

# BOOKER T. WASHINGTON HS PROM PACKET 2017



## Paris by Moonlight

**Students will receive ONLY 1 prom packet. DO NOT lose your packet.**

**Attire:** This is a Semi-Formal and/or Formal event.

*See the following pages for specific details regarding the dress code.*

**Prom:** Le Bam Studio – 721 Miami Cir NE Ste 102, Atlanta, GA 30324

**Date:** April 15, 2017

**Time:** 7:00 p.m.-11:00 p.m.

**Cost:** Included with junior/senior fees (\$35 per person-outside persons)

## Important Dates & Deadlines for Prom 2017

### **Mandatory prom meeting held March 31<sup>st</sup> and April 12<sup>th</sup> (Teaching Theater).**

Any Booker T. Washington HS student that plans to attend Prom MUST attend one of these meetings to receive their prom ticket.

### **March 21, 2017 - March 30, 2017      Packet Distribution**

- Prom packet distribution (3<sup>rd</sup> block)

### **March 31, 2017      Final Call**

- **Last day to pay junior/senior fees and guest tickets to attend Prom 2017.**
- All paperwork due to the prom committee

### **April 14, 2017      Prom assembly**

- Booker T. Washington HS-12:00 p.m. (Teaching Theater).
- Booker T. Washington HS students attending Prom MUST attend the assembly
- Tickets will be distributed to Booker T. Washington HS students at the assembly ONLY

### **April 15, 2017      Prom**

- Doors will open at 6:45 p.m.
- Students arriving after 8:30 p.m. will not be admitted or given a refund.
- There are no in/out privileges.
- Booker T. Washington HS students must bring their prom tickets and ID to be admitted into prom.
- Guests, who are students of another school, must bring a current school ID to be admitted into prom (and have an approved guest pass on file).
- Guests, who are not students, must bring a valid driver's license or state ID card to be admitted into prom.

Prom ballots will be distributed for the Prom Royal Court upon entrance into the Prom.

- 9:00 p.m.      Senior Walk
- 9:30 p.m.      **Announcement of the Royal Court**  
Best Dressed (male and female)  
Prince & Princess (juniors only)  
King/Queen (seniors only)

## **BOOKER T. WASHINGTON HS Pre- Prom Checklist 2017**

In order to receive your Prom ticket(s), be sure to complete the following checklist:

- ☐ Pay any outstanding fees for junior/senior year
- ☐ Submit Junior/Senior Confirmation Form
- ☐ Submit Prom Dress Code
- ☐ Rules and Responsibility Form
- ☐ Guest Pass Consideration Form with ID (if applicable)
- ☐ Guest Pass Consideration School Administration Form (if applicable)
- ☐ Attend mandatory prom meeting.
- ☐ Pick up your ticket
- ☐ Student ID

## **Prom Guidelines**

Prom is a school-sponsored activity provided for mature and responsible Booker T. Washington High School students and their mature and responsible guests. It is the consensus of students, staff, and administrators who contribute to the preparation of these guidelines, that the responsibility for good behavior lies with the persons for whom this event was planned (juniors, seniors and their guests). It is the responsibility of those attending prom **to carefully read these guidelines**. Prom attendees **must sign** and have his/her **parent or guardian sign** the Booker T. Washington High School **Junior/Senior Prom Confirmation Form** indicating they have read the guidelines and agree to abide by them.

### **IMPORTANT INFORMATION**

1. Any current Booker T. Washington High School junior or senior, who is in good standing with the Booker T. Washington administrators and has paid their junior/senior fees are eligible to attend the prom in accordance with these guidelines.
2. **All** students must submit the Confirmation Form to the prom coordinator in order to secure clearance/permission to attend the prom. You must present a copy of your guest's ID at the same time that you submit the confirmation form to the prom coordinator.
3. Any Booker T. Washington High School sophomore is eligible to attend prom as an invited guest of an eligible junior or senior. This student will be considered an outside guest and a fee of \$35 to attend the prom must be paid.
4. Any current or former high school student who has not exceeded the age of twenty-one years may attend prom as an invited guest of a Booker T. Washington High School junior or senior.
5. **All students must pay all obligations prior to receiving a prom ticket.**
6. All participants must have a prom confirmation form completed prior to receiving their prom tickets. In addition, all invited guests (who are not Booker T. Washington students) **MUST** have a picture **ID** and approval on file with the prom coordinator **by noon on March 31, 2017.**
7. **All students must have a valid ID and comply with the prom dress code to enter prom.**
8. **Your name must match the ticket number assigned to you at the time of purchase.**

