

**Armwood High School Graduation 2021**  
**June 2<sup>nd</sup>, 2021 @4pm**  
**Protocols and Procedures for Families**

Important Senior Dates	Activity
April 23 <sup>rd</sup> , 2021	Bush Gardens Graduation Night 7:00pm – 12:00am
May 1 <sup>st</sup> , 2021	Senior Banquet (Times)
May 7 <sup>th</sup> , 2021	Cap and Gown Distribution 2 – 4pm Collegiate Graduation Ceremony during 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>
May 10 <sup>th</sup> , 2021	Senior Spirit Week – First day School Outfit
May 11 <sup>th</sup> , 2021	Senior Spirit Week – Senior Citizen Day
May 12 <sup>th</sup> , 2021	Senior Spirit Week – College/Career Day
May 13 <sup>th</sup> , 2021	Senior Spirit Week – Teacher Twin Thursday
May 14 <sup>th</sup> , 2021	Senior Spirit Week – Senior Hawk Royalty Day Senior v. Teacher Softball Game @4:30pm
May 21 <sup>st</sup> , 2021	Senior Field Day (Times) Senior's Last Day
June 1 <sup>st</sup> , 2021	Graduation Rehearsal – Armwood Auditorium 9:00am – 11:00am Honor Court and A-L 1:00pm – 3:00pm M-Z
June 2 <sup>nd</sup> , 2021	Graduation at 4:00pm @ Fairgrounds

## GRADUATION VENUE - FLORIDA STATE FAIRGROUNDS EXPO HALL

### Cap and Gown / Announcement Distribution

- Cap and Gowns will be distributed to students May 7<sup>th</sup> from 2pm – 4pm at the football stadium for all students including E-Learning. Students who still need to order or complete orders must contact Herff Jones
- Graduation Announcements that were paid in full before 3/17 can be picked up in the Main Office. All other orders will need to be completed through Herff Jones
- Herff Jones Contact Information: Website- [www.herffjonestampabay.com](http://www.herffjonestampabay.com) 727 545 3288 (works for all issues), Graduation- Herffjones2@verizon.net (email for graduation concerns, Class Rings - Herffjones3@verizon.net (email for class rings concerns)

### Graduation Rehearsal Dates

- Graduation rehearsal for all students and staff will be held **June 1<sup>st</sup> in Armwood Auditorium. There will be a 9am session and a 1pm session to assist with social distancing in the auditorium.**
- **9am Graduation Rehearsal Session 6/1:** 9am - 11am, Honor Court and students with last name beginning A-L.
- **1pm Graduation Rehearsal Session 6/1:** 1pm - 3pm, Graduates last name beginning with M-Z
- **Your two guest tickets will be distributed at rehearsal on June 1<sup>st</sup>. Attendance is MANDATORY**
- **Come to rehearsal dressed in your cap and gown, graduation photo will be taken there as well.**
- Special graduation rehearsal walkthrough May 23<sup>rd</sup>, 2021 @2:30pm at the fairgrounds. In attendance: Ms. Langston, Mr. Young, Val and Sal Speakers

### Limited Tickets for Guests

- Each graduate will receive two (2) paper guest tickets that are pre-assigned to the north or south entrances and seating areas in EXPO Hall. This will reduce congregation of guests at entrance doors and the need for guests to search for a seat. **The two tickets will be distributed at the graduation rehearsal sessions (graduation rehearsal is mandatory).**
- Armwood will develop a system for tracking which tickets are distributed to which students.
- Guest seating will not be available in Entertainment Hall. This space will be used in the case of inclement weather.
- FSFA (Florida State Fair Ambassadors) staff will serve as ushers to assist with seating.
- Your two guest tickets will be distributed at graduation rehearsal, attendance is mandatory

### Adjusted Commencement Schedule

- To allow the FSFA staff adequate cleaning time in between each ceremony, the graduation schedule has been revised to provide four (4) hours spacing between start times. Our time and date will remain the same. We must exit quickly in an orderly fashion (We will have approximately 25 min fully exit the building)

### Hand Sanitizer

- EXPO Hall has sixteen (16) permanent hand sanitizing stations and fifteen (15) portable stations, with three (3) dispensers on each to be placed throughout the venue. FSFA staff will ensure that hand sanitizing stations are stocked.
- FSFA staff will ensure that bathrooms are cleaned and stocked regularly throughout each event.

### Signage

- Appropriate signage will be placed throughout the venue reminding all graduates, guests and staff the importance of social distancing, washing hands, using hand sanitizer and wearing a mask that covers the nose and mouth.

### Masks

- Masks will be required of all graduates, guests, and staff at all times while in EXPO Hall.
- Disposable masks will be provided for guests who arrive without one from the parking attendants.

### Prior to Arrival

- In person temperature checks will not be included in the protocols at EXPO Hall. All graduates, guests and staff attending the graduation, will be asked to monitor their temperature prior to leaving their home for the venue. If a temperature measures above 100.4, graduates, guests and staff are asked to stay at home and participate in the ceremony via our live stream platform on our district website.
- Additionally, graduates, guests and staff will be provided the following 4 questions to ask themselves before they leave their house. If the answer to any question is yes, graduates and guests are asked to view the ceremony through our live stream platform.
  1. Have you experienced any of the following symptoms in the past 48 hours:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea

2. Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:

Anyone who is known to have laboratory-confirmed COVID-19

OR

Anyone who has any symptoms consistent with COVID-19?

3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
4. Are you currently waiting on the results of a COVID-19 test?

#### Medical Assistance for Guest, Graduation or Staff

- The FSFA will arrange for medical staff to be on site to assist graduates, guests, and staff, if needed during all events. Medical staff will be in a space that provides for isolation, if needed.

#### **PARKING AND ARRIVAL**

##### Staggered Guest Arrival

- A-M graduates/guests will arrive 3:15 to 3:25, N-Z graduates/guests will arrive 3:26 - 3:45
- No large bags or camera cases permitted. Violators will be returned to their vehicles.

##### Ceremony Parking

- Graduates/guests will use the Hwy 301 gate for the ceremony **ONLY**. Gates will open at 3pm and doors to Expo Hall will open at 3:15pm. There is a \$6.00 parking charge for all commencement exercises. Cash or card accepted. Exact change or cards preferred.
- Guests will be encouraged to remain in cars until their individual arrival time. Seating areas are pre-assigned.
- Remember, all guests must have their paper ticket and mask for entry.

##### Graduate Arrival

- Provided the venue has been released to us after cleaning, students and staff may enter EXPO Hall 45 minutes prior to the ceremony start time (**3:15pm**).
- Graduates will enter through the center door on the East side of the building.
- **Students will arrive, wearing their cap and gown**, and move directly to their pre-assigned “floor” seat. There will not be a processional due to health and safety protocols.
- **Graduates will need a school issued ticket for entry into EXPO Hall if they are not wearing their cap and gown. Graduates must wear a mask.**

##### Dress Code

- **Men: Dark Slacks and white shirt with tie**
- **Ladies: Dress shorter than gown or dark slacks**
- **Shoes (All Graduates): Dress shoes, NO flip flops or sneakers**

- **Cap: Mortar board flat w/ tassel on the right. No writing on cap outside, name should be on the inside.**
- **No flowers, phones, purses, and no gum**