

To the 2019 SCHS graduates and their parents or guardians:

Congratulations! The following is important information concerning graduation. **Seniors can graduate and not participate in the graduation ceremony.** Seniors must inform us if they do or do not wish to participate (see page 2).

**Every senior who participates in the graduation ceremony must:**

- Meet the course requirements of the state of Tennessee (see student handbook or appropriate counselor).
- Have an SCHS cap, gown, tassel, diploma, and cover, at a cost of \$57.62 (\$52.50 + tax), payable to Jostens no later than April 12, 2019.** Seniors, of course, may order other items from Jostens, but these are the minimum requirements. Students graduating with honors (meeting all ACT benchmarks), students graduating with distinction (see student handbook/counselor), and students graduating with work ethic distinction will incur additional charges for cords and/or stoles. These will be available for purchase from Jostens in early May 2019.
- Be present and on time at the practice (Date/Time TBD), or the student **will not** be able to participate in the graduation ceremony.

For questions regarding the graduation ceremony, see Mr. Denton, Room 522 (extension 31636). For questions regarding the ordering and/or payment of required items, call 1-800-JOSTENS.

**Important Note:** Students who have met or will meet the requirements for graduating with distinction (requirements are listed in the student handbook) must notify their counselor.

**Graduation Attire:** The required dress code for the graduation ceremony is below.

**Boys:** Dress shirt (button-down, long or short sleeved), tie, dress pants, dress shoes, dark socks.

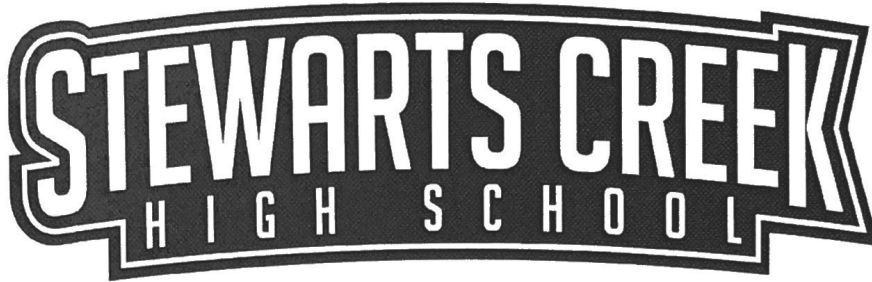
**Girls:** Skirt, dress (no longer than the gown, no specific color), dress pants/slacks (no denim) and dress shoes, which may include dress flats - but no casual shoes (e.g. flip-flops).

### **SCHS CLASS OF 2019 GRADUATION SCHEDULE**

- Wednesday, September 19, 2018: Orders taken by Jostens for ALL SENIORS during all lunches.
- Friday, April 12, 2019: Final payments due to Jostens.
- April 2019 (TBD): Jostens delivers graduation invitations, cap and gowns, etc.
- May 2019 (TBD): Jostens available during all lunches for those purchasing cords/stoles.

**GRADUATION PRACTICE: DATE / TIME TBD, MTSU MURPHY CENTER**

**GRADUATION CEREMONY: 7:00 PM, FRIDAY, MAY 17, MTSU MURPHY CENTER**



Please mark the appropriate box and sign accordingly.

**I DO WISH TO PARTICIPATE IN THE CLASS OF 2019 GRADUATION CEREMONY**

I have read the graduation information, understand the requirements for participation in the graduation ceremony (including the Senior Attendance Policy as printed in the student handbook), acknowledge the due date of **April 12** for payment to Jostens for a cap and gown, et. al, and recognize the importance of being present and on time at the graduation practice.

(Print) Student's Full Name \_\_\_\_\_

Signature \_\_\_\_\_

(Print) Parent's Name \_\_\_\_\_

Signature \_\_\_\_\_

**I DO NOT WISH TO PARTICIPATE IN THE CLASS OF 2019 GRADUATION CEREMONY**

(Print) Student's Full Name \_\_\_\_\_

Signature \_\_\_\_\_

(Print) Parent's Name \_\_\_\_\_

Signature \_\_\_\_\_

**Senior Attendance Policy**

Students must meet the following attendance requirement during their senior year in order to participate in:

- Senior Week Activities
- Prom
- Graduation Ceremony

**Requirement**

Students may not have more than ten (10) unexcused absences from school.

Note that (per policy) parent notes and other excuse notes must be turned in to the attendance office within five days of your return to school.

Seniors who exceed the allowed number of absences will be able to pick up their diplomas in the counseling office as early as the school day following the graduation ceremony as long as all other graduation requirements are met.

