Email from Principal Kozakowski RE: 152nd Commencement Ceremony

“A number of details about graduation events are still being finalized, but I want to give you an update as of May 26. Send me any follow up questions via email at fkozakowski@loyolahs.edu. A link to the livestream will be posted in my blog next week.”

1. GENERAL INFORMATION
   a) We changed the check-in procedure from the process I shared in the webinar. Details below. Please read carefully. The procedures for Friday night are different from Saturday morning.
   b) Our event plan has been filed with the Department of Public Health. While we anticipate approval, I won’t relax until we have their written approval. It is possible they may require changes. I will update you on any changes as soon as I can. The number of guests I presented at the webinar cannot be increased.
   c) We are still waiting to hear back from the City on our request to close Venice Blvd for additional parking. At this point we must assume this request will not be approved. Please carpool.

General Rules for All Events:
   1) A health screen is required for each event. The procedures for Friday night are different from Saturday morning. Please read the instructions below.
   2) Face coverings are required at all times on campus REGARDLESS of vaccination status.
   3) A physical distance of at least six feet MUST be maintained between families.
   4) Follow directional arrows for foot traffic on campus.
   5) No umbrellas during the ceremony. An umbrella may be bought and used for sun protection before the ceremony, but must be closed and placed under the chair when the event begins. No balloons or large signs that will obstruct the view of others.
   6) Do not leave your seats during the ceremonies to take pictures, get a better view, or visit with friends.
   7) Bathrooms: Caruso Hall, Pinney Hall, Loyola Hall basement (men only), Leavey Gymnasium, Ardolf Hall on ground floor (men). Special A-frame signs will be posted with directions to the bathrooms.
   8) Proof of vaccination or a negative COVID test are NOT required to enter campus. Any guest displaying symptoms must stay home and watch the ceremony by live stream.

2. GRADUATION PRACTICE (Thursday, June 3)
Graduation practice is Thursday, June 3 from 2–4pm. Attendance at practice is required for any graduate planning to attend the ceremony on Saturday. School dress code is enforced. The four tickets for the graduation ceremony will be distributed at practice.
At graduation practice, your son will be given an envelope with four tickets for graduation and four blank paper campus check-in forms. The paper forms will replace the use of the MyMedBot app I presented at the webinar. The tickets are required to enter campus on Saturday morning. No exceptions. No provision for lost tickets.

The blank paper campus check-in forms will contain the medical clearance questions that must be filled out on Saturday morning of the event for the four invited guests. The completed forms must be shown to the guard at the entrance to campus and will be collected after the ceremony.

3. BACCALAUREATE (Friday, June 4)
The Baccalaureate on Friday, June 4 will be at 7 p.m. in Hayden Circle. Please travel in one car this evening and park in the Dewey lot. The gates to enter campus from the Dewey parking lot will be opened at 6:15 p.m. The graduate will be dressed in his gown. No caps this evening. There is no procession of the graduates this evening. The graduate will sit with his two guests in a pod of three chairs.

For Baccalaureate the student will use his Medbot account and answer the questions on behalf of himself and his plus 2 guests. This is the same procedure we used for the Senior Mass on Palm Sunday in April.

4. GRADUATION (Saturday, June 5)
The graduation ceremony will be held on Saturday, June 5 at 8:30 a.m. on Hank Hernandez Memorial Field. Graduates must arrive and be in their assigned classroom in Loyola Hall by 7:30 a.m. Graduates should park in the Berendo and gym parking lots and follow normal check-in health screening on My MedBot. Cap & gown, dress shoes and slacks are required.

Guests: Gates to campus will open at 7:15 a.m. Seating is on a first-come/first-seated basis.
   a) Fill out the paper campus check-in forms on Saturday morning before leaving home.
   b) Parking is limited. Please carpool. Parking is available in lots on Dewey St, St Sophia Cathedral on Normandie, and on Venice Blvd.
   c) There are three locations to enter campus depending on where you park. An online map will follow. Please follow the directions of Loyola Security while parking.
      1. Dewey St Lot: Two entrances at the driveway guard station. If you have been to campus, you are familiar with this parking lot and entrance procedure.
      2. St. Sophia Cathedral and Loyola West lots: One entrance to campus at the west end of Pinney Hall at the corner of 15th Street and Kenmore St.
      3. Main gate to Hayden Circle on Venice Blvd.
   d) In order to enter campus, each person will need to show two items:
      1) A complete paper campus check-in form
      2) A ticket to graduation ceremonies
e) We have hired professional photographers for the graduation ceremony to take a picture at the actual awarding of diplomas for each senior and another to float and take candid pictures throughout the ceremony.

**After the Ceremony:**

Please remain seated after the graduates have processed out. For the safety of all attendees, we must have an orderly, systemic dismissal of the guests.

From the podium on center stage, I will provide you with instructions for the collection of your seating envelope containing the health screening questionnaire. (FYI: We are required by the DPH to keep an accurate record of seating locations for all guests. These seating locations are necessary, required, and will be used to contact anyone in the event of an exposure.) Please cooperate, remain seated, and follow the instructions I will provide.

After the ceremony, we will provide an organized system for you to meet your son on the football field.

Thank you and we look forward to celebrating these special events with you.

AMDG,

**Frank Kozakowski**

fkozakowski@loyolahs.edu

Principal