

Mr. Mike Jacobson  
Principal

Mr. Toriano Griggs  
Associate Principal

Congratulations! On **Thursday evening, May 23, 2019**, the Harold L. Richards High School graduation ceremony will start promptly at **6:30 p.m.**. Your graduate should arrive no later than 5:30 p.m. and meet in the student cafeteria. Admission to the ceremony will be by ticket only. Due to an increase in the number of seniors graduating and our seating capacity, each family will receive **four** tickets. All tickets will be distributed during the graduation rehearsal.

Reminder to All Graduates: No student may participate in the graduation ceremony unless the student has completed all graduation requirements and is **present for graduation rehearsal at 9:00 a.m. on Thursday, May 23, 2019.**

**All outstanding fees must be paid by April 12, 2019 to ensure participation in graduation ceremonies.**

**All fees and fines must be paid in full for students to attend prom and receive their transcripts or diploma. Attached you will find a current statement with any balance due. Please call our Bookkeeper Maggie Szul with any statement or fee questions @ 708-499-2550 x 5590. School fees and textbook and library fines are on separate statement and are enclosed in this mailing.**

**Student IPADs, chargers and cords should be returned immediately following your student's final exams. The IPAD will be accepted May 13<sup>th</sup> through May 21<sup>st</sup> in the LRC. Students who do not returned their IPAD by May 21<sup>st</sup> will NOT receive their diploma at graduation.**

In order to maintain a dignified ceremony, and because of the number of graduates, we ask for your cooperation in the following details:

1. Please do not present flowers to your graduate during the ceremony. No balloons will be allowed.
2. Do not come forward to take pictures. Each student will have his/her picture taken by Lifetouch as the diploma is received. A proof will be posted on the Lifetouch website ([www.lifetouchevents.com](http://www.lifetouchevents.com)) within 7 days after graduation. Parents and students can view and purchase at their discretion.
3. Please hold your applause until the entire class has received their diplomas.
4. **Please remind your graduate to bring his/her cap and gown and report to the cafeteria by 5:30 p.m. on May 24, 2018.** Graduates also need to be reminded that we expect appropriate dress for that evening--no shorts, no flip-flops, no gym shoes, etc. Gentlemen are asked to wear dark slacks and dress shoes. Ladies should appear in dress attire also. Be advised, students dressed inappropriately will not participate in the graduation ceremony.
5. Graduates are to enter the building **through the cafeteria doors only**. Students are reminded to arrive with cap and gown ***in hand***. Do not wear caps and gowns! **Only graduates are allowed to enter through the cafeteria.**
6. **ANY STUDENTS WHO ATTEMPTS TO BRING IN ANY CONTRABAND MATERIALS, OR TO DISRUPT OR DETRACT FROM THE CEREMONY WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION EXERCISES.**
7. At the conclusion of the ceremony, diplomas will be distributed in a designated area.
8. We ask that parents and students park in the south lot on the evening of May 23th. The gymnasium doors will be closed promptly at 6:30 p.m. Only balcony seats will be available after that time.

Please contact Heather Bergman at 708-499-2550 ext. 5520 with any questions. I look forward to seeing you at the ceremony. Thank you for your cooperation.

# 2019 Senior Lock-In

## FRIDAY, APRIL 26, 2019

### PROCEDURES AND EXPECTATIONS:

These procedures and expectations are for the safety and enjoyment of the Senior Lock-In.

