**FAIRFIELD LUDLOWE HIGH SCHOOL**

785 Unquowa Road

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

Mr. Greg C. Hatzis, Headmaster

May 09, 2017

Subject: **Graduation 2017**

Dear parent/guardian and graduating student:

On Thursday, June 15, at 6:00 p.m. the Fairfield Ludlowe High School community will gather to celebrate the graduation of the Class of 2017! 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 obligationsbefore receiving their cap and gown and one set of 6 (six) of 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.

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| **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  | See signs for location: Bookroom 355 or by AD office | 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.

* Wednesday, June 14: 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*. The senior picnic will take place on the front lawn at 12:00. Bring yearbooks for signing.

* Thursday, June 15: Students report to their HOMEROOMS by 12:15 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.

**Internships/Yearbooks**

Yearbooks can still be purchased for $80, cash or checks payable to FLHS. Yearbooks will be distributed to seniors in school on Friday, June 9. All students can get their yearbook on Monday June 12 from 5:00—7:00 p.m. in the cafeteria for a special gathering/signing session. If your child cannot attend, yearbooks will be available 6/13 12:00-3:00 pm at the orientation on 6/14. The last day of internships is June 13. All participants are expected at a reception on June 14 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 gown package. Students inappropriately dressed will not march. Students were previously notified of the $36.00 fee for caps and gowns. The cost increases to $40.00 after May 12, 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 14.

**Arrival Time for Ceremony**

Graduating students should report to their homeroom by 5:00 p.m. on June 15. 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 15 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 6:10 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 pakring), Roger Ludlowe MS, or Tomlinson MS.

* For parents’ convenience, a shuttle will run from 4:45 p.m. to 8:30 p.m. between Tomlinson MS and FLHS.
* 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 May 30 and June 9. Graduates will receive the passes with their tickets following rehearsal on the morning of June 15. 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 May 30 and June 9.

**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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G, RR/GH, Corr w/Prnt, Grad, Prnt Ltr B