



SUTTER MIDDLE SCHOOL
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Cristin Tahara, Principal
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UPDATED 8th Grade End of Year Drive Through Celebration Procedures

On **Thursday, June 11th**, we will be releasing our 8th grade virtual promotion ceremony video and 8th grade slideshow, and will have a drive through pick up celebration for 8th graders. We know there have been so many things that our 8th graders feel that they missed out on, and we'd like to make the best of the situation to show them that we are proud of them and want to celebrate their accomplishments. Safety is always our top priority, so it is important that we all work together to make this a safe event for all. This is a rather lengthy and detailed explanation of the event and expectations, but we ask that you closely adhere to our requests please.

Please arrive in a vehicle at any time during your designated window.

9:00-10:00	A-C
10:00-11:00	D-H
11:00-12:00	I-M
12:00-1:00	N-S
1:00-2:00	T-Z

What to Expect

- As you enter our back gate on J Street, there will be staff (wearing masks) holding signs up to cheer students on, and music playing. There will be clear signage to direct you towards our blacktop area where students will receive an envelope containing their promotion picture/certificate, yearbook (if they ordered one) and any medals/awards that they earned from our virtual awards ceremony.
- Students will have their name called out on the microphone as they drive through the blacktop.
- As you continue past the back of our gym, students will have their photo taken while they **REMAIN IN THE VEHICLE**. The photographer will instantly print a photo for you to take with you and it will have an access code on the back of the photo for you to order more online if you choose to.
- **WE HAVE NOW ADDED TEXTBOOK RETURN/LOCKER BELONGINGS:**
 - Locker Items: Your PE locker / personal locker materials will be removed from your locker by staff, bagged and labelled with your name on it and stored in a secure location until distribution day.
 - Textbooks: Have all of your textbooks and novels ready to turn in. Staff will collect the textbooks and novels from you through your car window.
 - Chromebooks: Students who are disenrolling from our school, please have your chromebook ready to turn in. Staff will collect the Chromebook from you through your car window. If you are an 8th grader, you will be allowed to maintain possession of your Chromebook for summer and 9th grade at your new school if you are attending a Sacramento City Unified District School.

If you are planning to walk, we will be strictly applying [physical distancing guidelines](#) and you are encouraged to wear a [cloth face covering](#) in order to keep everyone safe and healthy, which means waiting at least six feet away from the person in front of you. You will need to walk through the front of the school through the gate and go to the table set up by the blacktop. You will be called up to the table and return your textbooks, novels and Chromebook (students who are disenrolling).

In order to do this, this is what we need from you:

In an effort to minimize traffic, the requested route that we ask that you take will be to end up making a RIGHT turn when you enter Sutter's back gate on J Street.

- We recommend that you come down I street (past the front of Sutter), turn right on 33rd Street, turn right on J Street, then turn right into our back gate (map on next page).

**** Please do NOT get out of your car at any time.**

- We ask that you have your Sutter student seated in the passenger side of your vehicle.
- **It would be extremely helpful if you could have a sign with your student's name on it that is visible from the passenger side of the outside of your vehicle.**
- We request this be written on white paper using a thick black marker. Write the student's first name and last name clearly in legible, plain font.
 - This will help us to stay a safe distance apart and limit interaction as we get your child's envelope to them, call out their name on a microphone as you drive by, and the photographer can see your name.
- We encourage students to either dress up for the occasion or wear their Sutter gear if they wish.

We are also offering a makeup day on **Thursday, June 18th** between **9am and Noon**, should you be unable to attend your time slot.

Safety Guidelines

In order to ensure the safety of students, staff, and families, it is imperative that we adhere to the following guidelines.

- Each vehicle contains only members of the same household;
- Attendees are required to stay in their vehicles for the entire program.
- Public restrooms are not available, and not to be utilized.

This special event is for 8th grade students only. I look forward to seeing all of you!!

Sincerely,

Cristin Tahara

