

Oak Park and River Forest High School--District 200

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

Dear Member of the Class of 2017 and Parents/Guardians:

Oak Park and River Forest High School will hold its **Commencement for the Class of 2017 at 3:00 p.m. on Sunday, June 4**. 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.

You will find information about:

- Attire
- Tickets
- Photographs
- Expectations for students
- Special needs

Several important forms need to be filled out and returned by April 28:

- 1) **The Commencement Participation Form (mandatory)**
- 2) **Scholarship/Awards Form (mandatory)**
- 3) Grad Images Denial Form (optional)
- 4) Special Needs Ticket Request Form (if needed)

<u>IMPORTANT EVENTS</u>	<u>Dates</u>	<u>Times</u>	<u>Details</u>
Locker Clean-out	Wed 5/24	2 p.m.	<i>See below for details</i>
Graduation Rehearsal	Fri 6/2	10:30 a.m.	Enter at Door #5 (just north of Main Entrance), go to assigned location by counselor
Senior BBQ (following rehearsal)	Fri 6/2	12:30 p.m.	Mall/South Cafeteria
Ticket Will-Call (if supplies last)	Sat 6/3	8 a.m.	Box Office (Enter at Welcome Center)
Graduates Arrive at OPRF	Sun 6/4	1:30 p.m.	Special Ed Entrance (on Scoville Ave.)
Commencement Ceremony	Sun 6/4	3 p.m.	Stadium

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 4. 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.

Graduation photos and videos:

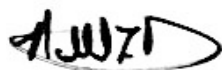
Grad Images is the official photographer for our commencement. They will photograph each student individually as well as taking photos of your student getting his or her diploma. For individual proofs to be sent to your home and via email, your contact information will be provided to Grad Images. *If you do NOT want them to have your contact information, please return the attached denial form.* Denying them your information will require you to reach out to Grad Images for photograph information. Pictures can be ordered online, by phone or by mail. You may pre-register with them at 800-261-2576 or at gradimages.com. In addition, you can order candid photos taken by **Visual Image Photography (VIP)**. You may contact them at 800-577-9570 or at vipis.com.

Locker Clean-out: Wednesday, May 24 during the school day

- All locks will be removed and possessions taken out of all senior lockers **by 3:30 p.m. on Friday, May 26**. *Any remaining possessions will be recycled, donated or disposed of.*

We look forward to sharing this commencement with our Class of 2017 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

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 2016-2017 school year.
2. **Clear all financial obligations by 3:30 p.m. on Friday, May 26, 2017.** (*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. Return the attached forms to the appropriate individuals by the due dates.
3. Report promptly to the commencement rehearsal at **10:30 a.m. on Friday, June 2.** Students should meet in their assigned location by counselor. **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.
4. Obey all attire guidelines (see enclosed) and OPRF Code of Conduct rules at rehearsal and commencement.
5. **If you want to assure that your name is pronounced correctly, please fill out enclosed form.**
6. Graduates may choose to receive their diplomas privately. You may pick up your diploma from the Registrar, Room 260, between June 5 and June 9.
7. **Please do not bring purses, phones, or anything you'd have to carry.**
8. **Students may be excluded from the commencement ceremony if they break the Student Code of Conduct throughout the year.**
9. **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.**
 - e. Use a firm handshake; make eye contact with the presenter of your diploma.
 - f. Take the diploma with your left hand and shake hands using your right hand.
10. If there is an error in your diploma, corrections can be made at a later time. Even if you are handed the wrong diploma, exchange it after the ceremony.
11. 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 p.m.**
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 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.

Important Commencement Dates

All Forms Due – Friday, April 28, 2017

1. **Commencement Participation Form (Pink): Return to Registrar – Room 260**
Participation is contingent on having no outstanding obligations and otherwise being eligible to participate in the commencement ceremony.
2. **Scholarships and Awards Form (Green):** Return to Ms. Asbury – Room 308
3. **Special Needs Ticket Request (Blue):** Return to your counselor if needed.
4. **Grad Images Denial Form (White):** Return to Ms. Topf, Room 174 if needed.