### ***Distribution:***

1. **Prom tickets will be distributed during Prom assembly on April 14<sup>th</sup>. Remember clearance forms must be submitted to the prom coordinator for approval no later than noon, Friday, May 31, 2017. All junior/senior fees must be paid in full to attend PROM 2017. Please plan accordingly and do not delay.**
2. Before you receive your prom ticket, you must submit the completed form titled "Confirmation Form". This form must be signed by you AND your parent/guardian. If you are bringing a guest, their information must be completed and signed as well.
3. Tickets may only be purchased for the student's own use. **Student's name and ID**
4. **Ticket number must match the student's name upon entering prom.**

## ***Attire: DRESS CODE FOR PROM***

### **Please read these guidelines very carefully.**

Juniors and Seniors, prom is a very special and **elegant** night. In an effort to create a memorable and **dignified** evening of which we can be proud, we are asking that your attire reflects the maturity of the graduating classes of 2017 and 2018.

April 15, 2017, you will be required to arrive to prom in appropriate semi-formal or formal wear. To help ensure that everyone is appropriate, you are required to adhere to the dress code. *If you are in violation of this dress code, you will not be admitted to prom and no refund requests will be granted. No exceptions.*

Take these criteria to your parents and to your designer so that they may help to ensure that you are in compliance with this new dress code. It is your responsibility to make sure your date, if not a student at Booker T. Washington HS, is in compliance with the dress code as well. All students will be asked to remove all jackets and coats before entering the prom.

The determination of the appropriateness of student dress and grooming shall rest with the administration and the prom committee. If the attire is questionable, students are encouraged to show their evening wear to the prom committee beforehand to determine if it is appropriate.

### **Ladies:**

- Ladies will wear semi-formal or formal gowns or pantsuits.
- Undergarments must not be showing.
- Dresses are to be no more than 3 inches above the knee (front and back) even if leggings are worn underneath the dress.
- Sheer/see through fabric over bare areas is not acceptable.

### ***BACK OF DRESS/LOW BACK***

If the back of your dress is open, then the back **should not** be LOWER than your elbows, when standing naturally. To be sure that you are in compliance with this requirement, with the heels that you will wear to prom, stand straight and let your hands fall to your side. The back of your dress should be no lower than your elbows/waist. NO EXCEPTIONS.

### ***LENGTH OF DRESS***

Regardless of the length of the style of your dress, your dress should be NO HIGHER THAN the tip of your longest finger with your arm straight down. Again, to make sure you are in compliance, allow your hands to fall naturally. This is a criterion that is required in school each day. No miniskirts or 'mini' dresses.

### *SPLITS*

Splits should be NO HIGHER THAN the tip of your longest finger with your arm straight down (3 inches).

### *FRONT OF DRESS*

Dresses may not be cut below the bust line. Rule: place thumbs on collarbone and touch index fingers together toward bust line. Where your fingers meet is how low your dress can go. The bust continues around your sides directly under your armpit. With arms down at your side, if flesh touches flesh below the bust line, the dress is inappropriate.

Your entire torso should be fully covered, from your chest area to your knees. Under no circumstances should body parts be exposed in the front of the dress. This means that your stomach, navel or belly ring should not be seen. No person wearing tube tops, midriffs, bra tops, mesh/"see-through" or otherwise revealing dress will be admitted to prom. Sheer material should be used **only** in the area below the chest area to right below the navel area. Using sheer material in this area is not permission to show skin in this same area.

### *CLEAVAGE*

Only dresses that provide a natural cleavage will be admitted. Individuals wearing low-cut dresses, deep or plunging necklines will not be admitted. No cleavage or openings below the chest area. No midriff can show or cut-outs that expose the front sides or midriff (even when arms are raised). Two piece dresses must overlap.

