

# ***Oak Park and River Forest High School--District 200***

201 North Scoville Avenue · Oak Park, IL 60302-2296

Dear Member of the Class of 2018 and Parents/Guardians:

Oak Park and River Forest High School will hold its **Commencement for the Class of 2018 at 3:00 p.m. on Sunday, June 3**. Enclosed is important information that will address everything you need to know in order to prepare for the end of the school year and commencement. Please read this packet in its entirety.

**This packet and the google form contains the following information:**

- Attire
- Tickets
- Photographs
- Expectations for students
- Special Needs Seating

**Several important forms need to be filled out and returned by April 27, by completing a google doc <https://goo.gl/forms/mTXGEAuyq8a36Gqj1>**

<b><u>IMPORTANT EVENTS</u></b>	<b><u>Dates</u></b>	<b><u>Times</u></b>	<b><u>Details</u></b>
<b>Locker Clean-out</b>	Wed 5/23	2 p.m.	All locks and possessions will be taken out of all senior lockers by 3:30pm on Friday, May 25th Remaining possessions will be recycled, donated or disposed of.
<b>Graduation Rehearsal</b>	Fri 6/1	11:30 a.m.	Enter at Door #5 (just north of Main Entrance), go to the South Cafeteria & receive graduation tickets
<b>Senior BBQ (following rehearsal)</b>	Fri 6/1	1:30 p.m.	Mall/South Cafeteria
<b>Graduates Arrive at OPRF</b>	Sun 6/3	1:30 p.m.	Special Ed Entrance (on Scoville Ave.) Door #5
<b>Commencement Ceremony</b>	Sun 6/3	3 p.m.	Stadium gates open at 2pm. <b>After 3pm the gates will close.</b> Late spectators are allowed in the auditorium if space allows.

<b>2018 Commencement Tickets</b>		
<b>Stadium Tickets</b>	<b>Five (5)</b>	Commencement will be held in the stadium, weather permitting.
<b>Field House Tickets</b>	<b>Two (2)</b>	Field House tickets will be used <i>only</i> if commencement moves indoors due to inclement weather.
<b>Auditorium Tickets</b>	<b>Two (2)</b>	The ceremony will be shown on a projection screen. Whether commencement is indoors or outdoors, each family may use a maximum of two Auditorium tickets.
<b>Special Needs Tickets</b>	<b>Must have been requested, supplies limited</b>	You may request up to two (2) tickets for our Special Needs section while supplies last. <a href="https://goo.gl/forms/mTXGEAuyq8a36Gqj1">https://goo.gl/forms/mTXGEAuyq8a36Gqj1</a> <b>Keep in mind, this will subtract from your total of Stadium and fieldhouse tickets.</b> Therefore, if you requested and supplies are available for two Special Needs tickets, your family will receive only three Stadium tickets and no Field House ticket.

**How will you know if the ceremony is inside or outside?**

- The decision will be made no later than 10:00 a.m. on Sunday, June 3. NO CHANGES will be made after.
- Check the website (*oprfs.org*).

If the ceremony is moved inside, or if weather conditions give rise to any question at all, you will receive an email and robo-call.

**Obligations:**

Graduating seniors must **clear all obligations by 3:30 p.m. on Friday, May 25, 2018**. An obligation includes, but is not limited to, loaned books, installment-plan payments, library fines, athletic equipment or uniform, a loaner PE uniform, or a book borrowed from a department. Items must be returned to the appropriate department for the obligation to be cleared. Any billed monetary obligation should be either paid online or in the Bookstore. Questions regarding obligations should be directed to the appropriate department.

We look forward to sharing this commencement with our Class of 2018 and their families, an observance that will reflect the significance of our students' accomplishment and the pride we all feel on their behalf.

Sincerely,



Nathaniel L. Rouse  
Principal

**TEL: (708) 383-0700**

**WEB: [www.oprfhs.org](http://www.oprfhs.org)**

**TTY/TDD: (708) 524-5500**

**FAX: (708) 434-3910**

# Commencement Guidelines

## Commencement Eligibility

Students must meet the following criteria in order to be eligible to participate in the commencement ceremony:

1. Successfully complete academic and attendance requirements from Oak Park and River Forest High School during the first and/or second semester of the 2017-2018 school year.
2. **Clear all financial obligations by 3:30 p.m. on Friday, May 25, 2018.** (*Any obligations not cleared will result in the withholding of your transcripts until they are met.*)

