

**Traditional Graduation Plan Submission Form - Plan 3.b Fort Smith Public Schools INDOOR Graduation Plan Submission Form for 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: Fort Smith Convention Center

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

Dr. Doug Brubaker  
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>Fort Smith Convention Center will be the venue.</li> <li>Graduates will arrive at the North Rotunda and North Door Entrance.</li> <li>Graduates will arrive with 1 guest. Graduate households will maintain 6ft social distance between households.</li> <li>The graduate will enter through the North Rotunda and North Doors with their guest into the 40,000 sq ft exhibit hall.</li> <li>Principal will call the graduate name. The graduate will walk across the stage.</li> <li>The stage with student speakers, board members, superintendent, and principal. Social distance of 6ft to 12ft. The speakers (mask removed while speaking) and will be distanced 12ft from others at podium.</li> <li>Seating capacity is 1350 at the convention center using every other row vacant and 6ft apart distancing.</li> <li>Exits will be at EAST doors and South Rotunda.</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>Fort Smith Convention Center will have stations for hand sanitizer.</li> <li>Fort Smith Convention Center will have restrooms available.</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>	<ul style="list-style-type: none"> <li>• Fort Smith Schools will have security at restrooms to ensure there is no congregation of people.</li> <li>• Fort Smith Convention Center will have one microphone per speaking person.</li> <li>• Graduate speakers will be pre recorded.</li> <li>• Face coverings will be required of all employees, participants, and guests.</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>• Fort Smith Convention Center will have signage on all entrances/exits</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>• Graduates will arrive with the invited guest.</li> <li>• Graduates will maintain face covering throughout with the exception of a photograph of acceptance of the diploma or other photograph opportunities.</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>● The guest will walk with their graduating child.</li> <li>● Each graduate will have a maximum of 1 guest.</li> <li>● Face coverings will be required for guests with the exception of children under the age of 10.</li> <li>● Guests will be seated 6ft apart and every other row.</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>● This ceremony would have two separate ceremonies.</li> <li>● Each ceremony would have between 195-350 graduates depending on the campus and class size.</li> <li>● The ceremonies would be held at 8am and 8pm.</li> </ul>