

**TO:** Parents or Guardians of Graduates  
**FROM:** Dr. Bray & Mrs. Barnett  
**DATE:** March 29, 2021

As we are looking at the last days of March, we realize this school year is quickly coming to an end. Before long, you will be watching your son or daughter walk across the stage and receive recognition for 13 years of hard work. There are several dates and responsibilities that we would like for you to be aware of before that wonderful day. Please refer to the information below and help us make this graduation as smooth as possible.

## **GRADUATION**

### **Ceremony:**

The Graduation Ceremony for the BHS Class of 2021 will be held **Friday, May 21, 2021 at 7:00 p.m.** at the Billy Joe Young Football Stadium. There will be a make-up day in case of inclement weather. This information will be communicated via the TCSS phone call-out system, the BHS website and BHS social media pages, if needed, the week of graduation. The BHS Graduation Ceremony will be a ticketed event. Each senior will be given **10** tickets. The tickets will be distributed at Graduation Practice on Wednesday, May 19<sup>th</sup> and will be numbered and signed for. We will not be able to replace lost tickets so please encourage your senior to keep up with the tickets they are given. All seniors will report to the BHS CTE Center by 6:00 p.m. Gates at the Football Stadium will open for guests at 6:15 and all guests will be able to enter either the top or the bottom entrance of the Football Stadium. Both the Home and Guest side will be available for seating. We ask that families sit together and use social distancing guidelines. Masks will be required for all people attending the Ceremony pending guidance from the TCSS Superintendent.

### **Practice:**

On Wednesday, May 19<sup>th</sup>, at 8:30 a.m., seniors will participate in a senior breakfast in the BHS Cafeteria and Competition Gym. This will be a fun time for seniors to hang out with each other one last time at BHS.

On Wednesday, May 19<sup>th</sup> from 9:30-11:00, seniors will participate in a mandatory Graduation Practice at Brookwood High School on the Football Stadium. All seniors will go over the instructions for lining up, entering the stadium, and exiting the stadium. This Graduation Practice is **mandatory** and failure to attend will prevent a senior from participating in the Graduation Ceremony. Seniors will be expected to leave the BHS campus as soon as the Graduation Practice concludes. Graduation tickets will be distributed to each senior during Graduation Practice through a sign-out process. There will be NO replacement tickets issued so please encourage your senior to put these somewhere safe. Seniors will be responsible for their own transportation to and from BHS that day. If this is a problem, please see Mrs. Barnett or Dr. Bray.

### **Cords/Stoles:**

This year, every senior will receive a white BHS stole to wear with their caps and gowns. These will be distributed to the seniors upon arrival at the CTE Center the night of Graduation. Any senior who is a member of the following organizations will receive their stoles/cords at the senior meeting on March 29<sup>th</sup>.

- National Honor Society
- HOSA
- Career Technical Honor Society
- Quill and Scroll Honor Society

Seniors in other organizations will receive their stoles/cords from the sponsor of the club prior to Graduation.

### **Photography/Videos:**

Pictures will be taken during the ceremony by a professional photographer as the students receive their diplomas on stage. Information about how to purchase these pictures will be distributed closer to Graduation. We will not video the ceremony for purchase. Please feel free to video this event using your personal devices.

## Attire:

### Females:

- Dresses or skirts/tops that do not extend above the collar nor below the hem of the graduation gown
- Black shoes must be worn. Please be sure you are comfortable walking on grass in these shoes.
- No tennis shoes or flip flops

### Males:

- Black dress pants (no khaki pants or blue jeans)
- A white dress shirt
- Dark tie or bowtie
- Black dress shoes must be worn by all students.
- No boots, tennis shoes, or flip flops

**If you feel your child may have trouble getting the appropriate graduation attire, please call Mrs. Barnett, Senior Guidance Counselor, as soon as possible.**

## Cap/Gowns:

All seniors should have their cap/gowns after the senior meeting on March 29<sup>th</sup>. Please take these items out of the bag and make sure there are no issues. We have already had some damaged caps and gowns. You will need to notify me about problems with caps/gowns ASAP so I have time to get your student a replacement. These gowns are very wrinkled. Please DO NOT iron the gowns as an iron will melt the material of the gown. You can use a steamer to get the wrinkles out or you can hang the gown up in a steamy bathroom to help those wrinkles fall out.

If your student did not get their cap/gown or did not purchase one, please contact me ASAP. We have limited time remaining for these items to ship to BHS.

