

FAIRFIELD LUDLOWE HIGH SCHOOL

785 Unquowa Road

Fairfield, CT 06824-5064

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



Mr. Greg C. Hatzis, Headmaster

May 28, 2015

Subject: **Graduation 2015**

Dear parent/guardian and graduating student:

On Wednesday, June 17, at 6:00 p.m. the Fairfield Ludlowe High School community will gather to celebrate the graduation of the Class of 2015! 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 (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: Your 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.

Obligation:	Place to return item:	Deliver payments for obligation to:
Library Materials	Library Media Center- circulation desk	Library Media Center
English books, calculators	LMC Bookroom	Deans
All textbooks except English	Upstairs Bookroom-- room 355	Deans
Athletic department items	Athletic Director's Office - room 125	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 16: Students report to the auditorium by 11:00 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 12:15 to 1:00. Bring yearbooks for signing.
- Wednesday, June 17: Students report to **THEIR HOMEROOMS** by 11:00 a.m. for rehearsal. Graduation tickets will be distributed to students *who have resolved their obligations* following rehearsal which lasts approximately two hours. Students will return at 5:00 p.m. to their homerooms.

Internships/Yearbooks

The last day of internships is June 15, and all participants are invited to a reception on June 16 at 10:00 a.m. in the auditorium. Yearbooks will be distributed on Monday, June 8, in the cafeteria in a special gathering and signing session from 5:00—7:00 p.m. See Ms. Krieger if your student cannot attend.

Conduct

Under no circumstances will students be allowed to participate in any part of the ceremony if they appear to have consumed alcohol or drugs. If we suspect that a student has been drinking or using another controlled substance, the parent will be asked to escort his or her child home. There is **NO SMOKING** of any kind on campus, which also means no "celebratory cigar" after the ceremony, which we have, unfortunately, seen in past years.

Out of respect for all families looking forward to hearing the graduate's name called, please refrain from cheering and applauding while names are announced until the end. Students or guests engaged in inappropriate behavior that interferes with the ceremony will be escorted away from the ceremony.

Dress Code/Cap and Gown Info

Girls should wear a light-colored dress, skirt, or slacks and a top, and appropriate footwear. Boys wear a white collared shirt, school tie (included with cap and gown package), slacks, and appropriate footwear. Students inappropriately dressed will not march. Students were previously notified of the \$30.00 fee for caps and gowns. The cost increased to \$35.00 after May 15, 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 16.

Time

Graduating students should report to their homeroom by 5:00 p.m. on June 17. Gates for stadium seating or doors for gym seating 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 17 following rehearsal. All six tickets (of any color) are good for an outside 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 pm. 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, Roger Ludlowe Middle School, or Tomlinson Middle School.

- For parents' convenience, a shuttle will run from 4:45 p.m. to 8:30 p.m. between Tomlinson Middle School and FLHS.
- All parking options are marked on the map posted in the graduation section under News on our home page.
- Parents needing a handicapped parking pass should call the Main Office (255-7200) between May 29 and June 10. Graduates will receive the passes with their tickets following rehearsal on June 17. 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.

Photographer

Island Photography will take photographs as the 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 mailed to your home regarding purchasing photos.

Diplomas

Immediately following the ceremony, graduates will receive their diploma from homeroom teachers on the field. **Please wait for your child in the end zone on the field nearest the 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 either gym or the auditorium. Graduates will return after receiving their diploma.

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



Greg C. Hatzis
Headmaster

FAIRFIELD LUDLOWE HIGH SCHOOL

785 Unquowa Road

Fairfield, CT 06824-5064

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



Mr. Greg C. Hatzis, Headmaster

April 6, 2016

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 even more specific information, but there are important details you need to be aware of now.

Graduation date: **Thursday, June 16, 2016**

Time: 6:00 p.m.

Duration: 75 minutes (approximately)

Location: Taft Field (FLHS stadium)

Rain location: FLHS gymnasiums and auditorium

Expense: **\$36.00** (Cap and gown with tie for boys and necklace for girls.) A notice will be distributed in homerooms regarding the collection period (April 25 through May 13). The cost increases to **\$40.00** if payment is received after the due date of Friday, May 13. Parents or students requesting financial assistance for graduation tickets or other senior expenses should contact the school counselor by May 2.

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

Please note: A ticket is required for admission to our graduation ceremony whether it's held outside or inside. If you need additional tickets for the ceremony, please inquire with other families who may have extras. Please do not call the school for additional tickets, as we do not have spare tickets available. We will have more information about tickets in the next letter.

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 7, 8, 9, 10, 13, 14. The last day for senior classes will be June 10. Seniors will finish exams a day 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 Monday, May 23. 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 15. 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 **15 at 9:45 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 \$85 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. 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, letters will be mailed 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, June 4**, Trumbull Marriott, 7:00 p.m. to 10:30 p.m. Post-prom: Circle Diner sponsored by the PTA.
- Awards and Scholarship Night: Wednesday, June 15, 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: **Wednesday, June 15:**
9:45 a.m.—Intern Reception. All senior interns report to the auditorium.
10:30 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 the front lawn.
- Thursday, June 16:**
12:00 p.m.—**ALL SENIORS** should report to **homeroom** for rehearsal (approximately two hours long) during which they will receive one set of six tickets per family.
5:00 p.m.—Students will report to **homeroom**.
6:00 p.m.—The graduation ceremony will begin.

As stated above, 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 2016 and their accomplishments.

Sincerely,



Greg C. Hatzis
Headmaster