



## STAPLES HIGH SCHOOL

70 North Avenue - Westport, Connecticut 06880-2799

James J. D'Amico  
Principal

Phone 203-341-1201  
Fax 203-341-1202

April 2017

### Graduation Information and Expectations

Dear Parents:

At this moment in our preparations, I would like to share with you some thoughts relative to our graduation program on **Thursday, June 22<sup>nd</sup> at 2:00 PM** in the **Staples Field House**.

The Staples Graduation Committee has established the following guidelines for the graduation ceremony, and we would appreciate both your cooperation and support. I ask that you discuss the items below with your son/daughter and impress upon them our resolve to have a joyful and meaningful exercise.

**All students should report to their assigned homerooms at 1:15 PM. A homeroom list will be posted in the south side parent drop off lobby.**

1. Any students arriving at the graduation ceremony under the influence of alcohol or other controlled substance will be removed and not allowed to participate. Parents should not host pre-graduation parties where alcohol is consumed.
2. All students are expected to dress appropriately for this special occasion.
3. We expect proper decorum will be maintained by all students participating in the graduation ceremony. (Beach balls, water guns, and streamers may not be brought into the Field House.) Again, any students exhibiting inappropriate behavior will be removed from the ceremony.
4. Any student with an outstanding accountability **will not** receive graduation tickets or their cap & gown. Parents can inquire about their son/daughter's accountabilities by calling 203-341-1280.
5. Families with a graduating senior will receive SIX (6) tickets. Everyone will not need six and some will need more. Each student will be asked to take only the number needed. This will allow us to have tickets available for those larger families who will need more than six. This year, tickets will be distributed after graduation rehearsal in the auditorium on Tuesday, June 20<sup>th</sup> for those students **without** accountabilities. Please **do not** call the office to reserve tickets.
6. Handicapped parking will be provided to the left of the pool entrance with handicapped permits ONLY.

7. Parking will be available both at Staples High School and Bedford Middle School. Please do not park on local streets. We will begin promptly at 2:00 PM and ask that you arrive early. Doors open at 12:30 PM
8. Staples High School has made arrangements to provide a photographic service during the commencement exercises. Their special equipment and location at the graduation ceremonies enable them to photograph each graduate just at the moment of diploma conferral. There will be no obligation to buy photos they will be available, however, if you wish to purchase them. The photography company will contact you by mail.

Access to the Field House will be through the entrance located by the swimming pool only. Please remain in your seats during the entire ceremony. Rushing to the edge of the roped off area to snap a picture of your graduate will cut off the view of other persons who are seated. Please be considerate.

Refreshments & family photo opportunities will be available in the main courtyard outside the auditorium after graduation.

Many hours have gone into preparing for this culminating event in your child's life at Staples. Please help us make this day one to be proud of and fondly remembered. I appreciate your anticipated support and hope you will impress upon your graduate our expectations for this cherished occasion.

Sincerely,

A handwritten signature in cursive script that reads "James J. D'Amico".

James D'Amico  
Principal