

May 2, 2024

West Potomac Senior Parents/Guardians:

Congratulations to the Class of 2024! As we approach graduation, we wanted to provide you with important information to make the days leading up to the grand event as smooth as possible.

Laptops - Turn in begins May 20, RM 311, 8 am-3 pm

- All laptops with chargers must be turned in between Monday, May 20 - Friday, May 24, to Room 311 between 8 am - 3 pm.
- If a senior needs their laptop beyond May 24 to finish class obligations, they may keep it but it must be returned no later than June 5.
- If your senior has not returned their laptop or charger, their My School Bucks account will have an obligation of \$23 (charger) and/or \$444 (Chromebook).

Senior Dues/Obligations/Missing Textbooks

- Your senior must clear any outstanding senior dues, obligations, or textbooks, before receiving their cap and gown.
- Senior Dues (\$80) can be paid via My School Bucks, by or sending in cash or check with your senior. Senior dues are collected by Ms. Hacksaw in room 718 or Ms. Simpson in room 605.
- All obligations must be paid at the Finance Office, located in the Main Office, between 10:00am - 3:30pm, Monday - Friday.
- No checks will be accepted after **May 24, 2023**.
- Seniors will not be able to pick up their cap and gown until outstanding dues, obligations, laptops, and books are all cleared/returned.

SHOUT Service Projects - May 28 - June 5

- **SHOUT Senior Culminating Activities May 28 - June 5**
- This information pertains ONLY to students with APPROVED SHOUT applications
- SHOUT Seniors may not be on campus without permission after May 28
- Contact Mrs. Landon at JLLandon@fcps.edu with any SHOUT questions.

Senior Trip to Kings Dominion: May 30, 9am - 6pm

- **Cost is \$75**
 - Includes charter bus transportation and ticket. Seniors must ride the charter bus, they may not drive themselves.
- **Payment must be made by May 10, 2024.**
 - Payment can be made via my school bucks (Senior trip to Kings Dominion) or cash/check to Ms. Simpson in 605 or Ms. Hackshaw in 718.
- Seniors should wear their senior shirt.

Last Day of School for non-SHOUT seniors - June 5

Cap and Gown Distribution - Tuesday, June 4 - Thursday June 6

- **Tuesday, June 4 – Cap and Gown Distribution 3:30-5:30 pm by alpha**
 - Cap and Gown Distribution (3:30 – 5:30 pm)– Cafeteria - Last Names (A – Kel)
 - 3:30 – 4:00 pm – A - Bee
 - 4:00 – 4:30 pm – Bef - Chil
 - 4:30 – 5:00 pm – Chim - El
 - 5:00 – 5:30 pm – Em - G
 - 5:30 – 6:00 pm – H - Kel

- **Reminder** – seniors must clear senior dues, obligations, and return all books to receive cap and gown. Finance will not be available during cap and gown distribution, so please take care of this during the day.
- **Wednesday, June 5 – Cap and Gown Distribution 3:30-5:30 pm by alpha**
 - Cap and Gown Distribution (3:30 – 5:30 pm) - Cafeteria – Last Names (Kem – Z)
 - 3:30 – 4:00 pm – Kem - McE
 - 4:00 – 4:30 pm – McF - O
 - 4:30 – 5:00 pm – P - R
 - 5:00 – 5:30 pm – S - Th
 - 5:30 – 6:00 pm – Ti - Z
- **Reminder** – seniors must clear senior dues, obligations, and return all books to receive cap and gown. Finance will not be available during cap and gown distribution, so please take care of this during the day.
- **Thursday, June 6 – Cap and Gown Distribution 12:30-2:30pm**
 - Cap and Gown Distribution (12:30-2:30 pm) - Cafeteria – Students who have not already picked up their cap and gown
- **Reminder** – seniors must clear senior dues, obligations, and return all books to receive cap and gown. Finance will not be available during cap and gown distribution, so please take care of this during the day.

No Classes for Seniors - June 6 - June 10

- Seniors may not be on campus during school hours without permission from specific faculty member or administrator

Senior Celebration - Monday, June 3

- **Monday, June 3, from 6:30 pm - 10:30 pm on practice field**
- Sponsored and supported by West Potomac PTSA.
 - Thank you to all of the volunteers who are working to make this event a success.

Senior Awards Ceremony - Monday, June 10

- **Monday, June 10 @ 10:00 am in the Springbank Auditorium**
 - Students being recognized will receive advance notification. All seniors are encouraged to attend but not required.
 - A reminder that we are only able to recognize seniors who have been awarded and are using scholarship money. If your child falls into that category and hasn't notified Karen Young, please reach out ASAP to kbyoung1@fcps.edu
 - Parking will be limited and available in the senior parking lot. We encourage families to carpool.
 - Seniors should report beginning at 9:30 am but no later than 9:45 am and should be seated in the middle section in the lower part of the auditorium, in the area designated for seniors.
 - Students are encouraged to dress in business casual. They **do not** need to wear their Graduation gown.