Rehearsal Day – Friday, June 2, 2017

Senior Counselor Meeting - 10:30 - 11:30 a.m.

<u>Counselor</u>	<u>Room</u>	<u>Counselor</u>	<u>Room</u>
Ambrose	Room 314	Fuentes	293 East
Cahill	2E Dance Studio	Nixen	293 Tutoring Center
Hobson	South Cafe	VenHorst	Staff Cafe
Johnson	Studio 200	Hanson	370
Ojikutu	South Cafe	Herbst	Little Theatre
Radziszewski	1 East Gym	Sherman	3 rd Fl Dance Studio
Lynch	South Cafe	Sponsler	371
Medina	395W- 3 rd Fl Library		

Rehearsal: Friday, June 2, 2017, 10:30 a.m. – 12:30 p.m.

- Students will enter Door #5 (just north of the Main Entrance) and then report to their assigned counselor location.
- **Participation in the commencement rehearsal is mandatory.**
- **Students will receive their commencement tickets at commencement rehearsal.**

Senior Class BBQ: 12:30 – 2:00 p.m. on the Mall (or South Café), immediately following rehearsal
Bring your camera and yearbook for farewell photos and signatures.

Commencement Day – Sunday, June 4, 2017

Arrival of Graduates 1:30 p.m.

- Students must report to Door #5 (first entrance to the north of the Main Entrance).
- After being cleared by Safety and Support for proper attire and receiving flowers if desired, students should report to their assigned rooms with their counselors.

Commencement Ceremony 3:00 p.m.

- Gates open at 2 p.m. and close at 3 p.m., no exceptions.
- Guests arriving after 3 pm may be redirected to the Auditorium if space allows to view the live feed.
- Location: OPRFHS Stadium

In case of inclement weather—OPRFHS Field House. Decision will be posted by 10:00 a.m. on June 4.

Obligations

Students who fail to clear obligations by 3:30 p.m. on Friday, May 26, 2017 could jeopardize participation in the Commencement Ceremony

Graduating seniors must clear all obligations by **3:30 p.m. on Friday, May 26, 2017**. 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.

ATHLETICS

Lynn Granzyk
Athletic Office
LGranzyk@oprfs.org
434-3700

PHYSICAL EDUCATION

Julie Elmiger
Room 250
JElmiger@oprfs.org
434-3550

LIBRARY

Gwen McKinzie
3rd Floor Library
GMcKinzie@oprfs.org
434-3495

FOOD SERVICE

Mike Piekarski
North Cafeteria
MPiekarski@oprfs.org
434-3142

FINE ARTS

Leila McGowan
Room 298
lmcgowan@oprfs.org
434-3719

BOOKSTORE

Jacqui Charette-BassiriRad
Room 140
JCharettebassirirad@oprfs.org
434-3940

Textbooks

Students should return all textbooks directly to the 1 West Gym after their final examinations on May 25 and 26. After May 26, all senior's textbooks must be returned to the Bookstore. Books will be cleared from the account of the student who is on record as having the book checked out to them. Late fees and new replacement costs will be assessed if books are not returned by **3:30 p.m. Friday, May 26, 2017**. *Do not pay for a lost book unless positive it won't be found by May 29, as all payments for lost books are final and no refunds will be given.*

NOTE: YOU ARE OBLIGATED TO PAY FOR ANY ITEM NOT RETURNED.
Any monetary obligation for any department can be paid online through Family Access or in the Bookstore. Obligations may be paid with cash, Visa, MasterCard, Discover, money order or by personal check. (Personal checks must be commercially imprinted with a name and check number. The Bookstore does not accept any business checks including DBA.)

Commencement Participation Form

Return this form to the Registrar (Room 260) by Friday, April 28, 2017

STUDENT NAME (please print): _____

Phonetic Pronunciation of Student's Name: _____

ID # _____ COUNSELOR: _____

I Plan to Attend Commencement

I DO NOT Plan to Attend Commencement

The signatures on this form confirm that we have read, understand and agree to abide by the Commencement Guidelines and the expectations for commencement rehearsal. **We understand that students may be removed from the commencement ceremony if they engage in inappropriate behavior during the commencement ceremony.**

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Special Needs Ticket Request Form

Due to Counselor Office by April 28, 2017

Please return this form to your counselor only if you need Special Needs tickets. You may request up to 2 tickets, as supplies last. Please note that your Special Needs ticket(s) is subtracted from the general admission tickets for the Field House and Stadium.