## Responsibilities of Graduates

1. Check with your counselor to ensure that your attendance and academic status will allow you to graduate.
2. Complete the graduation google doc "<https://goo.gl/forms/mTXGEAuyq8a36Gqj1>" by April 27, 2018.
3. Report promptly to the commencement rehearsal at **11:30 a.m. on Friday, June 1**. Students should meet in the South Cafeteria. **Participation in the rehearsal is mandatory.** A special senior BBQ and celebration will take place after rehearsal.  
**NOTE: Failure to participate in the commencement rehearsal may result in the student being excluded from the ceremony in addition to the student not receiving their graduation tickets.**
4. Obey all attire guidelines (see enclosed) and OPRF Code of Conduct rules at rehearsal and commencement.
5. Graduates may choose to receive their diplomas privately. You may pick up your diploma from the Registrar, Room 260, between June 4 and June 8.
6. **Please do not bring purses, phones, or anything you'd have to carry.**
7. **Students may be excluded from the commencement ceremony if they break the Student Code of Conduct throughout the year.**
8. **Students may be removed from the commencement ceremony if they engage in inappropriate behavior during the ceremony.**
  - a. Maintain the dignity of the commencement ceremony.
  - b. Inflatable objects and other items that may disrupt the ceremony are prohibited.
  - c. Remain quiet and attentive during the commencement ceremony so that parents, friends and guests have the opportunity to hear all of the graduates' names being announced.
  - d. **This is a smoke-free environment. Cigars and cigarettes are prohibited on school grounds before, during and after the ceremony.**
9. If there is an error on your diploma, corrections can be made at a later time. Even if you are handed the wrong diploma, exchange it after the ceremony.
10. Save cheering for after the ceremony.

## Responsibilities of Parents/Guardians

1. We want everyone to hear each graduate's name announced. This can be accomplished only if guests remain quiet during the ceremony. **Please hold your applause until all names have been announced.**
2. **No large bouquets or latex or Mylar balloons, please.**
3. If you are late arriving at the Stadium or Field House, you will be asked to sit in the Auditorium, if space allows, even if you have a ticket. **GATES CLOSE AT 3 pm**
4. The ceremony will take from 1½ to 2 hours to complete.

## Parking and Drop-Off for Special Needs Seating

1. If the ceremony is outside, individuals with special needs and their companions should be dropped off at the designated location at the southwest corner of the Stadium near Linden Avenue. All special needs ticket holders must enter at this designated gate.
2. If the ceremony is inside, individuals with special needs should be dropped off at the Scoville Avenue East Entrance (door 5) to enter the Field House. There is a designated special needs seating area in the southeast corner of the Field House.

**Note: Volunteers will be present at the ceremony to assist individuals with special needs.**



## 2018 Graduation Attire Information

The Class of 2018 voted to wear dark/white attire for graduation.

**All graduates, regardless of gender, may wear either all-dark attire or all-white attire, provided it adheres to the guidelines that follow.**

### **Guidelines:**

- **Students may wear a dress, dress skirt with formal top, or suit (i.e., jacket/sport coat and dress pants).**
- All-dark” means the outfit is black, navy or dark grey.
- “All-white” means white only and does NOT include cream or beige.
- The dress, skirt and top, or suit jacket and pants must be all one color.
- A dark suit should be worn with a white shirt with a collar.
- The bodice (chest and stomach) and back of a dress must be covered and appear white or black from a distance (no sheer tops, nylon, etc.).
- Shoes should be the same color as the dark or white outfit and be dress shoes or dress sandals.
- Red tie (optional): Any tie worn with a suit must be red. It may have a pattern but should have a red background.
- Dresses/skirts must be **mid-calf or longer**.
- Dress/skirt slits should not go above the knee.
- Dresses or tops **must have straps**.
- Jewelry should be simple.

### **Please remember:**

- Students should be formally and appropriately dressed, which includes properly fitted clothing with appropriate undergarments.
- Casual or athletic clothing, white or dark jeans, capri pants, shorts or t-shirts are NOT acceptable.
- Flip flops or slippers are prohibited.
- Hats and props are prohibited.
- Students should not have any phones, cameras, purses, etc., on their body.
- *Because of the surface of the field, spike heels are not permitted.*

***Note: A student arriving in inappropriate attire will be asked to change into OPRF-provided attire or NOT march in the processional.***

### **Still trying to find that long dress or a suit for graduation?**

Graduates who are interested in borrowing graduation attire from our Commencement Couture Collection of dresses and suits or who have questions about suitable attire should contact Student Activities

**Melody Brown at 708-434-3774 or [mbrown@oprfs.org](mailto:mbrown@oprfs.org)  
Susan Johnson at 708-434-3174 or [sjohnson@oprfs.org](mailto:sjohnson@oprfs.org)**