## Behavior:

Senior students must report to the BHS CTE Center no later than 6:00 p.m. on Friday, May 21<sup>st</sup> to prepare for the ceremony. Students should not enter the ceremony with chewing gum. **Cell phones will not be permitted.** The use of tobacco, alcohol or intoxicating substances will not be allowed during the Graduation Practice or the Graduation Ceremony. **Participation in graduation is a privilege. Students in violation of the dress or behavior requirements will be pulled from the graduation line.** This is to protect the dignity of the ceremony for all other students and parents.

## OTHER BALFOUR SUPPLIES

All other Balfour supplies will be mailed directly to seniors' home address the week of April 5<sup>th</sup>. If you have any questions about these products you can contact Balfour at (866) 402-7464.

## DIPLOMAS

All diplomas will be **mailed directly to the student's address** in the weeks after the graduation ceremony. These usually arrive in July. Senior students will complete an online form indicating the address they want their diploma mailed to during Graduation Practice. It is imperative that this information is accurate so that your student receives his/her diploma. Students will only receive a diploma cover on the day of graduation.

## FINAL TRANSCRIPTS

All final transcripts will be sent after the seniors have graduated. These are usually sent the first part of June. The seniors will request final transcripts through their Parchment accounts to the college they plan to attend. This will also be done during Graduation Practice. This is the last transcript we can send free of charge. Any transcript request after this must go through [www.tcass.net](http://www.tcass.net) under the Alumni Transcript Requests/Verification link or by going to [needmytranscript.com](http://needmytranscript.com) for a fee.

## **FEEES**

A fee list for your senior has been enclosed. All fees must be paid prior to graduation for your senior to participate in the Graduation Ceremony. If you have any questions about a fee listed, please call our Bookkeeper, Mrs. Watters, at 342-2777 ext. 2. Lost or damaged textbooks, library fines, or missing sports equipment, band equipment, or JROTC uniforms will not be added until the end of the semester.

## **HONORS PROGRAMS**

### **Honors Day**

Due to COVID, we will not have an Honors Day Program this year, where we recognize all students for academic, attendance, and other honors.

### **Honors Night**

Honors Night is a presentation program for seniors receiving scholarships and it will be held Monday, May 17<sup>th</sup> at Brookwood High School in the Competition Gym at 6:00 p.m. Students being recognized must be dressed nicely, graduation attire as indicated above may be worn, or other dress clothes that are appropriate can be worn. Cap and gowns will **not** be worn at this event. **Only seniors receiving invitations (and receiving scholarships) are required to attend this event.** We will **not** announce the Valedictorian, Salutatorian, or Honors Graduates for the 2021 senior class at this time. There will be limited seating at this event as the Competition Gym cannot be a full capacity. Each senior being recognized will be given 6 tickets for family and friends to attend.

## **VALEDICTORIAN/SALUTATORIAN/HONORS GRADUATES**

We will recognize and award all Honors Graduates with their medals during the Graduation Ceremony. The Valedictorian and Salutatorian will be announced during Graduation Practice and they too, will get their medals during the Graduation Ceremony.

## **SENIOR EXAMS**

This year, due to COVID, there will be no final exams. The final grade for each course will come from the average of the four nine weeks' grades. All seniors will take a required 4<sup>th</sup> nine weeks exam on Friday, May 7<sup>th</sup> during their classes. Monday, May 10<sup>th</sup> will be used as a make-up day for senior exams. No student is exempt from this exam since it is a 4<sup>th</sup> nine weeks exam, not a final exam.

## **SENIORS LAST DAY**

The last day for all seniors will be Friday, May 7<sup>th</sup>. If an in-person senior is absent on this day, they will return to BHS on Monday, May 10<sup>th</sup> to make-up the exam. Remote seniors' exams will be included in the Q4 coursework. The deadline for remote work to be completed is Friday, May 7<sup>th</sup> in order to be eligible to participate in the Graduation Ceremony. Enjoy your 2-week break before Graduation!

## **REMOTE STUDENT DEVICE**

All remote students must turn their devices in by Monday, May 10<sup>th</sup> in order to participate in Graduation. Please see Dr. Bray if you have any questions about your device.

