human to human contact to ensure safety for all.*

**Thursday, May 14: 9:00 a.m.-1:00 p.m.**

**Last Names A-M: Auditorium Entrance**

**Last Names N-Z: Main Entrance**

**Please do not get out of your car. Drive thru to the appropriate distribution location**. **Remain in your vehicle with your windows up. ​**

* **Write your name on a piece of paper- MAKE A SIGN!**Please plan ahead to make sure your name is clearly written on a piece of paper that we can see through your window.  This will help us move quickly, and we will be able to maintain appropriate social distancing.​
* Roll down passenger side window- item will be handed to you via a plastic container. ​
* Do not carpool with other graduates- one graduate per vehicle, please.​

**For your safety and the safety of our staff, we will be adhering to the following safety guidelines:**

* Cap and Gown Distribution will be done in a contactless manner
* Cap and Gowns will only be distributed to the graduate and family member arriving in a vehicle
* No walk-up graduates are permitted; please communicate any barriers to transportation to bkeith@bcps.org. Arrangements will be made to mail the cap and gown to you.
* Only one graduate per car unless family has more than one student graduating
* Please minimize the number of persons coming to the school.  If another family member can watch young children, please leave them home.
* Face Covering is required to receive Cap and Gown
* If you have a fever or other signs of illness (cough, shortness of breath, chills, sore throat, GI issues, sudden loss of taste or smell), DO NOT come to the school.  If you have been directed by the health department to self-quarantine, DO NOT come to the school.  Please email bkeith@bcps.org to make arrangements for the mailing of the cap and gown.
* The school building is closed and the restrooms will not be accessible.
* Wash your hands before you leave your home and as soon as you arrive home.
* This interaction is for Cap and Gown distribution only! No questions/concerns will be addressed during the cap and gown distribution process. If you have questions, please email your scholar’s senior advisors or the administrative team.

***Congratulations Class of 2020!!!!! We are so proud of you!***  