

April 28, 2017

Dear B.T.W. Seniors and Parents:

The faculty and administrators at Booker T. Washington High School want to do everything possible to make the 102nd Commencement Exercises a worthy and honorable event. It is our hope that commencement will be filled with memories that will be treasured for a lifetime. We believe that graduation is a formal ceremony and not a party; therefore, we expect formal behavior during graduation. Please review the following code of conduct for graduation. Participation in graduation is completely optional.

1. All rules and policies of Booker T. Washington High School will be enforced such as no smoking, no disruptive behavior, and no students in possession and/or under the influence of alcoholic beverages. Students should not possess or plan to use objects intended to disrupt the ceremony such as beach toys, silly string, toilet paper, etc.
2. Appropriate dress for the formal, graduation ceremony is the cap and gown. The cap and gown may not be altered or decorated in any way that has not been previously approved by the administration; only school-issued tassels, collars, shawls, pins, etc. may be worn. Under their gowns, students must wear the following:
 - a. **Men:** dress shirt, *tie*, dark dress slacks, dark dress shoes.
 - b. **Women:** dark dress or skirt and blouse and dark dress shoes. Dark dress sandals may be worn. Dress under the robe should adhere to TPS dress code as to length and bodice requirements.
3. Students who arrive in blue jeans, shorts, sandals, tennis shoes, T-shirts, or other inappropriate clothing will not be allowed to participate in graduation. Sunglasses will not be permitted. Messages taped on the top of caps will not be permitted.
4. No purses, bags, backpacks, or sacks of any kind are allowed on the arena floor. These articles need to be left at home or with a friend/family member.
5. Graduates should **enter through the south lobby** and report to the practice gym in ORU's Mabee Center no later than 6:00 p.m. with cap and gown (and white collar for the ladies). Family members and friends may not accompany graduates to the line-up area.
6. Once students have checked in at their respective area, they must stay in that area for line-up purposes.
7. The commencement exercises last about an hour and a half; please show common courtesy and respect to your fellow graduates by using appropriate manners during the program. No one is to leave the commencement exercises prior to completion.
8. Students will be ushered into and out of the arena by the faculty. Please go to the end of the row standing in front of the first available chair until all chairs in that row are filled leaving no

empty spaces. During the processional, stand until all students, faculty, and platform party are in place.

9. Remain standing while all members of your row are receiving their diplomas.

10. It is appropriate to hold applause until all students have received their diplomas. Cheers, whistles, bells, or other noisemakers are disruptive to the dignity of the ceremony. Each family member and friend is looking forward to hearing their graduate's name being announced.

11. Spectators should remain seated throughout the program. Please leave the aisles open for safety precautions. You are asked to reserve no more than five seats and to not bring in outside food or drink, balloons, signs or noisemakers of any kind.

12. A photographer has been contracted by Booker T. Washington High School to take pictures. Individual photographers or video recordings by the stage will not be permitted.

13. Any graduate who behaves inappropriately during the ceremony may be escorted out and prevented from taking part in the ceremony. Family members should expect to meet him/her outside the facility.

14. Any type of inappropriate behavior during the ceremony may result in the diploma being withheld. If the diploma is withheld, arrangements to receive the diploma must be made by calling the Principal's office.

Graduation provides pleasant memories when everyone is informed and meets expectations for appropriate dress and conduct. We are all striving to make this activity a positive experience, and your cooperation will make this a memorable and respectful event.

Sincerely,
Josh New
Class Sponsor