

**Milano ISD**  
**Plans for In-Person Commencement Ceremony**  
**May 29, 2020**

Graduates and parents will begin arriving at 5:45pm for check in at the Milano Elementary School. Upon entering the rear entrance of the elementary gym area, they will enter into a room where they will be screened for any illness. General health related questions will be asked to ascertain if they are experiencing any COVID-19 related symptoms and their temperature will be taken via a thermal scan thermometer. The questioning and temperature check will be conducted by a healthcare professional.

After clearing this examination, they will exit the room via a different exit and proceed to the elementary gym or the elementary cafeteria in order to maintain social distancing. In the event an individual does not pass the healthcare screening, they will be escorted out of the building via a different exit than they entered. Law enforcement officials will be on site to assist, if the need should arise.

Once entering into the elementary gym or elementary cafeteria, assigned chairs will have been strategically placed in order to maintain social distancing protocols. Bathroom breaks will be allowed, with one person at a time permitted to use the restroom. We will have custodians placed at the door to ensure proper hand washing supplies and materials are available. Furthermore, the custodians will also sanitize toilet and urinal handles after a person leaves the restroom. They will also sanitize door handles of the restroom each time a person leaves the restroom.

At the appropriate time, employees (senior class sponsors) will assist the students and parents in lining up in a predetermined order for the processional. Pre-marked areas will be made for the students and parents to stand throughout the processional in order to maintain social distancing protocols.

Each graduate will be given four invitations to issue to guests. This invitation will serve as the guest's admission ticket into the stadium. There will not be anyone allowed into the stadium without an invitation. The invitation will have the student's name on it and the signature of the MISD Superintendent. The MISD Seal shall be stamped over the superintendent's signature to prevent fraudulent invitations from being replicated.

Guests will be allowed to arrive at 5:45pm. Upon arrival at the main entrance to the stadium, every guest will be asked general health related questions to ascertain if they are experiencing any COVID-19 related symptoms and their temperature will be taken via a thermal scan thermometer. The questioning and temperature check will be conducted by a healthcare professional.

After clearing this examination, guest will be permitted to enter the stadium and proceed to a designated sitting area in the home bleachers. Areas for sitting will be marked and overseen

by MISD personnel to ensure social distancing protocols are maintained. Restroom breaks will be permitted, with one person at a time permitted to use the football field restrooms. We will have custodians placed at the door to ensure proper hand washing supplies and materials are available. Furthermore, the custodians will also sanitize toilet and urinal handles after a person leaves the restroom. They will also sanitize door handles of the restroom each time a person leaves the restroom.

Once the commencement ceremony begins, graduates and their parents will be seated in a manner that allows for social distancing. Attached is a schematic design showing the placement of the graduates and their parents. All speeches will be pre-recorded so there will not be a sharing of the microphone or podium. One microphone will be used by the principal on the field for introductions and extra announcements. There will be a microphone in the press box where a MISD employee will announce the names of the students during the processional. When it is time for the students to receive their diplomas, their name will be called and they will come, along with their parents, to the front of the field. Their diploma will have been placed on a table in front of the stage and the designated parent will present their child with his or her diploma.

As for as the stage area itself, we will have a limited number of personnel on the stage in order to maintain social distancing protocols. Seating on the stage will be the MHS Principal, MISD Board Member and the MISD Superintendent.

Near the end of the program, we will have the graduates turn their tassels at one time simultaneously with a brief fireworks display. The finale of the program will be the playing of the Senior Class Song. The fireworks display will take place behind the visitor's bleachers and will be conducted by the Milano Volunteer Fire Department.

The graduates will walk out back to the elementary gym. Then we will dismiss the parents and guests in a predetermined order that coincides with their seating arrangement. Parents will be dismissed to the elementary gym to congratulate their graduate.

Parents and graduates will be dismissed from the gym to go to their vehicles. We will then have them line up in a prearranged order in the high school parking lot to participate in a parade downtown that will allow for other friends, family and guests who were unable to attend the commencement ceremony to help celebrate the graduates.

This graduation plan may change based on guidance issued by relevant government authorities.

**\*\* REMINDER: IF YOU PLAN TO BRING CHILDREN, THEY COUNT TOWARDS THE TOTAL OF THE FOUR GUESTS ALLOWED.**