Student Name: _____ ID # _____

Parent Name: _____

Parent Email: _____

I request (please circle) 1 or 2 Special Needs tickets.

I understand this will result in receiving only 1-2 Field House Tickets or 3-4 Stadium Tickets (depending on how many Special Needs tickets are requested).

Student Signature: _____

Parent/Guardian Signature: _____

For Counselor Use Only:

Date received: _____ Time received: _____

Counselor Signature: _____

Grad Images Denial Form

Due to Student Activity Office by April 28, 2017

Grad Images is the official photographer for our commencement. They will be photographing each student individually as well as taking photos of your student getting his or her diploma. For individual proofs to be sent to your home and via email within three to five days after commencement, your contact information will be provided to Grad Images. Pictures can be ordered online, by phone or by mail. You may pre-register with them at 800-261-2576 or at www.gradimages.com.

If you DO NOT wish for Grad Images to have your email and home address in order to supply photos of your graduate at the graduation ceremony, *please return this form by 4/28/17, to Ms. Topf, in the Student Activity Office, Room 174.*

If you wish to have Grad Images contact you, you DO NOT need to return this form.

By signing below, you choose to opt-out of receiving photograph information from Grad Images from the Commencement Ceremony. You will have to reach out to Grad Images directly to find any photographs of your graduate.

Student Name: _____

Student ID Number: _____

Parent/Guardian(s) Name(s): _____

Parent/Guardian Signature: _____

2017 Commencement Ticket Information

OPRF's Commencement celebration is a happy time for graduates and their families. In preparation for your attendance at the 2017 Commencement ceremony, please note the following:

- There will be no ticket order form. Each **family** will get the same amount of tickets.
- All tickets for Commencement seating are complimentary.
- Tickets will be issued at the Commencement rehearsal by counselors on June 2.
- **Each family** will receive the following amount of tickets:

5 Tickets (Stadium)	If weather permits and Commencement is held outside in the Stadium.
3 Tickets (Field House)	If inclement weather and Commencement is held inside in the Field House (that decision will be made by 10:00 a.m. the day of Commencement).
2 Tickets (Auditorium)	In addition, each family will receive tickets for seating in the Auditorium, which is air conditioned with a jumbo screen and live feed.
1 Ticket (Will-call)	<u>IF there are extra Stadium or Field House tickets</u> , each family can bring their WILL-CALL ticket to the Box office on Saturday, June 3 at 8:00 a.m., or while supplies last. One will-call ticket may be exchanged for more Stadium tickets and/or Field House Tickets (exact amount TBA) <i>on a first-come, first-served basis, while supplies last.</i>

If your family will not be using all of your allotted tickets, you can submit your extras to the Student Activity Office to be given away at the Will-call.

Special Needs Ticket Request

We will try our best to accommodate each family's needs. Please note:

1. Families are allowed a maximum of 2 Special Needs tickets.
2. Special Needs tickets are part of each student's total ticket allotment of 5 tickets (if Stadium seating) or 3 tickets (if Field House seating).
3. Special needs request will be honored on a first-come, first-served basis.
4. Tickets will be marked "special needs" and allow entrance to the designated special needs seating in the Stadium or Field House.
5. Tickets should be requested for the individual with the special need and **one companion only**.

Will-Call For Additional Ticket Requests

Each family will get 1 Will-call Ticket. Will-call will take place if there are extra tickets after distribution. Families will be notified via email no later than June 2nd about will-call. If will-call takes place, a family member can bring the will-call ticket to the Box Office on **Saturday, June 3, at 8:00 a.m.** for up to 2 more stadium tickets and 1 more field house ticket, *on a first-come, first-served basis, while supplies last.*



Oak Park and River Forest High School Commencement 2017 Attire

The Class of 2017 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 **Mrs. Pam Erickson (708-434-3818)** or email perickson@oprfs.org.