1. Tickets will be on sale for the Senior Lock-In from April 1st through April 20th. Seniors wishing to attend the Lock-In may purchase a ticket for **\$30.00**. The money and the parent permission form must be turned in together. Tickets/receipts of purchase are available.. **No tickets will be sold at the door the night of the Lock-In and there will be no refunds.**
2. Your photo ID (Driver's License, State ID, or School ID) will be required when you enter the Lock-In. Your ID will be returned when you exit.
3. Only one entrance will be used that night. **Enter at the south end of the building through the cafeteria doors (S3).**
4. Doors open at 9:00 p.m. and close at 10:00 p.m. **NO ONE** will be allowed in after 10:00 p.m. If a student who bought a ticket does not check in at the Lock-In, a parent will be notified.
5. Students who are under the influence or in possession of any illegal substances, including alcohol, will be turned over to the police. Students who violate this rule will not be allowed to attend prom or the Graduation ceremony on May 23, 2019. (A breathalyzer will be used if necessary.)
6. All school rules apply. No smoking, no drinking, no drugs, no Frisbees. No skateboards or in-line skating will be permitted
7. Misconduct will not be tolerated. Your parents will be contacted and you will be asked to leave under your parent's supervision.
8. Please bring as little as possible with you. Leave your expensive phones, iPods, and other gadgets at home!!! Everything you need will be provided! **We are not responsible for any personal items that are stolen!!**
9. **Once you are admitted to the Lock-In, you may not leave until the Lock-In ends at 5:00 a.m. or a parent comes to sign you out. If you cannot abide by this policy, please do not attend.**
10. The pool will be open for 3 hours. If you plan on swimming, please have appropriate swimwear. You should bring a change of clothes for when you are done swimming.

**H.L. Richards High School**  
**CHSD 218**  
**Community High School District**

**Senior Lock-In Parent Permission Slip**

I have read the attached Senior Lock-In Procedures and Expectations. I hereby give permission for \_\_\_\_\_ to participate in a Lock-In sponsored by H.L. Richards High School, to be held on Friday, April 26, 2019 from 9:00 p.m. until 5:00 a.m. on Saturday, April 27, 2019, at H.L. Richards High School.

I understand that all school rules will apply and that failure to adhere to these school rules may result in suspension, expulsion and/or the loss of participating in Prom and the graduation ceremony.

I understand that my student will not be allowed to leave the premises during the hours of the Lock-In unless he/she is picked up by a parent/guardian. I understand also that students who leave with their parent/guardian will not be readmitted.

I understand that the school is not responsible for any lost or stolen personal items. I will instruct my student to leave their phone and other expensive items at home. (Any personal items a student brings will be placed in a bag, labeled and locked in a room.)

In case of any emergency, I can be reached at the following phone number:

\_\_\_\_\_

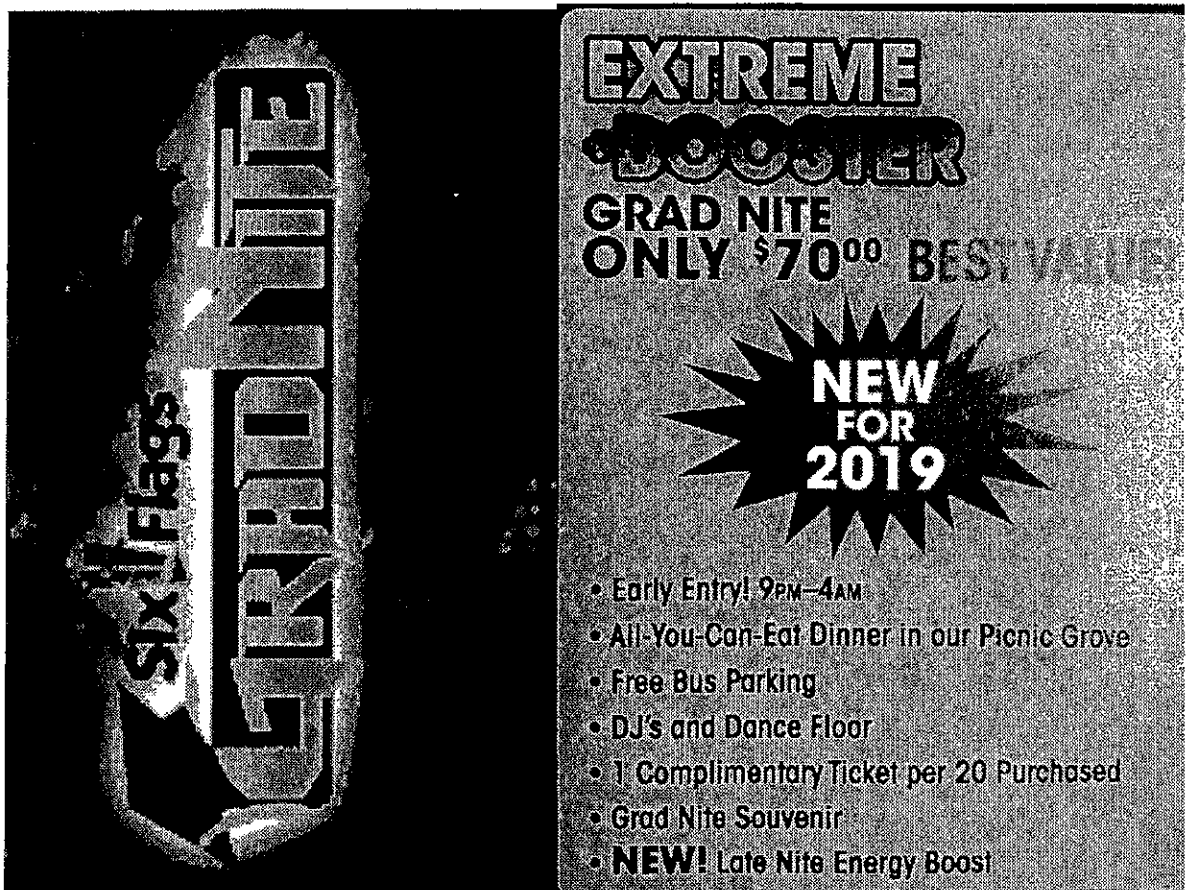
\_\_\_\_\_  
Student Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return this signed form when purchasing a ticket in the cafeteria during lunch.**



