

Harold L. Richards High School

Mr. Mike Jacobson
Principal

Mr. Toriano Griggs
Associate Principal

January 2019

Dear Parents:

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 13th through May 21st in the LRC. Students who do not returned their IPAD by May 21st 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) 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 23, 2019**. 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 23rd. 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.

Harold L. Richards High School
10601 South Central Avenue
Oak Lawn, IL 60453-5463

Phone: 708-499-2550
Fax: 708-499-5463



UNITY
MUSIC
PARTY
LOVE

MUSIC FESTIVAL 2019 TOUR

ADDISON TRAIL - ANTIOCH - BREMEN - GLENBARD EAST - KAMELAND - MINOOKA
MUNDELEIN - NEW TRIER - RICHARDS - SHEPARD - STEVENSON - WHEATON NORTH

WINTERFEST19.COM

WINTERFEST19

COMING TO RICHARDS ON

MARCH 1ST

7-10 PM

TICKETS ON SALE

Feb 21-Feb 22 - \$20

Feb 25-March 1 - \$25

March 1 - at the door \$30

PURCHASE IN THE 1ST TWO
DAYS FOR A CHANCE FOR
YOU AND A FRIEND TO WIN
VIP RIGHTS!!

BRING FRIENDS BY GETTING A GUEST
PERMISSION FORM IN THE
ACTIVITIES OFFICE OR RM 200



PROM NIGHT FUNDRAISER

This event is for all Junior and Senior students who would like to participate in a fundraiser allowing the student a credit on their Prom Ticket Purchase.

This year's prom will be held at the Museum of Science & Industry, and the cost, depending on fundraising and the amount of students attending, is estimated to be about \$120.00 per student. We will be selling Cookie Dough (flyer and order form attached) to help offset that cost. Each student participating will get \$5 off their ticket for each cookie dough item that they sell – so sell 10, and you get \$50 off your prom ticket! The dates of the sale are Monday, January 21st thru Friday, February 1st. **NO LATE ORDERS WILL BE ACCEPTED.** Delivery will take place after school in the cafeteria during the second week of March. No funds will be given to students if they don't go to prom – they can't cash out. Checks can be made payable to HL Richards High School.

Who: Junior & Senior students interested in attending the 2018 Prom @ the Museum of Science & Industry

What: Cookie Dough Fundraiser – order form attached –
Receive a \$5.00 credit for each item sold

When: Monday, January 21th to Friday, February 1st

Product Pick-Up: To be determined

Checks can be made payable to HL Richards High School.

Cookies!

For more fundraising information and selling tips, visit us online at www.neighborscookies.com

Get the full story on how to get your own cookie dough.

Seller's First Name _____

Seller's Last Name _____

Phone _____

Teacher / Coach _____



Customer Name / Address / Phone

Customer Name / Address / Phone	
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		3001	3002	3003	3004	3006	3009	Amount Due
		Chunky Chocolate Chip	Peanut Butter	Oatmeal/Raisin	Sugar	White Chocolate Macadamia	Snickerdoodle	
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ORGANIZATION USE ONLY:		COLLECTOR'S INITIALS:		AMOUNT COLLECTED \$:		TOTAL ITEMS SOLD:		

Cookie dough may be frozen for up to 1 year, refrigerated for 6 months, and is shelf-stable at room temperature (66°F-77°F) for 21 days. Cookie dough may be thawed and refrozen. Our cookie dough is manufactured in the same equipment that manufactures peanut, walnut, pecan, macadamia nut, milk, soy, wheat, egg and almond products.



COOKIE DOUGH CERTIFIED KOSHER

Neighbors
AMERICA'S FAVORITE TREATS
MADE IN USA

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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.

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 or Mrs. Bergman at Heather.Bergman@chsd218.org.
- **If paying by check, the ticket sale deadline will be Friday, April 26th.**
- **If paying cash or by money order, the ticket sale deadline will be Friday, May 10^h.**
- Please talk to Mrs. Swanson or Mrs. Bergman before April 26th 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 103rd Street
- Take 103rd 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 57th Drive exit.
- Proceed to the underground parking garage at the Museum. Parking is free.