**Yearbook Senior TRIBUTE Packet  
Class of 2019  
Stewarts Creek High School**



**Type of Ad - Must select "one" option below to complete order:**

\_\_\_ Option 1: Ad will be created by the buyer and downloaded onto the Jostens website. Go to [Jostens.com](http://Jostens.com), enter **Stewarts Creek High School**, and click on **"Create your Yearbook Ad."**

\_\_\_ Option 2: Ad will be created by the buyer and emailed/delivered in complete and edited form to [schs.yearbook@yahoo.com](mailto:schs.yearbook@yahoo.com) by the **December 18 deadline**. We accept ads in Publisher/Word form or as JPG's. Ads on CD/Flash Drives will also be accepted. Ads submitted after January 15, 2016 will not be published and no refunds will be issued.

\_\_\_ Option 3: Ad will be designed and created by the yearbook staff. A sample will be available before printing. Additional information is attached.

**Sizes and pricing**

- \_\_\_ Page Sponsor.....\$25
- \_\_\_ 1/8 page (business card size)....\$50
- \_\_\_ 1/4 page.....\$90
- \_\_\_ 1/2 page.....\$175
- \_\_\_ Full page.....\$300

**Deadline:**

The order form, photos, text, and payment for your child's ad are **due by Wednesday, December 19, 2018**. Everything to be included in the ad must be at the school by 2 p.m. on that date. An exception to this rule is when you are waiting for a senior portrait to come in. If you wish to include a copy of your child's senior picture in the ad and are submitting your ad early or have not received it by the deadline date, please indicate on the order form that the photo will be coming at a later date. We will do our best to get the picture you want into your child's ad.

**Orders submitted late will be charged a \$15 late fee.** Absolutely no orders will be accepted after Friday, January 12, 2018.

**Thank You!**

We thank you for your patronage! The Stewarts Creek High School yearbook staff depends on support from ads to produce a successful yearbook.

If you have any questions concerning your ad, please call the yearbook staff during the school year at **(615) 904-6771 ext. 31551**. You can also reach the yearbook adviser at [meadowsl@rcschools.net](mailto:meadowsl@rcschools.net)

*The Stewarts Creek High School  
Yearbook Staff*

# Ad Order Form

Please complete and return this contract (or a copy of it), with payment, the photos and text for your ad, and a self-addressed stamped envelope.

**Due Wednesday,  
December 19,  
2018**

Parent/Purchaser's Name

Student's Name

Address

City

State

Zip

Work Phone

Home Phone

Email address

Is this ad supposed to be kept secret from your student?  Yes  No

What is the best time and place to reach you if we have a question about your ad?

## Types of Ads/Size

Please *check* one design number and *circle* the price for that size ad.

Full Page.....\$300  
Design #:  F-1    F-2    F-3    F-4  
 F-5

1/2 Page.....\$175  
Design #:  H-1    H-2    H-3    H-4  
 H-5

1/4 Page.....\$90  
Design #:  Q-1    Q-2    Q-3  
 Q-4

1/8 Page.....\$50  
Design #:  E-1

## Payment:

Cash Included

Check Included

Money Order Included

\$ \_\_\_\_\_ (Amount Enclosed) – make check or money order payable to *Stewarts Creek High School*

Photo instructions, requests, comments:

I Agree to the terms and guidelines stated in this brochure.

\_\_\_\_\_  
(Customer Signature / Date)



# Stewarts Creek High School RED HAWK PACKAGE

Your mascot package has it all!  
What parents need. What students want. What your school requires for graduation.

- 25 Official School Announcement and Photo Card Bundle (25 of each) with matching:
  - Foil Border Name Cards
  - Formal Tissue Overlay
  - Envelope Seals
  - Return Address Labels
- 1 Box Choice of Thank You Cards  
Choose: Foil Multi Color Senior Stationery  
Color Code: \_\_\_\_\_
- 1 **2-Pack T-Shirts\*** (1 Black Tee & 1 Grey Tee)  
(Circle size) S M L XL 2XL 3XL 4XL 5XL
- 1 Senior Tankard
- 1 **Senior Bag\***

- 1 Choice of Hoodie  
Choose: Pullover Women's 1/4 Zip  
(Circle size) S M L XL 2XL 3XL
- 1 Choice of Sweatpants  
Choose: Black Joggers  
(Circle size) S M L XL 2XL 3XL
- 1 Mascot Tassel
- 1 Cap/Gown/Tassel Unit (FREE)  
(fill in height & weight in "Student Information" below)
- 1 Diploma & Diploma Cover