**The 2019 Senior Class is invited to join us for Six Flags Great America's Grad Nite 2019 on Saturday, May 11 from 9 PM to 4 AM.**

**Busses will load from school (Door S2) at 7:30 PM and arrive back at 5:30 AM on the May 12<sup>th</sup>.**

**Cost is \$70.00**

**MUST RSVP BY:**

**MAY 1, 2019**

# Harold L. Richards

## Six Flags Grad Nite Contract 2019

PLEASE PRINT

Student purchasing the ticket(s) completes this section

Student Name \_\_\_\_\_

ID # \_\_\_\_\_

Parent/Guardian  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Person to Contact in  
CASE OF  
EMERGENCY: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

List or attach any medical  
problems \_\_\_\_\_

List or attach any allergies  
(include allergies to medicine): \_\_\_\_\_

List or attach any medication  
and dosage your child is now  
taking: \_\_\_\_\_

**Student Insurance Information – You MUST submit a copy of your insurance card and a copy of your parent's driver's license**

Medical Insurance Company: \_\_\_\_\_

Group or Policy Number: \_\_\_\_\_

Other Numbers or Codes: \_\_\_\_\_

I understand that in the event of an emergency, District 218 staff will administer first aid and/or take my child to the nearest emergency care/hospital.

A teacher or other certified staff member will maintain possession of prescription medication, excluding inhalers.

\_\_\_\_\_  
Signature of  
Parent/Guardian

\_\_\_\_\_  
Date

**Please sign below that you have read and understand the following:**

I have been informed by the Deans' Office that if I violate any school rules, the full consequences applicable according to the 2018-2019 Student Discipline Handbook will be assessed. I further understand that if I am under the influence of drugs or alcohol, my parents will be informed, entrance will be denied and suspension and/or expulsion could result (Student Handbook p. 14). I understand that suspension/expulsion for alcohol or drug related offenses may exclude me from participation in graduation ceremonies. I also agree to abide by the Six Flags Code of Conduct which states that in addition to the Park Policies already in place at Six Flags Great America, the following rules and regulations apply during Grad Nite:

- Absolutely NO alcohol, drugs, or weapons of any kind are permitted.
- Only busses will be permitted to park. Absolutely NO student driven vehicles are permitted.
- No students are allowed to leave Grad Nite prior to park closing. There will be no in and out privileges for students during Grad Nite.
- Prescription medication must be carried by chaperones only with the exception of asthma inhalers and epi pens which may be carried by students.
- No outside food, drink coolers or other food containers are permitted.
- Proper attire must be worn in the park at all times, including shirts and appropriate footwear. Clothing with rude, vulgar or offensive language or graphics is not permitted at any time (shirts cannot be turned inside out as a solution). Anyone not adhering to the dress code policy will be denied entry.

