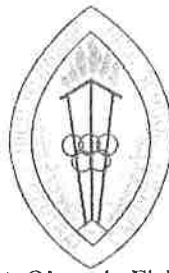


Rich Central High School



3600 West 203rd Street, Olympia Fields, Illinois 60461-1086

Phone: (708) 679-5600 Fax: (708) 679-5632

Mr. Todd Whitaker, Principal

www.richcentral.org

January 2019

Dear Parents of the Class of 2019,

Specific procedures, deadlines, and expectations have been established for senior student participation in the graduation ceremony on Sunday, May 19, 2019 at 9:00 a.m. at the Tinley Park Convention Center located at 18501 S. Harlem in Tinley Park, IL. The purpose of the procedures, deadlines, and expectations is to alleviate confusion and to provide more consistency. Consequently, the following has been established for senior students and teachers of seniors:

1. Senior students will be required to turn in all class assignments and activities to each teacher for second semester credit prior to 3:30 p.m. Friday, May 10, 2019. After 3:30 p.m. on May 10th, any work that is submitted to a teacher for second semester credit in a course will be at the teacher's discretion. **However, students will NOT be allowed to participate in the graduation ceremony, but may pick up their diploma after Monday, May 20th in the Main Office at Rich Central.** Please continue to view your child's progress on Powerschool to ensure that all classwork/assignments are being completed and submitted to his/her respective teachers.
2. All correspondence course work (exams and finals) must be completed by April 5th, 2019 so that there is sufficient time to receive transcripts of the completed work from the American School at Rich Central. We must have the official transcript from American School no later than 3:30 p.m. on Friday, May 10th.
3. Senior students will be required to satisfy all unpaid fines and fees prior to Friday, April 5, 2019 in the Cashier's Office in order to participate in the graduation ceremonies. **We will not accept personal checks after March 14th.** After that date, all payments must be made by cash, money order, or certified check. If your student currently owes any fines or fees, a statement is enclosed.
4. Seniors must be certified by their counselors before they will be issued graduation tickets and caps and gowns. Tickets and caps and gowns will be issued at graduation practice on Thursday, May 16, 2019. Each graduating senior will receive seven (7) tickets, as seating is limited. There will be no "extras". All guests must have a ticket and arrive on time. (See item No. 7)
5. The following dress code will be adhered to for the graduation ceremony:
 - *No jeans or cut-offs
 - *No gym shoes
 - *Gentlemen must wear a dress shirt
 - *Young women must wear appropriate dress clothing (no strapless dresses)
 - *Graduates must wear dress shoes (It is recommended that heels should not be any higher than 4 inches.)

Additional important information continued on reverse>>>>>

6. In the past, a few seniors have not been allowed to participate in the graduation ceremony based upon their misbehavior or a lack of fulfilling their responsibilities as per the deans' office. Infractions could jeopardize a student's participation in the graduation ceremony. **It must be emphasized that participation in the graduation ceremony is a privilege and not a right. It is the right of a senior student to receive his/her diploma at some point in time—once graduation requirements have been met.**
7. **Graduation Ceremony Participation.** Infractions that have resulted in out-of-school suspensions, incurred from January 8, 2019 to May 11, 2019 will jeopardize the students' participation in the graduation ceremonies.
8. **Senior Trip.** Eligible seniors would only include those seniors who are on the participating graduation list, have a GPA of 2.0 for the 3rd and 4th quarters, and meet the criteria regarding out-of-school suspensions (CANNOT be on the social probation list). Students with out of school suspensions during the 3rd and 4th quarters will be excluded from participation.
9. Graduation practice will be on Thursday, May 16, 2019 from 8:20 a.m. – 10:15a.m., in the main gymnasium. The fee for graduation is \$60.00 which should be paid prior to May 10th. The fee includes the graduation cap, gown, tassel, and medallion, which the students may keep. Should your student not meet the graduation criteria, \$20.00 of this paid fee will be refunded to you through the mail during the first week of June.
10. **GUESTS MUST ARRIVE ON TIME.** Seating will begin at 8:15 a.m. Once the graduation processional starts at 9:00 a.m., the doors will be locked. The doors will be re-opened once the seniors have been seated. The ceremony typically concludes by 10:00 a.m.

11. Arrangements have been made for a professional photographer to take a picture of each graduate as he/she receives his/her diploma. Consequently, the audience must remain in their seats during the entire ceremony. Please do not leave your seats to come forward to take pictures.
12. Balloons and flowers will **NOT** be permitted in the Center because they obstruct the view of the audience.

PLEASE NOTE: This is an informational letter and does not constitute an assurance that your student will qualify for graduation. Please read all mail from the school carefully, particularly the Guidance Department, with regard to any problems your student may be having in completing graduation requirements.

In closing, the graduation ceremony at Rich Central High School is looked upon as a dignified event that demands the cooperation of students, parents, and staff. I will be requesting that the audience hold their applause until all seniors have been acknowledged. Yelling and screaming as individual seniors walk across the stage is not acceptable or appropriate. This type of behavior disrupts the ceremony. In addition, this behavior prevents the next senior's name from being heard. If this does occur for a particular senior, I will retain that senior's diploma. We want the ceremony to be a positive experience for all.

