

GENERAL INFORMATION—GRADUATION BOOKER T. WASHINGTON HIGH SCHOOL CLASS OF 2025

The following are general instructions regarding your graduation ceremonies that must be strictly followed. Seniors and parents are urged to read this information carefully as your cooperation is essential to the overall success of our 2025 graduation ceremony. **Graduation is a celebration of academic achievement and anyone who does not feel that they can follow these rules should not plan to participate in the graduation ceremony.** Only Seniors who are eligible to receive a diploma or a certificate of completion may participate in the graduation ceremony.

A. Dress:

Female graduates should wear blouses and skirts or dresses no longer than the graduation gown and dress shoes. Male graduates should wear dark or khaki dress pants, collared, button-down dress shirts (NO polo-type shirts), tie, socks and dress shoes. No halter tops. No midriffs. No shorts. No jeans. No jackets. The gown will be worn over the dress clothes. No tennis shoes - of any kind - or flip-flops will be permitted! Make sure you wear shoes/heels in which you can comfortably walk. Graduates **should not** bring purses or bags – they will not be allowed on the arena floor. No Cell Phones, no gum and no sunglasses during the ceremony. **If you have any questions about this, please speak with Mr. Shackle as soon as possible!** Graduates not dressed appropriately for this event **WILL NOT** walk at Graduation 2025!

B. Tassels & Caps:

Cap must be worn in **original issued condition - NOT DECORATED OR EMBELLISHED**. Graduates receiving tassels for graduating with honors should remove the blue and white tassels on their caps and replace them with the honor tassels. **The cap should be worn with the point on the forehead facing the front and the tassel on the right.** Put your name inside your hat; it is yours to keep. Tassels should be turned to the **left** when instructed by the Superintendent or designee at the end of the ceremony when they proclaim you are graduates.

C. Gowns:

Only academic or extracurricular cords and/or stoles issued by Booker T. Washington High School during the 2024 - 2025 school year shall be worn during Graduation 2025. To achieve a uniform and consistent appearance of our graduates, no flowers or non-school issued awards, cords, regalia, medallions, etc. may be worn on gowns during Graduation. This includes heritage and cultural flags/scarfs.

D. Fines:

Students who owe money for books, uniforms, dues or other expenses will not receive their cap and gown OR be allowed to take part in the graduation ceremony. Check your school email to see if you owe any fees or fines. Payment instructions are included in the email.

E. Behavior:

Graduation is a serious and solemn occasion celebrating the academic accomplishments of EACH graduate. Conduct or behavior that significantly disrupts the order of the ceremony will not be tolerated. Every student deserves to receive their recognition!

F. Pictures:

Family pictures should be taken before or after the ceremony. Gowns are yours to keep! Guests who wish to take pictures of graduates during the ceremony should show courtesy to others in attendance. A professional photographer will take pictures of you during the ceremony, as you receive your diploma from Mr. Shackle and when you step down from the stage. Proofs with prices will be emailed to you and there is NO OBLIGATION to purchase photos.

G. Parents and Guests:

Parents and Guests are NOT required to have a ticket to enter the Bay Center. The Bay Center does not limit the number of parents and guests a graduate invites. Parents and guests will be required to follow the security protocols of Pensacola Bay Center. No noisemakers, bells, whistles, horns, etc., and no signs or banners are permitted in the Pensacola Bay Center during the ceremony. Wrapped gifts, balloons, large bags, glass containers and vases of flowers are not permitted.

Click: <https://www.pensacolabaycenter.com/plan-your-visit/security-procedures> to connect to the *Pensacola Bay Center's Know Before You Go* page for more information.

G.

Graduation - Day of Event information

Place: Pensacola Bay Center
201 E. Gregory St.
Pensacola, FL 32502
850/432-0800

Date: Tuesday May 27, 2025

Time: 2:30 PM (seniors report to the Pensacola Bay Center at 1:30 PM.)

DOORS TO THE ARENA FLOOR WILL BE LOCKED AT 2:15 PM AND GRADUATES WILL NOT BE PERMITTED ONTO THE FLOOR AFTER THAT TIME.

Students will enter through doors in the REAR of Pensacola Bay Center (9th Avenue side). Gowns will remain UNZIPPED and caps OFF until graduates have been cleared by Pensacola Bay Center Security Staff. BTWHS staff will direct you to the correct entrance doors to the arena floor. Once on the arena floor, find your assigned homeroom teacher. Your homeroom teacher will seat you in the proper order, have you complete the Grad Images Photo information card and provide you with an index card with your name printed on it (which you will hand to the Pronouncer on stage as you get your diploma cover).

Graduates should stand during the Pledge of Allegiance and will be instructed to be seated by the SGA President. Males should remove their caps during the Pledge. Females do not need to remove their caps at any time during the ceremony.

AWARDING OF DIPLOMAS - A BTWHS staff member will instruct sections of graduates to stand and proceed to the stage area to receive their diploma cover. **Graduates will take the index card printed with their name (received from homeroom teacher) and give it to the Pronouncer as they cross the stage.**

At the conclusion of the ceremony, graduates will exit using the TWO sets of doors located on the north side (opposite end from the stage) of the arena floor. Faculty/Staff will direct you to the exits.

NOTICE OF LIMITED PARKING: Parking at Pensacola Bay Center is very limited and graduates, parents and guests are encouraged to arrive early to allow extra time for parking, carpool if possible, and consider dropping off graduates to reduce the number of vehicles at Pensacola Bay Center. The Pensacola Bay Center parking lot on Ninth Avenue will be open, although it is expected to fill quickly. Very limited paid parking may be available by independent groups and private businesses nearby – keep in mind that arrival for our graduation will take place during daytime business hours. Be aware of all signage regarding parking as vehicles may be towed at owner's expense. All city and Bay Center parking regulations will be strictly enforced.