## **SENIOR T-SHIRTS**

Seniors have the opportunity to purchase a senior t-shirt this year with seniors' names written in the number 2021. The order forms will be available at the senior meeting and online for 2 weeks starting Monday, March 29<sup>th</sup>. The cost for each shirt is \_\_\_\_ and must be paid at the time the order is submitted. Order forms can be turned in to Mrs. Crawford Lewis or Mrs. Barnett. Seniors will be notified about picking up these shirts once they arrive at BHS.

## WORK KEYS MAKE-UP TEST

Any senior who did not score at least a 4 on any of the 3 portions of the Work Keys test will be required to take that portion of the test again on April 14<sup>th</sup>. We will be giving the Applied Math portion at 8:30 a.m, the Graphic Literacy portion at 9:30 a.m. and the Workplace Documents portion at 10:30 a.m. Please report to the BHS Library 10 minutes prior to your test time. If you are a remote student, you will only need to show up at the times of the tests you need to take and if there is a break between your tests, you will remain on campus until the next test time. You will be given a reminder of the tests you need to take at the senior meeting. Remember, you can study for this test by logging in to your Work Keys Curriculum account. If this login does not work, you should be able to reset your login information using your email. Please bring a snack if you have to take multiple tests and a calculator if you are taking the Math portion. This test will be given online and each section will take less than an hour.

## AP TESTS

A letter was mailed to all AP students at the end of January outlining the fees required for the AP Tests. This test is required for any student taking an AP course and allows the student to earn weighted credit for the course. The weighted credit will be applied to the final average for the course. The College Board determines the cost and dates of the AP Tests. The cost of each AP Exam is \$95. There are fee waivers available for students who receive free or reduced lunch bringing the cost of their exam to \$53 and I noted this on the letters you received in the mail. This money is due to Mrs. Barnett by Friday, April 23<sup>rd</sup>. Students may begin sending in money now; however, it must be paid by the April 23<sup>rd</sup> deadline for your student to graduate. **Please make all checks payable to Brookwood High School.** The AP score reports will be available in July to students by logging in to their AP account, Brookwood High School, and designated colleges. The AP Test score is a weighted combination of the student's scores on the multiple-choice section and the free-response section. The final score is reported on a 5-point scale, where a score of 5 indicates that the student is extremely well qualified and a score of a 1 indicates that no recommendation is being made. The dates and times for each AP Test are listed in the chart below.

## BHS PROM

### Information/Tickets

The BHS Junior/Senior Prom will take place on Saturday, April 17<sup>th</sup> from 8:00-11:00 p.m. at the Tuscaloosa River Market. Tickets can be purchased online at GoFan.co. Because participation in extracurricular activities is limited to currently enrolled students, all students must purchase Prom tickets for themselves and their guests in advance of Prom night. No Prom tickets will be sold at the door. On Prom night, only student ticketholders and their approved guest (as outlined in the guest approval form) will be admitted. All students purchasing a Prom ticket must complete the BHS Prom Permission Form, which can be found on the BHS Website or in the Counselor's Office.

### Attire

The attire of all student ticketholders must follow the guidelines listed on the BHS Prom Permission Form. Anyone who arrives inappropriately dressed will not be admitted to Prom. If you have a question about whether a garment is permissible, check with an administrator *before* the night of Prom. Any students displaying inappropriate attire will be asked to leave. The principal or his/her designee has the authority to determine inappropriate or unacceptable dress and, when necessary, to take disciplinary action. (Refer to *TCSS Parent-Student Information Guide*)

### Sign-in/out Procedures

Upon arrival at the River Market, guests will sign in at one of the check-in tables, give their Prom ticket to a BHS faculty member, and enter the Prom area. For safety reasons, students are not allowed to leave and re-enter the Prom area after checking in, so make sure you do not forget anything you need to have with you. BHS students and guests will sign out at the same table when they leave.

***Remember that the BHS Prom is a school function. For this reason, all Tuscaloosa County Board of Education rules and policies are in effect.***

## Tickets

All tickets are non-refundable. Tickets must be purchased on [gofan.co](http://gofan.co).

3/6/2021-3/20/2021-\$50/ticket

3/21/2021-3/31/2021-\$60/ticket

4/1/2021-4/16/2021-\$75/ticket

The last day to purchase a Prom ticket is Friday, April 16th. Do not wait until the last minute to purchase a ticket! No exceptions to any of these deadlines will be made, even if a student is absent on the day of a deadline.

## Date Approval Process

If your date is not a BHS student, you must complete the date approval process and have an approved Prom Date Request Form **before purchasing a ticket online**.