Sincerely,

Mr. Todd Whitaker
Principal, Rich Central High School

RICH CENTRAL HIGH SCHOOL
IMPORTANT DATES FOR SENIORS – CLASS OF 2019 – TENTATIVE

- *September 26 Cap and Gown Order Day (1st and 2nd Periods in Little Theater)
- *October 4 Class Ring Order Day (During Lunch Periods)
- *Oct. 10 & 11 Cap and Gown Picture Day
- *Nov. 5 - 8 Senior Portraits Taken for School Yearbook (Yearbook Orders are Due by end of March - \$40)
- *December 6 Large Senior Class Composite Picture Day (in Little Theater)
- *January 9 **SENIOR STUDENT AND PARENT GRADUATION NIGHT!** 6:30 PM – 7:15PM - Main Gymnasium
- *Jan. 11 Make-Up Day for Cap and Gown Orders (For transfer seniors)
Make-Up Day for Large Senior Class Composite Picture (in Little Theater – AM ONLY!)
- *Jan. 21 Order deadline for Cap and Gown Picture Days
- *Jan. 22 & 23 Cap and Gown Picture Days (LAST SESSIONS!)
- *March 14 **LAST DAY to pay outstanding fines and/or fees by personal check.** After this date, cash, money order, certified check, or charge card payments will only be accepted. Cashier will accept these payments.
- *April 5 **PAYMENT DEADLINE FOR FINES AND/OR FEES: (Payment must be made in the Cashier's Office.)**
Graduation Fee: \$ 60.00
- *April 5 Deadline for students to have completed and mailed in any correspondence coursework through American School
- *April 18 Senior Class Blanket Order Due (\$30)
- *April 18 Last Day to pay for Large Senior Class Composite Picture (Packages range from \$20 - \$34)
- *Apr. 30 – May 3 Final Senior Group Meetings with Counselors (conducted through English classes)
- *May 1 Senior Class T-Shirt Order Due (\$15 - \$17)
- *May 3 Deadline to pay for Senior Class Trip to Great America's Grad Night (\$70 per person)
- *May 4 Junior/Senior Prom – 7:00PM – 11:00PM (Odyssey Country Club - \$100 each)
- *May 7 Final Exams – (Students are required to be in school for the full day.)
- *May 9 Final Exams – (Students are required to be in school for the full day.)
Locker Clean Out – Classes will be notified by teachers

- *May 10 Final Exams– **LAST DAY OF SCHOOL FOR SENIORS**
Deadline for all class assignments is 3:07 PM
- *May 10 Official transcripts for correspondence work is due in the Guidance Office no later than 3:07 PM
(This **ONLY** applies to seniors who registered through American School with their counselor.)
- *May 11 Senior Class Trip – Great America – Grad Night – 10PM – 4 AM
- *May 15 Annual Awards Program – 7:00 PM – Main Gym
- *May 16 **GRADUATION PRACTICE – 8:30 AM – 10:15 AM MAIN GYM**
- ** Seniors who normally require bus transportation may ride their assigned bus to school. Transportation for bus students will be provided back home following the graduation practice using the Activity Bus neighborhood drop off schedule. **STUDENTS MUST PRESENT THEIR I.D.CARD TO THE BUS DRIVER IN ORDER TO RIDE THE BUS TO AND FROM SCHOOL.**
 - ** Graduation cap & gowns will be distributed during the graduation practice session and graduation tickets (**7 tickets per graduating senior**) will be distributed **IMMEDIATELY** following practice. **STUDENTS MUST SIGN FOR RECEIPT OF THEIR GRADUATION TICKETS.**
 - ** Students who are on the jeopardy list or owe fines/fees **WILL NOT** be able to pick up their graduation gown or tickets until their financial obligation has been met, or their jeopardy status is cleared by their counselor. **Cash, money order, or credit card will be accepted for payments of fines/fees. Checks will not be accepted.**
- *May 19 **GRADUATION CEREMONY, 9:00 AM, Tinley Park Convention Center**
- ** **Graduates should arrive no later than 8:00 AM.** Please encourage your guests to arrive by 8:30 AM to avoid any disappointment in missing the ceremony.

BALLOONS AND FLOWERS ARE NOT ALLOWED IN THE CEREMONY AREA.

