

FAIRFIELD LUDLOWE HIGH SCHOOL

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Mr. Greg C. Hatzis, Headmaster

Subject: **Graduation 2019 (2nd Letter)**

May 8, 2019

Dear parent/guardian and graduating student:

On Friday, June 14 at **5:00 p.m. (note time change)** the Fairfield Ludlowe High School community will gather to celebrate the graduation of the Class of 2019! 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/>. For step by step instructions instructions to access your child's information [click here](#). Athletic department obligations and those with music uniform and instrument obligations will be contacted directly by the appropriate staff. Lunch room balances can be handled through the deans.

Obligation:	Place to return item:	Deliver payments to:
Library Materials	Library - circulation desk	Library Staff
Chromebooks	Lab 273 (5/20-21, 6/10-6/13)	Deans
English books, calculators	Lab 273 (5/20-21, 6/10-6/13)	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.

- Thursday, June 13: Senior **interns** report to the auditorium at 9:00 a.m. **All seniors** report to the auditorium at 10:00 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.
- Friday, June 14: Students report to their HOMEROOMS by 10:00 a.m. for rehearsal. Graduation tickets will be distributed to students who have resolved their obligations following rehearsal which lasts until approximately 12:00 p.m.. Students will return at **4:00 p.m.** to their homerooms in preparation of the **actual ceremony at 5:00 p.m.**

Internships/Yearbooks

Seniors can still purchase yearbooks for \$80, 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 31st. 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 12. All internship participants are expected at a reception on June 13 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 10, 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 4:00 p.m. on June 14. Gates for stadium seating for an outdoor ceremony, or doors for gym seating for an indoor ceremony, will not open until 4:00 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 14 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 5:15 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 on our home page with copies of the graduation letters.
- Guests needing a handicapped parking pass should call the Main Office (255-7200) between May 28 and June 11. Graduates will receive the passes with their tickets following rehearsal in the morning of June 14. 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 28 and June 11.

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.** Once again, there is no smoking allowed on the turf field. Violators will be asked to move to the access road outside the stadium. 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

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