

# FAIRFIELD LUDLOWE HIGH SCHOOL

785 Unquowa Road

Fairfield, CT 06824-5064

Phone: 203-255-7200 Fax: 203-255-7213

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April 6, 2018

Dear Parents/Guardians of Seniors:

It is with both excitement and a bit of sorrow that I share with you some preliminary information about graduation and the end-of-year events at FLHS. I have really enjoyed meeting your sons and daughters, and while it is sad to see them leave us, I know they are well prepared and excited to take on new adventures. As we get closer to graduation, we will share more information, but here are some initial important details.

Graduation date: **Wednesday, June 20, 2018**

Time: 6:00 p.m.

Duration: 75 minutes (approximately)

Location: Taft Field (FLHS stadium)

Rain location: FLHS gymnasiums and auditorium

Expense: **\$37.00** (Cap and gown with tie for boys and bracelet for girls.) A notice will be distributed in homerooms regarding the collection period (April 23 through May 11.) The cost increases to **\$41.00** if payment is received after the due date of Friday, May 11. Parents or students requesting financial assistance for senior expenses should contact their school counselor by May 4.

Tickets: **SIX tickets per family for an outdoor or indoor ceremony**

Photographs: A professional photo of each graduate will be taken at the ceremony and made available for your purchase a few days after graduation. You will be contacted directly by the company. This service is provided by an approved, independent contractor and unaffiliated with Fairfield Public Schools. Information will be available on the website in the graduation folder.

Senior Exams: For senior students not participating in the internship program, exams will be administered on June 11, 12, 13, 14, 15, 18. The last day for senior classes will be Thursday, June 14. Seniors will finish exams two days earlier than the rest of the school. A schedule will be shared with students and posted online.

Internships: Students participating in an internship will begin that experience on Tuesday, May 29. All exams (if applicable) will be taken prior to that date as arranged by their teachers. Students must fulfill all required components of the internship which will end on June 18. All obligations (described below) must be met prior to leaving for the internship in order to participate in graduation. A reception for internship participants will be held on **June 19 at 9:00 a.m.** in the courtyard and Larsen auditorium.

- Yearbooks:** Online sales via the Jostens website are now closed, but it isn't too late to purchase. If you would like a copy, please submit a check made payable to FLHS in the amount of \$75 with your senior's name and home room in the memo line. Please enclose checks in an envelope to Regina Krieger's attention. They can be dropped off in the Main Office or the LMC at your earliest convenience.
- Obligations:** All textbook, library, athletic, and music obligations must be met before graduates are able to participate in the graduation ceremony. Students will receive notification of their obligations in school and through email (textbooks and library only). They can access their textbook and library obligations any time at <https://fairfieldllc.follettdestiny.com/>. First, select FLHS, then, log on. (Username is the same as their Network username, and password is their six-digit ID number.) Close to the graduation date, if obligations have not been met, parents will receive an email home apprising parents of their child's responsibilities. Caps and gowns and tickets will be withheld until obligations are met.
- Other Senior Events:** Senior Prom: **Saturday, May 12**, Trumbull Marriott, 7:00 p.m. to 10:30 p.m. Students must be in school on Friday, May 11 for more than half the day in order to attend the prom.
- Awards and Scholarship Night:** Tuesday, June 19, in Larsen Auditorium; 7:00 p.m. **Students receiving awards will be notified and are expected to attend wearing appropriate attire for an awards ceremony.**
- Senior Final Two Days: Tuesday, June 19:**  
**9:00 a.m.**—Intern Reception. All senior interns report to the auditorium.  
**10:15 a.m.**—**ALL SENIORS** report to the auditorium for an assembly and graduation orientation. We will address final class business and those who have resolved all obligations will receive their cap and gown. **11:30 a.m.**—Senior picnic on front lawn.
- Wednesday, June 20:**  
**TIME TBD (approx. 12:00 pm) Graduation Rehearsal:** ALL SENIORS should report to **homeroom first**. Rehearsal will last about 2 hours. Students will receive one set of six tickets per family after the rehearsal is over.  
**5:00 p.m.**—Students will report to **homeroom**.  
**6:00 p.m.**—The graduation ceremony will begin.

You will receive another letter in May addressing arrangements for the evening, events leading up to it, and if need be, your child's unresolved obligations.

**Please keep this letter for reference as the details above will not be repeated in our next letter.**

This is an exciting time for our graduates and their families. We look forward to celebrating the class of 2018 and their accomplishments.

Sincerely,



Greg C. Hatzis  
Headmaster

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Mr. Greg C. Hatzis, Headmaster

May 15, 2018

Subject: **Graduation 2018 (2<sup>nd</sup> Letter)**

Dear parent/guardian and graduating student:

On Wednesday, June 20, at 6:00 p.m. the Fairfield Ludlowe High School community will gather to celebrate the graduation of the Class of 2018! Please read the details contained in this letter carefully as it should answer many of your questions. All graduation-related materials are posted on our website homepage under "News." We look forward to celebrating this important milestone with our students and their families.

## Obligations

Graduating seniors must be free of school obligations before receiving their cap and gown and one set of 6 (six) tickets **per family** for graduation. Students can access their library and textbook information anytime at <https://fairfieldllc.follettdestiny.com/>. Select Fairfield Ludlowe High School, **then** log in. Username: Network Username (usually first initial and last name; Password: Student ID Number.) Please make every effort to resolve these issues as soon as possible. Athletic department obligations will be mailed separately. Students with music uniform and instrument obligations will be contacted directly by the music teachers. Lunch room balances can be handled through the deans.

