

# WSA Grad Guide 2019

## Important Dates:

- **Tuesday, March 26:** Deadline for ordering caps and gowns on the dedicated local Jostens website, <https://RRGrad.com> Families can also order extra tassels, and other graduation merchandise. Announcements can be ordered **after** WSA has decided on a location for the ceremony. (**Note:** do **not** try to shop at <https://www.jostens.com/> This site is **not** set up to accommodate purchases for West Sound Academy graduations.)
- **Friday, April 19:** Parents email 20 photos of their students, birth to 12<sup>th</sup> grade, to Brandie Robbins for slideshow
- **Wednesday, April 24:** Order forms for class photo and frame are due, with payment for **\$35 (photo and frame) or \$5 (photo alone)**, to West Sound Academy (**checks made payable to WSA**)
- **April 29 - May 3:** Caps and gowns are delivered to West Sound Academy by our local Jostens representative, then distributed to seniors. Announcements and other Jostens items ordered by families are shipped directly to the students' homes.
- **Thursday, May 23:** College Declaration Day for all seniors at the all-school assembly at 11:00 a.m. Seniors announce where they will be attending college and sign the pennant of their new school. Attendance is mandatory.
- **Friday, May 24:** Rehearsal for all seniors, 1:00 to 2:00 p.m., location to be announced.
- **Friday, May 24:** 18<sup>th</sup> Annual Commencement Exercises, 7:00 p.m., location to be announced.

## A note on "the last day of school"

The last day of school for a senior student is the date of their last scheduled final exam or last scheduled IB exam. Please note that IB exams are scheduled from the afternoon of Tuesday, May 7 through the morning of Friday, May 24.

## Commencement Details:

- **Commencement** – Location is still to be determined; possibilities include several local venues and the amphitheater on the West Sound Academy campus. Following past year's schedules, we would want seniors at the venue on **Friday, May 24, no later than 6:30 p.m. Commencement will start promptly at 7:00 p.m.**
- **Rehearsal** – There will be a mandatory rehearsal for seniors the afternoon of Friday, May 24, either at the venue or in the Commons at WSA.
- **Graduation** – Depending on the venue selected, tickets may be required for admission to the commencement exercises because of limited capacity at

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some of the locations being evaluated. Each senior's family will be given an allocation of tickets at no charge.

- **Announcements – AFTER** West Sound Academy has decided on a location for the ceremony you can purchase these on the Jostens website, <https://RRGrad.com>. (Click 'Graduation Supplies' then choose 'West Sound Academy' under 'Please Select Your SCHOOL'.) **Announcements ordered from Jostens will be shipped directly to families.** These are printed as ordered, then shipped; **delivery takes about 10 days.** Keep in mind that parents of seniors usually have **wallet-size photos** of their graduating senior printed so that one can be placed in each announcement. These can be from studio portraits done by professional photographers, or just a print of a favorite snapshot. It is customary for seniors to order **name cards** from Jostens (either regular or foil border) to enclose with the announcements to identify the graduate to the recipient.
- **Caps & gowns** – Purchase these on the Jostens website, <https://RRGrad.com>, **no later than Tuesday, March 26.** Caps and gowns will be delivered to the school the week of April 29- May 3. The caps and gowns are navy blue, tassels are navy blue and white, and stoles are white. Elizabeth and Susan will have the seniors try the gowns on for size, to make sure they fit properly. It will be the responsibility of the senior (and/or the senior's parent) to bring the cap and gown to the graduation venue, ready to wear for commencement. The gowns come folded and packaged from Jostens, and will need to be ironed, using a low-temperature setting, **no steam.** Care instructions are: "**Do not wash. Do not dry-clean.**" In other words: be careful, and keep these clean!
- **Slideshow** – Brandie Robbins will prepare a slideshow of photos of the seniors (babyhood through 12<sup>th</sup> grade) to be at graduation on May 24 before the ceremony. **Seniors' parents need to send in 20 photos of their graduates no later than Friday, April 19.** Please email photos, digital format (jpg) preferred, to Brandie at [brobbins@westsoundacademy.org](mailto:brobbins@westsoundacademy.org) The photos will be displayed on a large screen, so they need to be good quality images with high resolution.
- **Yearbooks and Mud Pie** – Yearbooks will be handed out to seniors in mid-May. Seniors will receive their copy of Mud Pie on May 24, either at rehearsal or the night of graduation.
- **Senior mementos** – For the past ten graduating classes, 2009-2018, seniors have had the opportunity to purchase a framed class photo. The choice has been a 5" x 7" frame from Bayside Engravers/Catie's Creations, with 'West Sound Academy / Class of 20xx' engraved on it, with a photo of their entire class, as the best memento of their school year. **Photo and frame cost is \$35.00;** photo alone is \$5.00. An order form for the frame and photo will be emailed to seniors' parents. We will use a group photo of the class chosen by the seniors. **The order forms are due to West Sound**

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**Academy, with payment (check made payable to WSA) by Wednesday, April 24.**

## Other Graduation Details:

- **Music** – Paul Burback and WSA student musicians will provide music for graduation: fifteen minutes of music while guests are taking their seats, the processional and recessional for staff, Edward Elgar's Pomp and Circumstance March for the seniors, and another piece for the commencement program. There will be recorded music for the seniors' recessional - a song of the seniors' choice, approved by Barrie.
- **Honor cords** – These are purchased by the school and presented to graduates to wear at graduation, as appropriate. Light blue honor cords are worn by IB Diploma Candidates, and IB Diploma Course students wear white honor cords.
- **Gift books** – Each graduate is presented with a gift book along with their diploma. These contain pages from WSA faculty members prepared especially for each senior, then bound into books. Karen Mattick will be the coordinator for this project.
- **Diploma covers** – The diplomas are presented in diploma covers, paid for by WSA. Seniors will be asked to tell Catherine Freeman how they would like their name written on their diploma. Full first, middle, and last name is the norm.
- **Senior speeches** – Seniors will be asked to prepare a brief (two-minute) speech to present at graduation. The content of all speeches will have to be approved by Barrie.
- **Working with seniors at rehearsal** – Barrie, Elizabeth, and Susan will be working with the seniors at the rehearsal. Two WSA staff members will help them get ready to 'walk' the night of graduation – hair combed, caps straight, etc.
- **Ceremony / Programs** – The programs will list each graduate and where they are planning on attending college. **Parents should email this information to Susan; we want each student's listing on the program to be accurate.**
- **Photography** – Mark Gsellman will be present at graduation to take photos. After he edits them he will post them on an online gallery so that families can purchase copies if they wish.
- **Newspaper coverage** – Susan will contact the local press: Kitsap Sun and Sound Publishing (North Kitsap Herald and other local papers). Susan will send both publications information about our graduating class several weeks before Commencement. North Kitsap Herald uses this information for their annual graduation insert, and the Kitsap Sun website has a special section for high school graduation classes.