

Dear FCHS Seniors and Parents/Guardians,

We hope you will share our excitement in creatively honoring The Fort Campbell High School Class of 2020! We have a proposed plan and we are ready to share it! At this time, the proposed graduation plan meets the requirements established by DoDEA and Fort Campbell leadership and follows the established health and CDC guidelines.

This is a special moment and time for our seniors, so we want to hear from you and your senior(s) on how to possibly make this time extra special. Please share your suggestions with us while adhering to the required CDC and local installation parameters:

https://docs.google.com/forms/d/e/1FAIpQLSdKXjxOlwrKFIWnH-barmGR0Q6xYzAYEkFfsUTgAnZTXGYZAA/viewform?usp=sf_link

Our Proposed Plan:

We are creating a video with all the graduating seniors receiving their diploma, moving their tassel, tossing their cap, and creating a senior shout out, however, we are required to follow specific guidelines and safety protocols to keep everyone safe as we celebrate our seniors. Starting May 4th we will film individual seniors and their families at Ft Campbell High School, to include graduation speeches, at an assigned time over several days. The final video will be shared May 16, 2020.

Seniors will receive more detailed information and graduation video appointment times by April 30 in an email.

Before the Graduation Video:

- Seniors will have to **confirm** their graduation appointment time and provide the names of any immediate family who will be attending with them in advance. We are defining immediate family members as those residing in your household.

Filming the Individual Seniors for the Graduation Video:

1. At the **assigned** time, the FCHS Senior will check-in at the school front door in cap and gown.
2. The senior and the immediate family member(s) will be screened before entrance into the school. If someone appears to be sick, they may be denied entry. Additional safety procedures may occur, such as temperature checks, as we receive updated safety guidance from Fort Campbell health officials.
3. Students and their family members will sanitize their hands upon entering the school.

4. Family members will be escorted to the theater as the seniors follow the path outlined in the attached map. Family members will be allowed in the theater for diploma presentation.

Each senior will move to five different stations going in one direction as a videographer captures their individual movements.

- **Seniors will walk through the** front hallway
- To the commons area, where the student will **stand** on an assigned spot to **Move his/her Tassel**
- **Staying in the same place he/she will toss the graduation cap**
- Then the student will **walk to the theater** to receive his/her diploma

In the Theater:

- Diploma Cover will be placed on a table for a **parent/guardian to pick up to present to their Senior.**
- **Parents or guardians will present the diploma to their student on the stage.** FCHS administrators will be on stage with six feet of separation as we adhere to maintaining social distancing protocol. In addition to the senior, only two people from his/her family can be on stage. A photo will be taken at this time.
- In a designated area, other family members will stand a minimum of 20 feet from the stage.
- After the diploma presentation, family members will exit the building via the exit next to the theater.
- The senior will walk to the chorus room
- **Senior Shout Out** in the chorus room will be videoed. Seniors will have an opportunity to do a :30 second shout out/thank you.
- **Seniors exit** walking down the gym hallway.
- Seniors exit the building via the gym hallway and will be picked up at the bus ramp by parent/guardian.

Safety protocols

- To adhere to pandemic protocols, it is critical that everyone adhere to the schedule and be on time.
- To maintain social distance, our goal is to have no more than one to two families in the building at one time.
- FCHS personnel involvement will be limited.
- Diploma covers will be wiped with a disinfectant wipe prior to being placed on the table. The table will be disinfected by custodial staff after each presentation.

Next Steps/Timeline:

May 8 to May 15, 2020

- Graduation video editing to produce a final graduation video.

May 16, 2020

- Viewing of the videoed Graduation Ceremony - Time TBD.
- Students/parents will receive a copy of the video and graduation program.

Thank you again for your support during this unexpected change of events and we look forward to your feedback and suggestions!

Sincerely,

Kimberly Butts
Principal
Fort Campbell High School