- (1) If your date attends or has graduated from another school including a home school program, an administrator from that school must complete and sign a Prom Guest Request Form. All guest forms must be sent to Mrs. Hubbard by April 9th, 2021. Prom Request Forms will be available in the BHS Counselor's Office. ***All dates must be under age 21.***
- (2) Several days after the Prom Request Form (for non-BHS students) is completed, you will pick up your request form from the Main Office. Because of the time required for contacting telephone references, Mrs. Hubbard will not accept last minute request forms. ***ALL request forms will be accepted until Friday, April 9th.*** Because the information on the Prom Date Request Form must be verified, it is essential that you write legibly and provide accurate information. Double check the phone numbers before turning in your form! Failing to follow instructions on the Prom Date Request Form or submitting inaccurate information will result in your Prom Date Request Form being delayed or rejected.

## Photography

The Lifetouch photographer will be taking formal pictures. Payment must be made on Prom night when the pictures are taken. Pricing information will be displayed. From 7:00 until 10:30 P.M. on Prom night, students may have portraits made on a first-come, first-served basis. Portraits will be mailed to the school; however, senior students will need to provide correct mailing addresses in the event that the pictures arrive after Graduation.

## Prom King and Queen

All seniors will have the opportunity to vote for Prom King and Queen at the senior meeting on March 29<sup>th</sup>. This will be the only day that we accept votes for Prom King and Queen. An Administrator will tally the votes and screen the academic and discipline records of all nominees prior to announcing the winners. Remember, the Prom King and Queen must purchase a BHS Prom ticket and attend the event.

Again, we congratulate you! We hope that you enjoy these special ceremonies and make plenty of wonderful memories.

Sincerely,

Dr. Bray & Mrs. Barnett

## Summary of Important Dates

| <b>Date</b>               | <b>Event</b>  | <b>Requirements</b>  |
|---------------------------|---|--|
| Monday, March 29, 2021    | -Senior Panoramic Photo @ BHS<br>-Senior Meeting with Mrs. Barnett  |  |
| Thursday, April 1, 2021   | Senior Cap/Gown Pictures at BHS (bring your own cap/gown)   | *All seniors will need to bring their own caps/gowns<br>*Ms. Humphreys will contact seniors with time of appointment |
| Wednesday, April 14, 2021 | Make-up Work Keys Test @ BHS  | *Seniors will get assigned times and location from Mrs. Barnett  |
| Saturday, April 17, 2021  | BHS Junior/Senior Prom @ the Tuscaloosa River Market  | *Prom tickets must be purchased on gofan.co<br>*Prom forms must be completed and turned in to Mrs. Hubbard           |
| Friday, April 23, 2021    | Progress Reports sent home  |  |
| Monday, May 3, 2021       | AP Government Test @ 8:00 in BHS Library  | Must pay for test prior to this day  |
| Tuesday, May 4, 2021      | AP Calculus Test @ 8:00 in BHS Library  | Must pay for test prior to this day  |
| Wednesday, May 5, 2021    | AP English Literature Test @ 8:00 in BHS Library  | Must pay for test prior to this day  |
| Thursday, May 6, 2021     | AP US History Test @ 8:00 in BHS Library  | Must pay for test prior to this day  |
| Friday, May 7, 2021       | -4 <sup>th</sup> Nine Weeks Exams for in-person seniors<br>-All remote work is due<br>-Last day for in-person seniors |  |
| Monday, May 10, 2021      | 4 <sup>th</sup> Nine Weeks Make-up Exams for in-person seniors absent on Friday                                       |  |
| Wednesday, May 12, 2021   | AP English Language Test @ 8:00 in Library  | Must pay for test prior to this day  |
| Friday, May 14, 2021      | AP Biology Test @ 8:00 in Library<br>AP Environmental Test @ 12:00 in Library   | Must pay for test prior to this day  |
| Monday, May 17, 2021      | Honors Night @ 6:00 in BHS Competition Gym  | *Seniors recognized for scholarships<br>*Invitations will be given to students needing to attend                     |
| Wednesday, May 19, 2021   | Senior Breakfast @ 8:30 in BHS Competition Gym<br>Graduation Practice from 9:30-11:30 on Football Field               | *Attendance is mandatory<br>*Graduation tickets will be distributed  |
| Friday, May 21, 2021      | BHS Graduation @ 7:00 in Billy Joe Young Football Stadium   | *Seniors arrive to BHS CTE Center at 6:00<br>*Tickets required for all guests  |