### *GENERAL*

No Spandex type wear, no mini-dresses, no hats and no sports (jersey type) dresses. You may not wear your date's jacket, shawls or other cover-ups/clothing items to bring your dress into compliance with the dress code.

Essentially, your dress should meet the requirements BEFORE adding any type of cover up. No airbrushed, spray-painted or RIP clothing of any kind. Again, the stomach area must be covered. You will be asked to remove your outer coat, jacket and any other covering before entering the prom.

## **Gentlemen:**

- Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a collared shirt, and may include a vest. Jeans will not be permitted.
- You will be asked to remove your coat, jacket and any other outerwear coverings before entering prom.
- Pants should fit properly on the hip and not sag below the waistline. Use a belt!
- Dress shoes must be worn.
- No gym shoes, (this includes Air Force Ones, All Stars, etc.) Timberland or any type of boots, jeans, doo rags, baggy pants, picks, combs...etc.
- No canes, hats or headwear are permitted.
- No gang or drug paraphernalia of any kind.
- If you or your date violate any terms of this dress code, **you will not** be allowed to enter prom.
- No clothing that would cause a disturbance of any kind.
- No airbrushed, spray painted or RIP clothing of any kind.

If you are unsure about your design, you may bring the draft or your dress to Ms. Moore, Mrs. Wright, or Dr. Clark. Parents with questions may contact one of the prom committee members.



## Responsibilities:

1. Become thoroughly familiar with the details of this packet.
2. All Booker T. Washington HS students are **required to submit the Confirmation Form** before receiving their prom tickets. The form requires the signatures of a prom committee member, the parents and the students.
3. Guests from visiting schools are to **secure clearance from their administrator** to ensure that they are in good standing with their school. Be sure to allow ample time for the Assistant principal and prom committee member to review and sign the form entitled "Junior/Senior Prom Confirmation Form".
4. Be sure to allow ample time for parking and other emergencies to ensure a timely arrival.
5. You will not be allowed into the Prom **after 8:30 P.M.** for security reasons. In addition, once you leave the prom facility you will not be allowed back into the prom.
6. When prom is over at Le Bam Studio, you must leave the premises.
7. Do not use, possess or consume alcohol, tobacco, or other illicit substances.
8. Exhibit polite, self-disciplined, cooperative behavior at all times. Avoid behavior that is likely to evoke censure or to require a reprimand.
9. Exhibit proper etiquette at all times. Use food, napkins, silverware, etc. for intended purposes only.
10. Honor all requests of chaperones and others in authority promptly and politely.
11. Maintain decency in dress, attitude, and behavior throughout the entire evening.
12. When dancing, use **good judgment and be respectful** of yourself and your family.
13. The rules are written for a reason. Please do not make the mistake of thinking that you are exempt from any of these rules. Do not gamble with a special night by being sent home from prom because you violated the dress code or the behavior expectations.

## **Penalties for Irresponsible Behavior**

1. Persons who are improperly attired shall be denied admittance to the prom.
2. Persons who are in violation of the "substance free" requirements shall be denied entrance to the prom; parents shall be contacted and any necessary actions shall result.
3. Individuals who violate school rules before, during, or after the Prom shall be restricted from attending future events or shall be suspended in accordance with the rules stipulated by the deans.
4. If your behavior is deemed disrespectful or inappropriate in any form, you will be asked to leave the prom with no refund.

## BOOKER T. WASHINGTON HS Prom Checklist 2017

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Prom Ticket Number: \_\_\_\_\_ Guest Prom Ticket Number: \_\_\_\_\_

- ☐ Pay any outstanding fees for junior/senior year
- ☐ Submit Junior/Senior Confirmation Form
- ☐ Submit Prom Dress Code
- ☐ Rules and Responsibility Form
- ☐ Guest Pass Consideration Form with ID (if applicable)
- ☐ Guest Pass Consideration School Administration Form (if applicable)
- ☐ Attend mandatory prom meeting.
- ☐ Pick up your ticket
- ☐ Student ID

Signature: \_\_\_\_\_

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### Prom Night- April 15, 2017

- ☐ Booker T. Washington HS **Student ID**
- ☐ **Ticket Number** (the ticket number must match the ticket number at the top of the page)
- ☐ **Guest ID** must match the Guest Pass Consideration Form/ID on file