

Carl Sandburg High School

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PHONE: 708-671-3101 • FAX: 708-737-7720

Class of 2017

End of Year Information

March 2017

Dear Graduating Senior and Family:

On behalf of the faculty and Leadership Team of Carl Sandburg High School, I congratulate you on your upcoming graduation. Graduation is an exciting time, symbolizing the successful conclusion of your high school career and the beginning of many new experiences in the future. You can take great pride in this significant milestone in your family's life.

The end of the school year is a busy and exciting time. As we move toward the end of the year, we expect all seniors to fully meet their school responsibilities through the end of the school year, including regular attendance, successful achievement on final examinations, and behavior that is consistent with a positive learning environment.

Behavior inconsistent with these expectations will not be tolerated. Any student(s) involved in planning, initiating, or participating in behavior which causes a gross disruption of our school day, school routine, and/or negatively impacts student or staff safety or building security, will result in a minimum of a 10-day external suspension from school and removal of senior privileges. These privileges include Prom, Party 2017, Relay for Life, Senior Picnic, and/or participation in the graduation ceremony. We are committed to maintaining a productive learning environment for ALL students in accordance with building, district, and community expectations.

On behalf of the faculty and leadership team, I wish you the best of luck as you prepare to graduate from Carl Sandburg High School. Enclosed is important information regarding several senior activities. If you have any questions regarding the contents of this newsletter, contact your guidance counselor or my office.

Sincerely,

Deborah D. Baker
Principal

IMPORTANT DATES TO REMEMBER

- | | |
|-----------------|---|
| March 22 | Mandatory Pre-Prom Parent Meeting
7:00 pm
Eagle Gym |
| April 21 | Prom, "Enchanted Forest"
7:00 pm—11:00 pm
Field Museum |
| May 5-6 | Relay for Life
6:00 pm—6:00 am
Seliga Field |
| May 15 | Senior Locker Clean-Out |
| May 17 | Senior Final Exams Period 1, 8 |
| May 18 | Senior Final Exams Period 0, 3, 7 |
| May 19 | Last Day for Seniors Senior Final Exams Period 4, 5, 6 Senior Picnic and Check-Out Period 7, 8
Seliga Field
(Weather Permitting) |
| May 20 | Party 2017
7:00 pm—12:00 am
Carl Sandburg High School |
| May 23 | Graduation Ceremony
Carl Sandburg High School
Seliga Field
7:00 pm |
| May 26 | Graduation Rain Date
Carl Sandburg High School
Seliga Field
7:00 pm |

MANDATORY PRE-PROM PARENT MEETING

On Wednesday, March 22nd at 7:00 pm, Carl Sandburg will be hosting a mandatory Pre-Prom Meeting for parents of students who plan to attend prom. Information regarding pre- and post-prom activities will be discussed by the Sandburg prom sponsor, school deans and the Orland Park Police Department. Parents must attend and sign an attendance slip in order for their students to purchase prom tickets. No tickets will be sold without proof of attendance. Any parent unable to attend on March 22nd should check the Prom 2017 page located under the Activities tab on the school website for more details on how to fulfill the requirement. If you have any questions, contact our receptionist at 671-3101.

PROM 2017
“Enchanted Forest”
Friday, April 21, 2017
7:00 pm—11:00 pm
Field Museum
1400 South Lake Shore Drive, Chicago, IL 60605



Tickets: \$115.00 per person (includes favors, entrance, music, keepsake invitation, keepsake video, two photo booths, food and beverages, and more!).

Additional Favors Available: Prom Sweatpants for \$15.00 a pair. Pants order had to be placed by February 28th. The video and sweatpants will be distributed in May (date tbd).

Tickets will be on sale March 28, 29, 30, and April 10 during all lunch hours.

Tickets will not be available after those dates and will NOT be sold at the door.

Ticket Purchase Requirements:

- One parent for each person attending Prom must have attended the parent meeting. If a date does not go to Sandburg, you **must** have a guest form for that person.
- The student **must** have a signed contract for life.
- Complete payment for ticket.
- Only juniors and seniors can purchase tickets, but they can bring dates of any age up to age 20. No one 21 or older will be admitted to Prom.
- Refunds will only be given in advance and at 50% of the cost—NO EXCEPTIONS.
- Picture forms will be available during ticket sales. Forms should be brought with the students and turned in at the Prom.