I further understand that after April 1<sup>st</sup>, all tickets are non-refundable and non-transferable. When you purchase a ticket, you will receive a temporary ticket. The actual tickets will be distributed the day of the event when you check in for the bus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Ticket Checklist

- \_\_\_\_\_ Contract completed
- \_\_\_\_\_ Copy of Insurance Card Attached
- \_\_\_\_\_ Copy of a parent's drivers license

## Ticket Information

- **Tickets cost \$70 or \$99. The difference in tickets is that the \$99 one includes a 2019 Six Flags Season Pass.**
- This packet must be completed before a ticket will be issued.
- You will need to have your school ID with you to purchase a ticket.
- If you have any questions about purchasing tickets, please email Mrs. Swanson at [Debbie.Swanson@chsd218.org](mailto:Debbie.Swanson@chsd218.org).
- **If paying by check, the ticket sale deadline will be Monday, March 4<sup>th</sup>.**
- **If paying cash or by money order, the ticket sale deadline will be Friday, April 1<sup>st</sup>.**

## Frequently Asked Questions

Can I drive myself?

- No. Only school busses are allowed into the park.

Am I allowed to bring a backpack/purse/bag into the park?

- Yes. All bags are subject to security searches before entering the park.

Can I use my season pass for entry to Grad Nite?

- No. Grad Nite is an exclusive event and all participants must have a Grad Nite ticket for entry.

Is there a weather policy?

- The event will take place rain or shine.

Can I leave Grad Nite early?

- No. The school will attend as a group.

What is included with the \$70 fee?

- Transportation to and from the park, entry, an all-you-can eat dinner buffet of chicken, hot dogs, salads and chips, and a late night snack at 2 am.

How do I reserve my spot?

- Complete the permission form and submit payment of \$70 to the Activities Office or Room 200. Checks can be made payable to H.L. Richards High School.

When is the latest I can reserve my spot?

- Monday, April 1<sup>st</sup>.



# Harold L. Richards

## Prom Contract 2019

**PLEASE PRINT**

**Student purchasing the ticket(s) completes this section**

Please choose which school you attend: Richards Delta/Summit

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Phone # where parent/guardian can be reached on Prom night: \_\_\_\_\_

**Please complete only if you are purchasing a ticket for your date**

Please choose which school your date attends: Richards Another high school Non-high school

Guest Name \_\_\_\_\_ ID # If Richards Student \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Phone # where parent/guardian can be reached on Prom night: \_\_\_\_\_

**Please sign below that you have read and understand the following:**

I have been informed by the Deans' Office that if I violate any school rules at the prom, the full consequences applicable according to the 2018-2019 Student Discipline Handbook will be assessed. I further understand that if I am under the influence of drugs or alcohol at the Prom, my parents will be informed, entrance will be denied and suspension and/or expulsion could result (Student Handbook p. 14). I understand that suspension/expulsion for alcohol or drug related offenses may exclude me from participation in graduation ceremonies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Guest Permission Slip

This form must be completed if you are bringing a guest from another school or is not in high school. Please note that no one over the age of 20 can attend Prom. You cannot purchase your date's ticket without this form completed and a copy of your guest's driver's license.

Richards Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Date of Event: Friday, May 17, 2019 Time: 7:00 - 11:00 PM

Guest Information	
Name:	_____
Home Address:	_____
Date of Birth:	_____ <b>NO ONE OVER 20 YEARS OF AGE CAN ATTEND PROM</b>
Driver's License #:	_____
Telephone #:	_____
School Attending (If Applicable):	_____
Signature of Guest's Dean Indicating Good Standing:	_____

H.L. Richards High School activities are for our students. On occasion and with administrative approval, students from another school may apply for permission to attend a Richards' event as an approved guest.

I understand that, as a guest of an HLR student, I am to follow the rules and regulations of HL Richards High School and Community High School District 218. These policies and regulations include but are not limited to: no smoking on school property and no alcohol or drug use prior to or at the school function.

