

**Traditional Graduation Plan Submission Form - Plan 2.a Fort Smith OUTDOOR Graduation Plan Submission Form after July 1\_REVISED 6.10.20**

When initial guidelines for alternative graduation ceremonies were released, Secretary Key in conjunction with Governor Hutchinson and the Arkansas Department of Health stated that decisions regarding graduation ceremonies would be revisited for graduation events occurring after July 1. Since that time, Arkansas has begun a gradual reopening that has included the reopening of large venues and events. Districts considering ceremonies after July 1 must complete the plan template below and submit the plan to [ADE.HighSchoolGraduation@arkansas.gov](mailto:ADE.HighSchoolGraduation@arkansas.gov) no later than one week prior to the scheduled graduation ceremony. No plans will be reviewed after July 24, 2020. The template below has been developed using the Directives for Large Indoor/Outdoor Venues as guides. Please thoroughly explain how each guidance statement will be addressed in the plan.

District Name: Fort Smith  
Venue Site: High School Football Stadiums

District Superintendent: Dr. Doug Brubaker  
Planned Graduation Date: July 16 and July 17

**\*Directive: Large Outdoor Venues:**

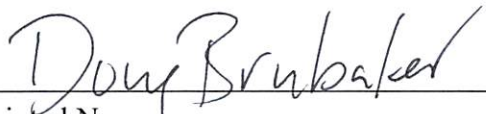
[https://www.healthy.arkansas.gov/images/uploads/pdf/directive\\_large\\_outdoor\\_venues.pdf](https://www.healthy.arkansas.gov/images/uploads/pdf/directive_large_outdoor_venues.pdf)

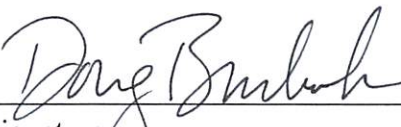
**\*Directive: Large Indoor Venues:**

[https://www.healthy.arkansas.gov/images/uploads/pdf/directive\\_large\\_indoor\\_venues.pdf](https://www.healthy.arkansas.gov/images/uploads/pdf/directive_large_indoor_venues.pdf)

*\*The directives themselves have not been updated to reflect the move to Phase II (66% capacity). However, we have worked with ADH so you can move forward in planning and those updates are reflected in the guidelines below*

*The District Superintendent must submit a plan and sign below to assure the Division of Elementary and Secondary Education and Arkansas Department of Health that all guidelines of the Directives will be adhered to throughout the duration of this ceremony.*

  
Printed Name

  
Signature

6-24-2020  
Date

Entity	Guidelines	Description of District's Plan to Follow Guidelines
<b>Venue</b>	<ul style="list-style-type: none"> <li>For venues such as football fields and basketball arenas, the graduates do not count toward the 66% capacity as long as 6 feet physical distancing is maintained and the graduates are at least 12 feet from the audience.</li> <li>For venues, such as fine arts centers, for which graduates are seated on a stage, graduates would not factor into the 66% capacity, but must maintain 6 feet physical distancing and be at least 12 feet from the audience.</li> <li>If graduates will be utilizing venue seating (bleachers, seats, etc.) they must be included in the 66% capacity</li> <li>Lines for entrance, exit, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people</li> <li>Seating must be arranged to maintain a 6-foot distance between members of the audience</li> <li><u>Household</u> groups may sit together, but 6 feet should be maintained between groups</li> <li>Every-other-row seating should be unoccupied to provide for 6 feet of physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>Mayo Thompson Stadium and Jim Rowland Stadium will be the outdoor venue sites for Northside and Southside graduations</li> <li>Jim Rowland Stadium Seating: Stands: 1100 seats using every other row and 6ft per household (4 guests per graduate)</li> <li>Mayo Thompson Stadium Seating: Stands: 958 seats using every other row and 6ft per household (4 guests per graduate) Mobile seating: 50 seats</li> <li>Graduates will be on the field in chairs 6ft apart and will exceed 12 ft from audience</li> <li>One set of gates used for entrance and a separate set of gates will be used for exit - Attendees will be reminded to stay 6ft apart. Signs will be posted of the 6ft apart social distance requirements</li> </ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>Face coverings are <b>required</b> for all persons present, except for children under 10 years of age, who are exempt</li> </ul>	<ul style="list-style-type: none"> <li>Face Coverings will be required for all people entering the venue with the exception of children under 10.</li> <li>School Resource Officers and Security personnel will</li> </ul>