PROM MENU

Passed Hors D'Oeuvres 7:00-7:30 pm
Macaroni & Cheese in Parmesan Baskets
Blackened Chicken Satay
Mini Beef Sliders
Red Pepper Hummus Cucumber
Provolone & Roast Beef Panini Lollipop

Dinner Buffet 7:30-8:30 pm
Garden Salad
Sliced Petite Beef Tender
Vegetable Allumette
Rigatoni with Tomato Cream Sauce
Breaded Chicken Tenders
Breadsticks
Watermelon Wedges

Dessert 8:45-10:00 pm
Miniature Tres Leches Cakes
Miniature Cheesecake Lollipops
Chocolate Dipped Strawberries
Cookies & Cream Donut Holes
Ricotta Fruit Tartlets
Shortbread Cookies with Fondant Frosting

SENIOR CHECK-OUT, SCHOOL CLEARANCE, CAP & GOWN PICK-UP

Attendance at Senior Check-Out is **MANDATORY** for any graduate wishing to participate in the graduation ceremony. Students who do not attend Senior Check-Out may not participate in the graduation ceremony.

Seniors will complete their senior check-out, school clearance process, and cap and gown pick-up on their last day of school, just prior to the start of the Senior Picnic on **Friday, May 19th, starting Period 6.**

- School clearance includes the return of all textbooks and/or equipment (if not already collected) and the payment of any outstanding fees (including course fees, debit cards and media center fines).
- **All fees and/or fines must be paid by Friday, May 19th in order for students to participate in the commencement ceremony and receive his/her diploma. Any senior who has outstanding fees/fines at Senior Check-Out will not be able to complete the required process unless all monies due are paid.**
- Lockers must be emptied by the end of the day on Friday, May 19th. A \$5.00 locker clean-out fee is assessed if any items, graffiti, etc. have to be removed from a student's locker.
- Caps and gowns will be issued only to those students whose school clearance has been completed.

Cords will be placed in the student's cap and gown bag and will be distributed at Senior Check-Out.

NHS Members: Stole

Graduates with Honors (Top 10th Percentile): Gold Cord

Perfect Attendance: White Cord

President's Service Award: (100+ Hours of Community Service) Teal Cord

GRADUATION TICKETS

At Senior Check-Out on Friday, May 19th, six (6) color-coded graduation tickets will be distributed to each graduate in the cap and gown bag. These tickets are necessary for admittance into the graduation ceremony.

NO ONE WILL BE ADMITTED WITHOUT A TICKET. PLEASE NOTE: NO EXTRA TICKETS ARE AVAILABLE!

- For an outdoor ceremony, all six (6) tickets allow admittance to Seliga Field.
- In the event of an indoor ceremony due to inclement weather, two (2) tickets allow admittance to the ceremony in the Eagle Gym and the remaining four (4) tickets allow admittance to remote locations, including: the East Gym, Blue Gym, Gold Gym, or Performing Arts Center, where there will be live video-streaming of the ceremony. The assigned indoor location will be noted on the tickets.

If additional tickets are needed, seniors must check with other members of the senior class who may not be using all of their tickets.

FINAL GRADES: Failing grades will be submitted to the administration on Monday, May 22nd by 8:00 am. Should any such grade cause a student to be ineligible to graduate, the student and the parent will be notified immediately.

SENIOR FINAL EXAMS: All class periods will meet on these days. Exams are given during the 50 minute class period. See schedule on page 1 of this packet for the detailed schedule of senior final exams.

SERVICE LEARNING HOURS: Service Learning hours are a District 230 graduation requirement. Failure to complete the 24 hour requirement results in a student not graduating. Students in jeopardy of not graduating because of not fulfilling this requirement have been notified several times. Questions? Contact the Service Learning Office immediately (708) 671-3172.

SENIOR PARTY 2017

SATURDAY, MAY 20, 2017—7:00 PM—12:00 AM

Carl Sandburg High School fully supports Party 2017, a substance free event that includes entertainment, food, prizes and gifts for the 2017 Sandburg graduates.

- Tickets are **\$20.00** per graduate and will be sold during lunch hours May 9, 10, 16 and 17 in the Commons.
- Permission slips signed by a parent and student ID are necessary to purchase a ticket even if a student qualified for a free ticket to the Party.
- Admission includes dinner, refreshments and entertainment.
- **Tickets for this party are not sold at the door.**

Sincere thanks to the Sandburg parent committee members who work throughout the year to make this a special event for our seniors.

GRADUATION PROTOCOL

The graduation ceremony for the Class of 2017 will be special, and we are committed to providing a dignified ceremony that is befitting this very significant occasion. We appreciate your support and cooperation in this matter. It is important that **all** family members understand our commitment to a quality ceremony and the resultant consequences that will face any graduate or family member who, by his/her actions, disrupts the dignified nature of this ceremony.