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:	_____ NO ONE OVER 20 YEARS OF AGE CAN ATTEND PROM
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.

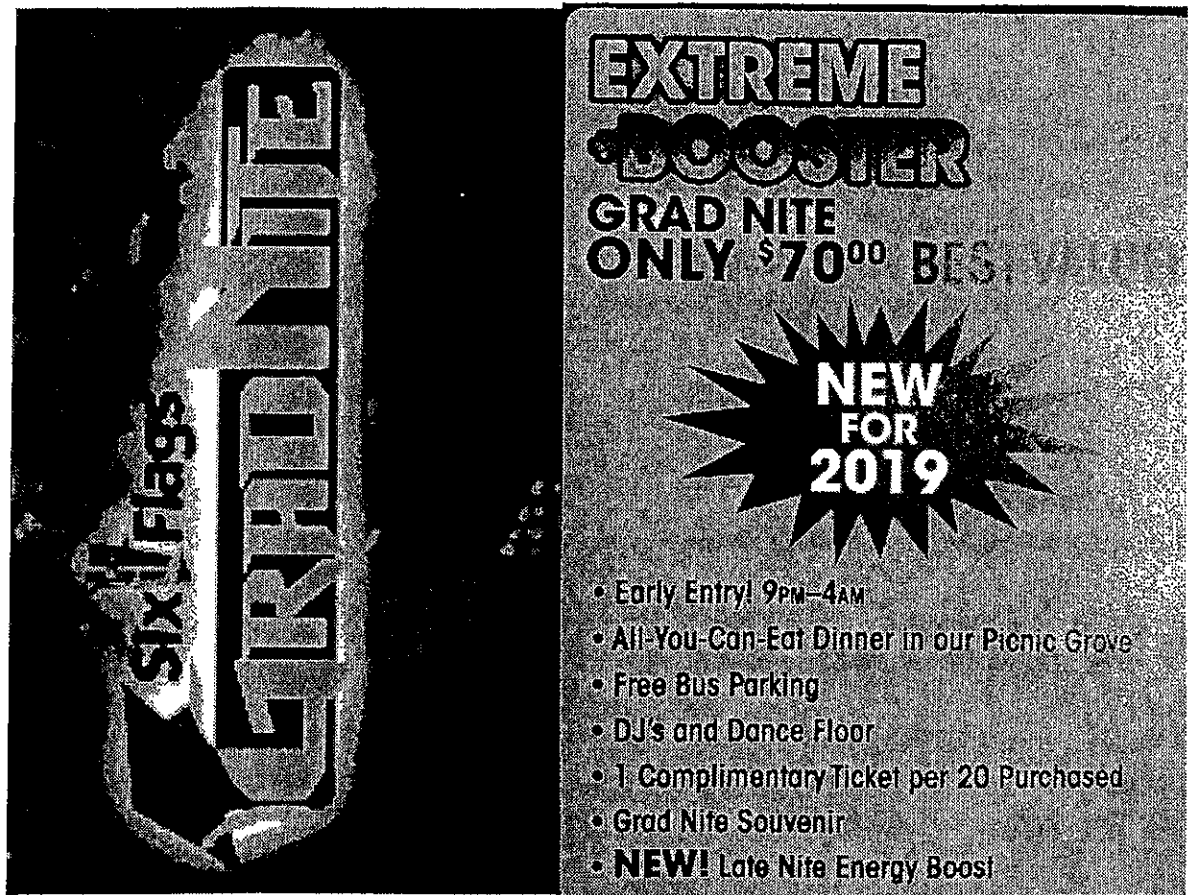
You must have a photo copy of your guest's driver's license at time of purchase. FORMER CHSD 218 STUDENTS WHO HAVE BEEN FORMALLY OR INFORMALLY DROPPED FROM SCHOOL FOR ATTENDANCE AND/OR DISCIPLINARY INFRACTIONS WILL NOT BE ADMITTED.

Guest Signature

Date

Guest Parent/Guardian Signature

Date



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 12th.

Cost is \$70.00

**MUST RSVP BY:
APRIL 1, 2019**

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 1st.