Obligation:	Place to return item:	Deliver payments to:
Library Materials	Library - circulation desk	Library Staff
English books, calculators	English Bookroom (in the Library)	Deans
All textbooks except English	Bookroom 355	Deans
Athletic department items	Athletic Director's Office	Athletic Director
Music department items	Music teachers	Music teachers

## Orientation and Rehearsal

All seniors must be in attendance and punctual for orientation and rehearsal.

- Tuesday, June 19: Senior **interns** report to the auditorium at 9:00 a.m. **All seniors** report to the auditorium at 10:15 a.m. for graduation orientation and final class business. Cap and gown sets will be distributed to students *who have resolved their obligations*. Yearbooks will be distributed with cap and gown sets. The senior picnic will take place on the front lawn at 11:00 a.m. Students can sign each other's yearbooks during the picnic.
- Wednesday, June 20: Students report to their HOMEROOMS by 12:00 p.m. for rehearsal. Graduation tickets will be distributed to students who have resolved their obligations following rehearsal which lasts until approximately 2:45 p.m.. Students will return at 5:00 p.m. to their homerooms in preparation of the actual ceremony at 6:00 p.m.

## Internships/Yearbooks

Seniors can still purchase yearbooks for \$75, cash or checks payable to FLHS. Please reserve a copy and/or drop off yearbook orders/payments to Ms. Krieger in the library by May 31<sup>st</sup>. Yearbooks will not be reserved for seniors after that date. Yearbooks will be distributed to seniors after graduation orientation along with their cap and gown sets. The last day of internships is June 18. All internship participants are expected at a reception on June 19 at 9:00 a.m.

## Conduct –Before and During the Ceremony

Students who meet all graduation requirements are entitled to a diploma, but participation in the ceremony is a privilege. Students who have multiple disciplinary infractions during the final months of school or who do not exhibit good citizenship may not be allowed to participate in the ceremony. All rules under the student handbook apply during graduation rehearsal and the ceremony, and if a student is in violation of these rules, including if a student appears to have consumed alcohol or drugs, he/she will not be allowed to participate in the ceremony. Parents may be asked to escort their child home. Guests engaging in inappropriate behavior will be escorted by the Fairfield Police off campus. There is **NO SMOKING** of any kind on campus, which also means no vaping, e-cigarettes, or a "celebratory cigar" after the ceremony.

### **Dress Code/Cap and Gown Info**

We ask that all students wear clothing respectful of the occasion, including appropriate coverage and footwear. Students should also wear the keepsake class bracelet or class necktie provided as part of the cap and gown package. Students inappropriately dressed will not march. Students were previously notified of the \$37.00 fee for caps and gowns. The cost increases to \$41.00 after May 11, and outstanding fees can be handled in the Main Office. Students clear of obligations will receive their cap and gown sets after orientation on June 19.

### **Arrival Time for Ceremony**

Graduating students should report to their homeroom by 5:00 p.m. on June 20. Gates for stadium seating for an outdoor ceremony, or doors for gym seating for an indoor ceremony, will not open until 5:00 p.m.

### **Tickets (Please note: Tickets distributed to seniors are good for both an outdoor and indoor ceremony.)**

Students whose obligations have been satisfied will receive six graduation tickets per family on June 20 following rehearsal. All six tickets (of any color) are good for an outdoor ceremony. If weather forces us indoors, the main ceremony will take place in the large gymnasium, but we will transmit a telecast of the ceremony to the small gym and auditorium. All families will receive some tickets for the main ceremony and some for the remote locations. Tickets will be clearly labeled with the appropriate location: large gym (blue) small gym (gray), or auditorium (white).

We do not have additional tickets available at the school. If you are in need of additional tickets, please request them from other families. If you are unable to secure extra tickets, non-ticket-holders can wait outside the stadium gates (outdoor), and we will allow guests to fill empty seats once ticket-holders are seated after the procession and National Anthem at about 6:15 p.m. If we are forced to hold graduation indoors there will be no extra seating for non-ticket holders.

### **Parking**

Graduating seniors should be dropped off at school rather than driving independently. Families should car pool and park in the lower front lot off of Unquowa Road, the rear lot (student parking), Roger Ludlowe MS, or Tomlinson MS.

- All parking options are marked on the map posted in the graduation section under News on our home page.
- Guests needing a handicapped parking pass should call the Main Office (255-7200) between June 1 and June 14. Graduates will receive the passes with their tickets following rehearsal on the afternoon of June 20. Police and volunteer attendants will direct traffic.

### **Seating**

Graduates will be seated on the stadium field or gym floor. Guests will sit on ground level and bleachers for an outside ceremony and in bleachers and seats for an inside ceremony. Ticket holders will be seated first. If space is available, non-ticket holders may be allowed in as space allows only for an outdoor ceremony in compliance with fire code. Handicapped guests can request assistance from our volunteer marshals who will escort them to reserved areas in all the outdoor and indoor locations. Parents needing handicapped seating should call the Main Office (255-7200) between June 1 and June 14.

### **Photographer**

Island Photography will take photographs as graduates cross the stage to receive their diploma as well as candid photos before and after the ceremony. Do not come to the platform to take pictures. Information will be **emailed** to your home regarding purchasing photos and will be posted under News in the graduation folder on the FLHS homepage.

### **Diplomas**

Immediately following the ceremony, graduates will receive their diploma from homeroom teachers on the field. **Please wait for your child on the field in the end zone nearest the high school building or outside the fence.** This will allow for an orderly distribution of diplomas and for quick clean-up of the grounds. If we are inside, graduates will report to the cafeteria. Guests will wait in the gyms or auditorium. Graduates will return to the gym area or auditorium to rejoin their family.

We look forward to celebrating this very special event with you.



Greg C. Hatzis  
Headmaster

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