

Dear Graduating Senior,

Congratulations! Graduation is upon us. **All seniors will be held responsible for knowing and abiding by all graduation requirements in order to march in the procession and across the stage. THIS IS NOT NEGOTIABLE!**

*****Graduation Requirements**

It is your responsibility to know and fulfill the graduation requirements of your graduating class. If you are unsure of your graduation status, you should have already asked to meet with your guidance counselor. If you fail to meet your graduation requirements, you will need to have a plan in place to continue to work on this endeavor. See your guidance counselor for more information. Seniors who do not meet the requirements will be notified prior to graduation practice.

*****Seniors Who Owe**

It is your responsibility to know if you have a financial obligation that has not been cleared. Any senior who has not taken care of ALL of their financial obligations to the school or associated vendors (such as Herff Jones or the photography studio) **will not be allowed to walk in the graduation ceremony**. Chromebooks, chargers, library books, library fines, textbooks, textbook fines, uniforms, band dues, DCT dues, yearbook, senior portraits, announcement orders, school associated trips, athletics, etc... **must be taken care of BEFORE TUESDAY, May 15, 2024 or your name will be removed from the commencement list. For further assistance, please contact Mrs. Gross.**

*****Dress Code for Graduation Day**

- Males- Dress Pants, White Shirt, Tie, Dress Shoes
- Females- Dress, Dress shoes with a **BACK** strap! Dress length should not be longer than your gown. Do not wear a dress with a collar above your gown collar. Females can also wear dress pants.
- Absolutely NO jeans, tennis shoes or flip flops.
- If you choose to wear Personal Protective Equipment such as a face mask, it must be plain and a solid color.
- If you need assistance with obtaining attire for graduation, contact Mrs Jordan. PFHS is very fortunate to have a clothing closet that consists of brand-new clothing for our students. ljordan@ecsdf.us

*****Cap & Gown**

Cap and gowns will be distributed on May 15, 2024 after seniors have completed their exams. All seniors will be required to wear their cap & gown at **Senior Honors Night and Graduation**. You will NOT wear your cap and gown to graduation practice. Try your gown on the day that you receive it. Your gown length should be mid-calf. If your gown does not fit, or has rips or stains, please take it to Herff Jones on 12th Avenue and get a replacement.

- Females have a detachable collar for their gown. You will NOT wear this detachable collar.
- Mortarboards must be worn flat on the head. This will not accommodate some hair styles, so plan accordingly. Do not pin your cap to the back of your head. The front of your cap should cover a portion of your forehead. You will not be allowed to put any messages or decorations on the top of your cap.
- Tassels are worn on the RIGHT until you are pronounced a graduate. The superintendent will advise you when you may turn it to the left.
- You will be allowed to keep your cap, tassel, and gown.
- If issued an honor, athletic, or NJROTC medallion, cord, or stole you may wear it with your cap and gown. No other items can be worn. Nothing can be pinned to the cap or gown.
- Just a suggestion: Keep a grocery bag and hanger with you at all times. You will want to keep your gown hung up so it does not wrinkle. Keep your cap and tassel in your bag to prevent losing them. Place the bag handles around the hook of the hanger to keep everything together.

*****Senior Exams** -- see the attached senior exam schedule. Senior exams are given during the regular school day. Absences during this time will count against you. Wednesday, May 15th is the last day to make up any exams.

*****Baccalaureate- Monday May 14, 2024- 6:00 pm- Calvary Baptist Church**

Baccalaureate is a non denominational religious service for interested graduates and their families. This is an optional ceremony, so please discuss your desire to attend or not with your parents. For those attending:

- Arrive at the church no later than 5:30pm. Report to the building directly to the right of the sanctuary. Seniors who are late will not be a part of the processional. The processional will line up to begin at 5:45pm.
- Friends and parents may enter the sanctuary to wait for the service to begin between 5:30-5:50pm.
- Take pictures after the service.
- You may sit with friends of your choice. They will need to be lined up in front of or behind you, not to the side of you.
- Remember to turn off your cell phone or leave it in the car. You may not have anything in your hands as you walk in the processional.
- Girls will not be able to carry a purse in the procession.
- Remember, this is a religious ceremony. You should be on your best behavior. We know that you will show your families the greatness of this graduating class!