**The Red Hawk Package**  
**\$292.40** or 3 Easy Payments of **\$97.47!**  
 plus \$13.00 handling and tax

Mark here to order

UPGRADE/ADD TO YOUR PACKAGE	Mark to Order	PRICE	TOTAL
Additional Official School Announcements	<input type="text" value="quantity"/>	\$1.20 ea.	\$
Additional Official School Announcements & Photo Card Bundles	<input type="text" value="quantity"/>	\$1.70 ea.	\$
Upgrade Package Hoodie to <b>Performance Hoodie*</b>	<input type="checkbox"/>	\$10.00	\$
Upgrade Package Sweatpants to <b>Performance Sweatpants*</b>	<input type="checkbox"/>	\$9.00	\$
Add <b>Stacked Tassel*</b>	<input type="text" value="quantity"/>	\$13.50	\$
Add <b>2019 Key Ring*</b>	<input type="text" value="quantity"/>	\$10.50	\$

TOTAL YOUR ORDER	
Package Total	\$
Product Upgrade	\$
Add Handling	\$ 13.00
Subtotal	\$
Add Tax 9.75%	\$
Total	\$
Amount Paid	\$
Balance Due	\$

**Graduation Order Day**  
 Thursday, September 20, 2018 • During Lunch • Cafeteria

**Student Information** — Please write neatly with blue or black ink

School Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Phone \_\_\_\_\_ Student's Phone \_\_\_\_\_  
(Call numbers preferred. Used in case we have questions and for communications related to this order only.)

Parent Email (for billing and confirmation) \_\_\_\_\_

Student Email \_\_\_\_\_

Male  Female

Height \_\_\_\_\_ FEET \_\_\_\_\_ INCHES      Weight lbs. \_\_\_\_\_

**Special Instructions**

Office Use only    DSR    NPD    NHC  
       

2PCK    PERF    PRFPT    STK    BAG    YDKR

**PAYMENTS** (all cards accepted)       Paid in Full

Type of Payment       Down Payment

Jostens J-Pay™       Credit Card     Cash     Check

Charge your order in 3 equal payments with J-Pay

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount to be charged \_\_\_\_\_

Signature \_\_\_\_\_

Adjustment \_\_\_\_\_

Promo Code \_\_\_\_\_

**ORDER TAKER INITIALS**      **CHECK NUMBER**

**\*Items will be delivered on Order Day with down payment.**

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# Order Instructions for Announcements & Graduation Material Stewarts Creek HS--Class of 2019

## Step 1: Locate your Order Form & Complete all Personal Information.

Print neatly using full name and complete address to insure accuracy of your personalized products.  
Please include **Parent/Guardian Email Address** for confirmation, designing photo cards, and billing options

## Step 2: Choose an Announcement Package. (Mini, Essential, Senior, or Mascot)

Packages come with all items shown!

- Mark your 2-Pack T-Shirt size
- If ordering the Senior, please mark your Sweatpants style and size
- Upgrade to the performance items available if desired.
- Receive items highlighted in Red on Delivery Day (if ordered): *T-Shirt 2 Pack, Women's Jersey, Hooded T, Performance Hoodie, Performance Sweatpants, Beanie, Senior Bag, Water Bottle, Senior Memory Book, Socks, Key Ring, Stacked Tassel*

## Step 3: Add to your Package or Order A La Carte.

Personalize your Senior Year with Must Have Senior Gear in this section

## Step 4: Choose your Cap & Gown Package

Choose a package below then mark the correct bubble on the order form in Step 4, or order the unit only  
**Don't Forget to Complete the Height and Weight Information to ensure a proper fit of your Cap and Gown**

**Package A**

Cap/Gown/Tassel Unit  
with Diploma Cover

\*Class of '19 Pullover Hoodie  
Dusky Blue Tri Blend T-Shirt  
Mini Tassel Key Ring

**\$154.95**

**Package B**

Cap/Gown/Tassel Unit  
with Diploma Cover

Dusky Blue Tri Blend T-Shirt  
Mini-Tassel Key Ring

**\$112.95**

**Package C**

Cap/Gown/Tassel Unit  
with Diploma Cover

Mini-Tassel Key Ring

**\$90.00**

Diploma  
Frame  
Included in  
each Package

School Required Items- Cap/Gown/Tassel with Diploma Cover - \$52.50  
Add 9.75% sales tax

**Bring your completed order form with a \$60 down payment, payment in full,  
or select JPAY option for interest free payment plan! (Must Complete Credit Card Info)**

**Order day will be:  
Thursday, September 20, 2018  
During Lunch Hours • Cafeteria**