Mandatory Graduation Rehearsal - Monday, June 10

- **Monday, June 10 @ 12 pm - GYM**
 - Meet in Gym to find your seat
 - Rehearsal will take approximately two hours. Plan to be at rehearsal for the entire time.
- **1:00 pm - Senior Tailgating Event in the Gym** – Seniors encouraged to wear senior t-shirts
- **2:00 pm - Final Cap and Gown Distribution in the cafeteria** for any seniors who haven't already picked up

Class of 2024 Graduation Ceremony - Tuesday, June 11

- **Tuesday, June 11 @ 2:00pm - George Mason University Eagle Bank Arena**
 - 1:00 pm Arrival for Seniors
- **Arena and event protocols**
 - Arena opens at 1:00pm for families and spectators

- Seating in the arena is not assigned. Make sure to only take the space in the stands that is needed for your family so that everyone can enjoy the ceremony comfortably.
- All families are asked to ensure that all spectators can see and hear during the ceremony. Signs, balloons, noisemakers, and other items that block the view or prevent others from hearing the ceremony will be removed.

Graduation Ticketing Information - NO Tickets Required

- **Seating is first come, first served**
- **Reserved sections for PTSA raffle winners will be clearly marked**

American Sign Language (ASL) Interpretation Needs

- **Requests due by May 26**
- Please use this [REQUEST FORM](#) if you or someone in your group requires ASL interpretation

Day of Event Parking - On GMU Campus

- **Parking on GMU campus is first come, first served**
 - When attempting to park on campus the morning of graduation, please follow directions of GMU Safety and Security team members

Rideshare Drop Off Spot

- **Once at GMU, follow signs for rideshare dropoff location**

EAGLEBANK ARENA SECURITY POLICY & ENTRY INSPECTIONS

- All guests and their belongings are subject to search prior to entry
- Staff will visually conduct bag and metal detection inspections to detect prohibited items to ensure the safety of all guests
- Any guest who declines to be searched or is in possession of prohibited items may be denied entry
- EagleBank Arena also recommends the following tips to help expedite entry into the venue:
- Guests are encouraged to arrive early
- Please follow staff directions of our event staff on which items need to be removed or divested prior to passing through magnetometers
- Guest who have health conditions which prohibit them from passing through magnetometers may flag an event supervisor for a manual screening

EagleBank Arena is encouraging guests to not bring a bag, in order to help enhance the contactless experience. If you require a bag for your personal belongings, EagleBank Arena has adopted a clear bag policy and must adhere to the following:

- **Clear Bag:**
 - Bag must be clear plastic, vinyl, or PVC with no obscured inside pockets
 - Bag must not exceed 12"x12"x6"
 - Bag may be 1-gallon plastic zip lock style bag
- **Clutch Style Bag or Purse:**
 - Non-clear clutch style bag or purse must not exceed 5"x7"
- **Small Medical and/or Parenting Bags**
 - Will be permitted on a case-by-case basis and will be subject to increased security screening.

Prohibited items at EagleBank Arena include, but are not limited to, the following:

- Weapons (guns, knives, chains, spiked bracelets, brass knuckles, tasers, mace/pepper spray)
- Balloons
- Fireworks
- Cans, bottles, or coolers
- Glass or ceramic containers of any kind
- Outside food and beverages
- Metal or glass reusable water bottles
- Illegal drugs or drug paraphernalia

- Laser pointers/pens
- Monopods, tripods, selfie sticks or poles
- Noisemakers such as air horns, sirens, kazoos, whistles, drums, etc.
- Animals (Except service animals. Emotional support animals will not be permitted entry.)
- Luggage
- Silly string
- Wrapped gifts or packages
- Non-collapsible umbrellas
- Drones
- Skateboards, Rollerblades, and Hoverboards
- Un-approved pamphlets, handouts, ads, etc.

Unless otherwise specified by EagleBank Arena Management, guests are welcome to bring small signs, posters, and flags for events. Large banners are not permitted. The following guidelines apply:

- Sign, banner, poster or flag may not exceed 18"x18"
- Item must be related to the event
- Item may not be attached to a stick/pole
- Item may not obstruct any sponsor/building signage
- Item may not be attached, hung, taped, or draped over any part of the building
- Item may not contain or display obscene/offensive language and/or pictures, as determined by EagleBank Arena Management
- Item may not be constructed or displayed in a manner that may obstruct the view of other guests, interrupt the experience of other guests, or create a safety hazard
- Signs must be constructed of paper, fabric, or poster board materials
- Signs may NOT be constructed of or contain plastic, wood, metal, glass, or any material that can be used as a weapon
- Item may not be commercial or political in nature

Ceremony Live Streaming

- **Access the live streaming of the graduation ceremony**
 - Link is not yet available and will be widely posted in advance of June 11

Graduation Photos

- **Ceremony Photos**
 - One photo taken during the ceremony when graduate receives diploma from Mrs. Statz
 - Available for purchase from [Legacy Studios Events](#)
 - Online code: **4525E24**
 - Please allow 5 to 7 days after graduation before trying to access your images to avoid any frustration.
 - Purchased photos will be delivered to address supplied at time of order, not to the school
 - Pre-ordering is not available for graduation portraits.
 - All photo and order questions should be directed to Legacy Studios at customercare@legacystudios.com or 716-512-6336

These details are also posted on the [Senior page of the West Potomac website](#).

Congratulations to your Senior and your family on this momentous occasion. We look forward to celebrating together on June 11 at Graduation.