PICTURES BY PATTI

CAP AND GOWN

SENIOR PORTRAITS

JANUARY 22 & 23

Cell 708-822-0214 e-mail pattyspictures@yahoo.com

Package # 1 - \$50.00

1 pose with or without Cap & Gown:

1 - 8x10

2 - 5x7

16 - wallets OR 8 - 3.5 x 5

Package # 2 - \$85.00

2 poses (No clothing change). Cap & Gown does not count as a change:

1 - 8x10 of each pose

2 - 5x7 of each pose

16 - wallets OR 8 - 3.5 x 5 of each pose

Package # 3 \$120.00

3 poses (1 clothing change) Cap & Gown does not count as a clothing change:

1 8x10 of each pose

2 5x7 of each pose

16 wallets or 8 - 3.5 x 5 of each pose

Package # 4 \$100.00

3 poses (1 clothing change)

3 edited pictures on a flash drive (that you provide). With rights to reproduce

CAP & GOWN PICTURES

Individual Picture:		<u>Forms of Payment Accepted:</u> ✓ CASH ✓ MONEY ORDER
Size:	Price:	
3.5 X 5	\$ 4.00	
4X6	\$ 4.00	
5X7	\$ 8.00	
8X10	\$ 12.00	
11X14	\$ 24.00	
Wallets (8)	\$ 12.00	

- With any purchase of pictures you can receive the edited digital images and a release to reproduce for \$10.00 (You must provide the flash drive)

ORDER SHEET

Student's Name _____ ID# _____

Please Print Clearly

Do you want your name and year on your photo? Yes No (circle one)

If yes, how do you want your name to appear? _____

<i>Package # or Individual Picture Size</i>		<i>Price</i>	<i>Quantity</i>	<i>Total</i>

GRAND TOTAL _____

Receipt

Name _____

Amount Paid _____

Appointment Day and Time _____

Rich Central Blankets

NOW ON SALE!

Custom woven blankets for
ONLY \$30 each!



Show your school pride with this quality woven blanket designed exclusively for the FANS of the Rich Central Olympians!

**Size: 50" x 70"*

**Woven from a Recycled Cotton Blend*

**Machine Washable*

**MADE IN THE USA*

DEADLINE FOR ORDER: FRIDAY, APRIL 18, 2019

GUIDANCE OFFICE

Student Name:

ID #:

Phone Number:

Date Ordered:

*Make Checks payable to "Rich Central High School"

Quantity	
Total Price	
Paid	Cash or Check # _____

Blankets will be available in the Guidance Office on Monday, May 6th!!

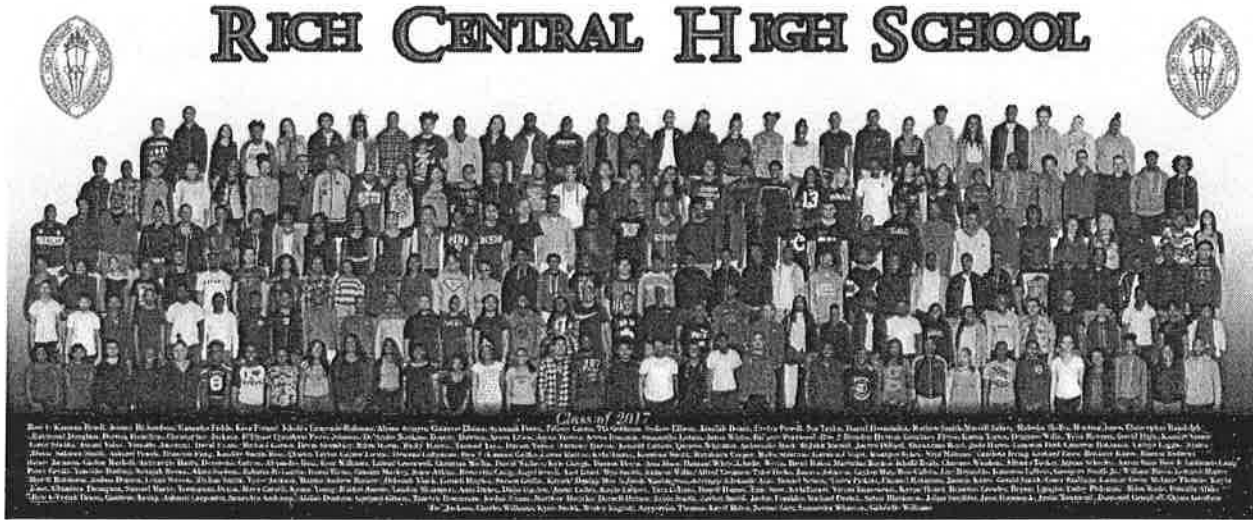
Get the **Big** Senior Class Picture

Rich Central Senior Panoramic

First Name: _____ Last Name: _____

Student's email address: _____

On sale Now! Bring this order form and money to the Guidance Office. **Cash payments** for photograph orders are due on April 18, 2019. Free delivery to your school!



Quantity

Amounts

_____ \$20 each: 10" x 24" Virtual Group Panoramic Un-mounted print ...luster finish featuring a fine grain pebble texture.

_____ \$33 each: 10" x 24" Virtual Group Panoramic mounted on 2mm styrene (adds durability to your photo with a smooth plastic mount that prevents warping.

_____ \$34 each: 10" x 24" Virtual Group Panoramic mounted on 3/16 gator foamboard...a very rigid, durable, and lightweight backing.

Cash Total



**SAVE
THE
DATE**

Six Flags
GREAT AMERICA

GRAD NITE
ALL NIGHT

**SATURDAY
MAY 11
OR MAY 18**

2019