**You must have a photo copy of your guest's driver's license at time of purchase. FORMER CHSD 218 STUDENTS WHO HAVE BEEN FORMALLY OR INFORMALLY DROPPED FROM SCHOOL FOR ATTENDANCE AND/OR DISCIPLINARY INFRACTIONS WILL NOT BE ADMITTED.**

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guest Parent/Guardian Signature

\_\_\_\_\_  
Date

# Ticket Checklist

- \_\_\_\_\_ Library books returned/ library fees paid. This space will be stamped by the LRC staff.
- \_\_\_\_\_ Bookkeeper fees paid. This space will be stamped by the Main Office.
- \_\_\_\_\_ Prom Contract completed
- \_\_\_\_\_ Guest Permission Slip **for out-of-building guests only**
- \_\_\_\_\_ **Legible** Copy of Driver's License **for out-of-building guests only**
- \_\_\_\_\_ \$120 cash or check. If it is a check, please have it made out to *H.L. Richards High School* with the *student's name AND ID number in the memo section.*

# Ticket Information

- **Prom tickets are \$120 and can be purchased before or after school from Mrs. Swanson in the Activities Office or Mrs. Bergman in the Main Office.**
- This packet must be completed before a ticket will be issued.
- You will need to have your school ID with you to purchase a ticket.
- If you have any questions about purchasing tickets or about the Prom in general, please email Mrs. Swanson at [Debbie.Swanson@chsd218.org](mailto:Debbie.Swanson@chsd218.org) or Mrs. Bergman at [Heather.Bergman@chsd218.org](mailto:Heather.Bergman@chsd218.org).
- **If paying by check, the ticket sale deadline will be Friday, April 26<sup>th</sup>.**
- **If paying cash or by money order, the ticket sale deadline will be Friday, May 10<sup>h</sup>.**
- Please talk to Mrs. Swanson or Mrs. Bergman before April 26<sup>th</sup> if the deadline going to be a problem.
- A copy of your out-of-building guest's Driver's Licenses needs to be submitted at the time of purchase.

# General Information

- Prom is on **Friday, May 17, 2019, from 7:00 – 11:00 PM.** The doors open at 6:30 PM for registration and pictures but students will not be able to enter the room until 7:00 PM.
- It is located at the Museum of Science and Industry which is located at 5700 South Lake Shore Drive, Chicago, IL.
- Dinner begins at 7:00 PM and ends at 9:30 PM
- The theme for Prom is “Happily Ever After” and the colors are silver and various pastels.
- If you are bringing an out-of-building guest, you must fill out the guest permission form before you can purchase a ticket. **NO ONE OVER THE AGE OF 20 WILL BE ALLOWED TO ATTEND PROM.** If you purchase a ticket for a guest that is over 20 years of age at the time of prom, your guest will not be admitted and you will not receive a refund.
- There will be a receiving line manned by administrators and teachers that students will have to pass through.
- **ALL STUDENTS MUST PRESENT THEIR STUDENT ID TO ENTER PROM. Guests will present a photo ID.**
- Students can begin arriving at Prom at 6:30 PM for registration and pictures, however the room will not be available until 7:00 PM. Dinner begins at 7:00 PM. All students attending Prom must arrive for the event before 9:00 PM. **NO STUDENT WILL BE ALLOWED TO ENTER PROM AFTER 9:00 PM.** If you arrive after 9:00 PM, you will not enter prom and you will not receive a refund.
- Students will be free to depart Prom starting at 10:00 PM. Before 10:00 PM, we will need written parent permission for any students to leave. This must be submitted BEFORE the night of prom. No phone calls will be accepted the night of prom. Once a student leaves, he/she will not be allowed to return to the Prom.
- Prom ends promptly at 11:00 PM. If you are using a limousine service, please make arrangements for them to pick you up by 11:00 PM.
- There will be a photo booth at prom. All pictures will be saved on a disk for review. All school rules apply while in the photo booth.
- **All school rules apply;** if you do not follow the rules, you will be asked to leave prom and will not receive a refund. If your out-of-building guest does not follow school rules, he/she will be asked to leave Prom and you will not receive a refund.

# Directions to the Museum of Science & Industry

- From H.L. Richards High School take Central Ave. North
- Turn East (right) on 103<sup>rd</sup> Street
- Take 103<sup>rd</sup> Street East to Cicero Avenue.
- Turn North (Right) on Cicero Avenue.
- Take Cicero Avenue to the I-55 North/Stevenson Exit (will be on your right).
- Take I-55N/Stevenson to the US 41/South Lake Shore Drive Exit.
- Take US 41/South Lake Shore Drive to the East 57<sup>th</sup> Drive exit.
- Proceed to the underground parking garage at the Museum. Parking is free.