REQUIRED DRESS FOR COMMENCEMENT:

- Boys—Dress shirt, tie, dress slacks, and dark dress shoes.
- Girls—appropriate dress and shoes.

Please note that there are stairs, gravel and grassy areas—pick shoes accordingly. Pointed high heels are discouraged because they do get caught in the gravel during the procession. JEANS OR SHORTS, TENNIS SHOES, CASUAL SANDALS, AND FLIP FLOPS SHOULD NOT BE WORN.

CAPS AND GOWNS: The cap and gown is a uniform, and to break its uniformity is to destroy its significance. It should never be decorated. Gowns are delivered in a package, and they **should be pressed with a cool iron** prior to wearing them in the ceremony. The dignity of the uniform requires that the cap be worn level on the head. Tassels should be worn over the right front quarter of the cap. The cap should be worn throughout the ceremony. Flowers or corsages **are not** permitted on the academic gown.

AUDIENCE AND PARTICIPANT BEHAVIOR: Air horns, noisemakers, balloons and other items that would result in the disruption of the ceremony are not permitted and, if found, will be confiscated by school or police personnel. Refrain from loud or extended cheering as names are read. Such distraction keeps other families from hearing their son's/daughter's name when it is announced.

To maintain the dignity and flow of the ceremony, no one is allowed on the stage or in the aisles except the participants. The presentation of flowers or balloons and family/friend picture-taking may take place **after** the ceremony has concluded. Everyone's cooperation in these matters will be appreciated by all.

LIVE VIDEO-STREAM AVAILABILITY

Our ceremony will be available for viewing on the internet. This provides a unique opportunity for relatives and friends to view the ceremony from anywhere in the country! This is a great option for out of town relatives and friends or local family members who may not want to travel to the ceremony. From a computer with internet access, log onto our District website at: district.d230.org, or our building website at: district.d230.org/sandburg and a link will connect you to the live-stream option.

The video shown via internet is a live stream from Seliga Field. A ticket will still be necessary for Admission to the indoor option. The indoor option is available to guests who hold a ticket but do not want to sit in the stadium.

INCLEMENT WEATHER CALL

An all-call (phone call) will be made by the Principal by 2:00 pm on May 23rd in the event that inclement weather requires us to utilize the rain date of Friday, May 26th. Should weather prevent an outdoor ceremony on the rain date, we will hold graduation inside.

The web site will contain important messages about the status of the ceremony given any challenging or pending weather conditions. Please plan and dress appropriately for an outdoor ceremony.

PARKING FOR THE CEREMONY

- Graduating Seniors will be shuttled to campus from Palos Country Club at 131st and Southwest Highway. Shuttle buses will run from Palos Country Club to Sandburg starting at 5:00 pm. Students should be dropped off—or carpool to—Palos Country Club.
- Parents will have the opportunity to apply for a parking space on campus through a lottery. * *
- Parking lots at Carl Sandburg, for those selected via lottery, will open at 5:00 pm.
- Family and friends will be shuttled from the Metra Station (10401 West 153rd Street, Orland Park). Shuttle buses from the Metra Station to Sandburg will run starting at 5:00 pm.
- One parking pass for either the Metra Station or on campus parking at Sandburg will be distributed with the graduation ticket envelope that seniors will receive at Senior Check-Out on May 19th. Additional passes to the Metra Station can be requested by calling Karin Yahl, Principal's Secretary, at 671-3111.

* *Parking on the CS Campus is awarded by lottery. Review the enclosed Lottery Response Card for details. Return your Response Card by the deadline of Friday, April 28 in order to be included in the Lottery.

THE GRADUATION CEREMONY TUESDAY, MAY 23, 2017, 7:00 PM CARL SANDBURG HIGH SCHOOL SELIGA FIELD

Seniors will be shuttled from Palos Country Club starting at 5:00 pm and will be dropped off in the circle driveway. Seniors should immediately report to their assigned room. Room assignments are included in the ticket envelope distributed at the Senior Picnic. Once all seniors arrive to their assigned room, their row proctor will give instructions on how graduates will line up and process to the ceremony. All seniors must report to their assigned room no later than 6:00 pm for instructions.

Parents and friends are asked to enter Seliga Field via the south (Home) entrance or west (Visitors) entrance. As you sit in the bleachers, please move to the end—or center—of each section of the bleachers filling in all empty spaces.

