Traditional Graduation Plan Submission Form

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 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: **Lake Hamilton School District**
District Superintendent: **Shawn Higginbotham**
Venue Site: **Lake Hamilton High School Wolf Stadium**
Planned Graduation Date: **August 1, 2020 10:00AM**

***Directive: Large Outdoor Venues:**
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

**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.

Shawn Higginbotham _____ 06/26/2020
Printed Name Signature Date

Entity	Guidelines	Description of District's Plan to Follow Guidelines
Venue	• 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. • 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. • If graduates will be utilizing venue seating (bleachers, seats, etc.) they must be included in the 66% capacity • Lines for entrance, exit, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people • Seating must be arranged to maintain a 6-foot distance between members of the audience • Household groups may sit together, but 6 feet should be maintained between groups • Every-other-row seating should be unoccupied to provide for 6 feet of physical distancing	The Class of 2020 Lake Hamilton High School Traditional Graduation Ceremony will be held in the Lake Hamilton High School Wolf Stadium, a 2900 sea outdoor venue. • Spectators will be seated in home and visitor bleachers and chairs placed in a "standing room only" section of the home side. • LHHS Staff and VIP will be seated on the turf playing field. • Class of 2020 Graduates will be seated on the turf playing field.
Personal Protective Equipment (PPE) and Other Safety Precautions	• Face coverings are **required** for all persons present, except for children under 10 years of age, who are exempt • Take measures to ensure no congregating before or after the	• The public use areas and seats inside Wolf Stadium will be cleaned and disinfected before and after the graduation ceremony. • Hand sanitizer stations will be available at all entrances and exits.

	event in the parking lots, lobbies, restrooms, etc. (e.g. staff to serve as parking attendants, ushers, monitoring of high traffic areas) • Sanitize podium and microphone between speakers. • Hand sanitizer stations must be available at all entrances and exits • 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. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2	• Face coverings will be **required** for entrance fo all persons present, except for children under 1(years of age. A limited number of disposable masks will be available at each ticket booth. • Pre-event information will discourage any congregating before or after the event in the parking lots, lobbies, restrooms, etc. • Event security staff will monitor parking lots ar high traffic areas inside the stadium to discourage congregating. • Two microphones will be utilized on the dias. Each microphone will be sanitized between users.
Screening/ Signage	**Signage must be visible at all entry points:** https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_No_Entry.pdf	**Signage will be visible at all entry points:** https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_No_Entry.pdf
Graduates	• Graduates must be separated from the audience by at least 12 feet. • Seating must be arranged to maintain a 6-foot distance between members of the graduating class and all school officials. • 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. • Face covering may be removed for photographs of diploma and/or awards acceptance.	Graduate Seating: • Three hundred and nine (309) students have qualified to participate in the traditional graduation ceremony. • Each of these students will be invited to participate in the traditional graduation ceremony. • Graduates will be staged for entry to Wolf Stadium at the Lake Hamilton Junior High School tarmac. Graduates will be asked to arriv alone at LHJH no earlier than 9:40AM, dressed for the ceremony. Upon arrival, graduates will required to wear a face covering and will be assigned a designated spot to stand and wait fo the march to the stadium. At 9:55, graduates wi begin the processional march into Wolf Stadiur via Class of 2020 Drive and the south entrance from Wolf Arena into Wolf Stadium. Graduate

		will maintain a 6' distance from other graduates during the processional march. • Graduates will be seated on the turf playing field, at least 12' from any spectator, and at lea 6' from other graduates. • Graduate seating will be a minimum of 30' fro the front edge of the dias. • During the presentation/recognition phase of th ceremony, graduates will cross the dias and receive a memento from a masked and gloved administrator. Graduates will be directed to maintain a 6'distance when waiting in line to cross the dias. • A single photographer will be stationed 12' in front of the dias. • Graduates will be at least 12' from the audienc and seated in a manner that will ensure a minimum 6' physical distancing. • At the conclusion of the graduation ceremony, graduates will be required to exit Wolf Stadiur through the south entrance to Wolf Arena.
Spectators	• Seating must be arranged to maintain a 6-foot distance between members of the audience • Household groups may sit together, but 6 feet should be maintained between groups • Every-other-row seating should be unoccupied to provide for 6 feet of physical distancing • Face coverings are **required** for all persons present, except for children under 10 years of age, who are exempt	Spectator Seating: • Based on an 18" seat spacing, Wolf Stadium home and visitor bleacher seating capacity is 3,647. At 66% capacity, Wolf Stadium can seat up to 2,407 in bleachers. • There is space for an additional 779 seats if chairs are added to the "standing room only" section of the stadium. At 66% capacity, the "standing room only" section of the stadium ca seat 514. • Lines for entrance and exit, will be marked to maintain a distance of 6 feet between people. • Every-other-row seating will be unoccupied to provide for 6' of physical distancing. • Marks will be placed on bleacher seats to indicate 6' physical distancing. • Household groups may sit together, but 6 feet should be maintained between groups • Total available audience seating capacity is **2,921**. • Each graduate will receive a maximum six (6) **gold** guest tickets to share with family and friends (total of **1,854** gold guest tickets

		possible). • Gold tickets will be printed with health and safety guidelines participants are expected to follow. • Gold ticket holders will enter the stadium through ticket gates located on both home and visitor sides. Only those holding a gold ticket will be allowed seating in the home and guest bleachers standing room only areas. • At the conclusion of the graduation ceremony, audience members will be asked to immediatel exit Wolf Stadium through the same gates that they entered. Lake Hamilton School District Staff and VIP: • LHSD Staff and VIP will be seated on the turf field. Staff and VIP will be seated at least 12' from the audience, 12' from the graduates, and 30' from the dias. • Seats will be arranged in a manner that will ensure a minimum 6' physical distancing. • LHSD Staff and VIP will enter the venue via th north entry from Wolf Arena. • Each LHSD Staff and VIP will be issued a **maroon** ticket which will be presented prior to entering the stadium. • At the conclusion of the graduation ceremony, LHSD Staff and VIP will be asked to immediately exit Wolf Stadium through the north entry to Wolf Arena.
Other Information	If deemed necessary, provide any other information regarding the graduation ceremony in this section.	• Recorded versions of the processional music, national anthem, and alma mater will be played through the stadium audio system.