<b>(PPE) and Other Safety Precautions</b>	<ul style="list-style-type: none"> <li>• Take measures to ensure no congregating before or after the event in the parking lots, lobbies, restrooms, etc. (e.g. staff to serve as parking attendants, ushers, monitoring of high traffic areas)</li> <li>• Sanitize podium and microphone between speakers.</li> <li>• Hand sanitizer stations must be available at all entrances and exits</li> <li>• The facility, including seating, shall be cleaned and disinfected before and after each use. Frequently touched surfaces shall be disinfected periodically during the course of the event. Products with EPA-approved emerging viral pathogen claims are expected to be effective against Covid-19. <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a></li> </ul>	<p>monitor areas in parking areas, restrooms, stairs, and open areas to ensure there is no congregation of people.</p> <ul style="list-style-type: none"> <li>• Principal will make procedural announcements to social distance to exit and return to the car.</li> <li>• The podium and microphone will be sanitized between speakers.</li> <li>• Hand Sanitizer stations will be available at each entrance and exit gate and fixed seating areas,</li> <li>• The facility will have maintenance staff clean all seating and restroom areas between events. During the event, handrails and restrooms will be cleaned at 45 min- 60 min intervals.</li> </ul>
<b>Screening/ Signage</b>	<p><b>Signage must be visible at all entry points:</b>  <a href="https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_No_Entry.pdf">https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_No_Entry.pdf</a></p>	<ul style="list-style-type: none"> <li>• Signage will be visible by posting at all entry and exit points. In addition information will be distributed via Social Media to graduates and parent information</li> </ul>
<b>Graduates</b>	<ul style="list-style-type: none"> <li>• Graduates must be separated from the audience by at least 12 feet.</li> <li>• Seating must be arranged to maintain a 6-foot distance between members of the graduating class and all school officials.</li> <li>• Lines for entrance and exit on the field or stage must be marked or monitored for maintaining a distance of 6 feet between graduates. Plans must include measures to mitigate the opportunity for congregating.</li> </ul>	<ul style="list-style-type: none"> <li>• One-Half of graduates will be seated on the field maintaining 6ft distancing and will exceed 12 ft from the audience (Depending on campus, there will be between 195-350 graduates at each ceremony)</li> <li>• Graduates will enter the stadium with their guests.</li> <li>• Graduates will be directed to the seating area on the field.</li> <li>• After the name is called, the graduate will cross the stage to receive the diploma and be photographed.</li> <li>• Graduates will wear face coverings with the exception of photograph for acceptance of diploma</li> <li>• Graduates will exit the field directly to the parking lot.</li> </ul>

	<ul style="list-style-type: none"> <li>• Face covering may be removed for photographs of diploma and/or awards acceptance.</li> </ul>	
<b>Spectators</b>	<ul style="list-style-type: none"> <li>• Seating must be arranged to maintain a 6-foot distance between members of the audience</li> <li>• Household groups may sit together, but 6 feet should be maintained between groups</li> <li>• Every-other-row seating should be unoccupied to provide for 6 feet of physical distancing</li> <li>• Face coverings are <b>required</b> for all persons present, except for children under 10 years of age, who are exempt</li> </ul>	<ul style="list-style-type: none"> <li>• See Venue bulleted information for specific numbers</li> <li>• Spectators will be required to wear face coverings with the expectation of children under the age of 10</li> <li>• Face Coverings will be required for all people over the age of 10 years old.</li> <li>• Each graduate will be allowed 4 guests. Guests will arrive with graduate</li> <li>• Guests will have assigned seating as determined by lottery.</li> </ul>
<b>Other Information</b>	If deemed necessary, provide any other information regarding the graduation ceremony in this section.	<ul style="list-style-type: none"> <li>• Two separate ceremonies would be held for each high school.</li> <li>• The graduation ceremonies would begin at 8am and at 8pm on each day.</li> <li>• Inclement weather location is the convention center.</li> </ul>