*****Senior Honors Night – Monday, May 20, 2024- 6:00 P.M.- PFHS Gymnasium**

WEAR CAP & GOWN

All seniors are invited to attend Senior Honors Night. Those seniors who are receiving special recognition will receive an invitation for their family and friends.

- Seniors should report to the commons area near the senior café no later than 5:30pm.
- Parents and guests should report to the gym.
- Graduation dress code must be followed.
- You will proceed to the gym as directed. You may sit with friends of your choice. They will need to be lined up in front of or behind you, not to the side of you.

*****Senior Breakfast – Tuesday, May 21, 2024— at 10:30 am – Pine Forest High School cafeteria**

Any senior who has paid their senior dues will be allowed to attend the Senior Breakfast. Seniors will be given a ticket to present at the front door of the cafeteria. **If you lose your ticket, it will not be replaced.**

- **Only PFHS seniors attend the Senior Breakfast.** No parents, friends, cousins, children, etc. are allowed to attend.
- **Cap & Gowns will be distributed after Senior Exams on May 15, 2024.** They will not be distributed to individuals early.
- If you are unsure of your graduation status, do not open your bag. You can return your unopened bag to Herff Jones for a refund (minus late fees and/or shipping charges).

*****Graduation Practice – Tuesday, May 21, 2024- 12:30 P.M.- PFHS Gymnasium**

Graduation practice is MANDATORY!

Failure to attend graduation practice will result in your inability to participate in the graduation ceremony. Every graduate will be assigned a specific chair at graduation practice and there will be no changes in those assignments at the graduation ceremony.

- So...set three alarms and have a friend call you to wake you up! Start your car and kick the tires the night before. We will not accept any excuses!
- Failure to arrive on time will have the same result as failure to attend. It is better to be early than even one minute late.
- You should arrive at school no later than 12:00 P.M. if you do not plan to attend the breakfast..
- We will begin the commencement practice approximately at **12:30 P.M.**
- **It is recommended that you wear your graduation shoes to practice.** You will NOT wear your cap & gown. Your gown should be hanging at home in order to ensure there are no wrinkles in it at graduation.
- **Parents are NOT allowed to attend graduation practice.** They may return to school to pick you up at 2:00 pm.or they may wait in the parking lot while you practice.
- Do not move any of the chairs in the gym. They have been arranged specifically to accommodate the setup at the Bay Center.
- You will receive a Grad Images card at practice. In order to receive your graduation photos taken by Grad Images, you must complete this card and return it to your name caller. Grad Images captures pictures of you receiving your diploma clever and a picture of you once you exit the stage with your diploma cover.

*****GRADUATION DAY – Thursday, May 23, 2024 @12:15 P.M.- Pensacola Bay Center**

WEAR CAP & GOWN

- **All graduates must arrive at PFHS and be in their homerooms no later than 8:00 A.M.**
- Make sure you have used the restroom before reporting to your homeroom. You may not have another chance. Room Attendants will take roll and prepare you to load the buses.
- You must ride the air conditioned bus you have been assigned. You may not get off the bus once you have loaded.
- All graduates will walk into the Bay Center together. Do not stop to take pictures.
- You will not be allowed to enter the Bay Center with a cell phone, purse, bag, etc. Bay Center security has the right to search anyone entering the facility. All items that are not allowed will be confiscated by security personnel. Please ask a family member to hold this for you until graduation is over.
- Your parents will need to be informed of those things that will not be allowed in the Civic Center.
- You will be responsible for following the dress code as given. Failure to do so will result in your inability to walk in the commencement ceremony.
- You will be expected to be on your best behavior before, during and after graduation. If not, you will be removed from the ceremony and/or your diploma will be withheld until a meeting can be scheduled with school and district personnel.

*****DIPLOMA PICKUP- Friday, May 24, 2024 10:00 A.M. - 2:00 P.M. PFHS Main Office**

*****Questions**

- Please direct all questions regarding the graduation ceremony to Mrs. Ray or Mrs. King.
- DRay@ecsdfl.us OR EKing@ecsdfl.us