

Oak Park and River Forest High School District 200

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

April 7, 2015

Dear Member of the Class of 2015 and Parents/Guardians:

Oak Park and River Forest High School will hold its Commencement for the Class of 2015 at 3:00 p.m. on Sunday, May 31, 2015. Enclosed is important information that will address everything you need to know in order to prepare for commencement and the end of the school year for your senior. You will find information about attire, tickets, photos, student expectation guidelines and special needs information. There are also two important forms that need to be filled out and returned to school. The **Commencement Participation Form** and the **Scholarship/Awards Form** are due by Friday, April 24, 2015. Also this year for the first time, you will be asked to order your commencement tickets on-line (see additional information detailed in this packet).

Important Dates

Locker Clean-out	May 21	2:00 p.m.	See below for details
Commencement Rehearsal	May 29	11:30 a.m.	South Cafeteria
Senior BBQ (following rehearsal)	May 29	1:00 p.m.	Mall
Graduates Arrive at OPRF	May 31	2:00 p.m.	SpEd Entrance (on Scoville Ave.)
Commencement Ceremony	May 31	3:00 p.m.	Stadium

How will we know if the ceremony is inside or outside? The main number, 708-383-0700, will have a recorded message, it will be posted on the website (<http://www.oprfhs.org/>), and the Lake Street marquee will also state the location. A decision will be made by 10:00 a.m. No changes will be made after that, even if the weather becomes gorgeous outside, due to set-up requirements.

Graduation Photos & Videos: GradImages is the official photographer for our commencement. They will be photographing each student individually, as well as, taking photos of your student getting their diploma. Individual proofs will be sent to your home and via email within three to five days after commencement. Pictures can be ordered online, by phone or by mail. Please see the enclosed flyer for a special discount. You may pre-register with them at 800-261-2576 or at www.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 www.vip.com. Finally, a professionally produced video of the ceremony is available. The order form is enclosed on the last page of this packet.

Locker Clean-out: Locker clean-out will be held Thursday, May 21. All locks will be removed and possessions taken out of all senior's lockers by 3:30 pm Friday, May 22. Any remaining possessions will be recycled, donated or disposed of.

We look forward to sharing this commencement with our families and our Class of 2015, an observance that will reflect the significance of their accomplishment and the pride we all feel on their behalf.

Sincerely,



Nathaniel L. Rouse
Principal

Enclosures

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 2014/15 school year.
2. Clear all financial obligations by **3:30 p.m. on Friday, May 22, 2015.** (See back side of this page.)
NOTE: Failure to clear obligations will jeopardize participation in the commencement ceremony.

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 **11:30 a.m.** on Friday, May 29. 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.
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 see Ms. Milojevic in Room 174.
6. Those graduates who are not comfortable with these expectations and the nature of our ceremony may choose to receive their diplomas privately. You may pick up your diploma from the Registrar, Room 260, the week after commencement.
7. Please do not bring purses. There is no place to put them, and you'll be holding a diploma and a dozen red roses!
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. Inflatable objects and other items that may disrupt the ceremony are prohibited.
 - b. 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.
 - c. This is a smoke-free environment. Cigars and cigarettes are prohibited. This is especially crucial because of the synthetic field in the Stadium.
 - d. Use a firm handshake; make eye contact with the presenter of your diploma.
 - e. Take the diploma with your left hand and shake hands using your right hand.
9. 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 later.
10. Save cheering for after the ceremony.
11. No gum, food or use of cell phones.

Responsibilities of Parents

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 and the Stadium or Field House is filled to capacity, you will be asked to sit in the Auditorium, even if you have a ticket.
4. The ceremony will take from 1½ to 2 hours to complete.

Park 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.

Commencement Due Dates

All Forms Due – Friday, April 24, 2015

- 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.
- Scholarships and Awards Form (Green)** **Return to Ms. Asbury – Room 308**

Rehearsal Day – Friday, May 29, 2015

- Rehearsal** **11:30 a.m. – 1:00 p.m.**
Students will meet in the High School South Cafeteria. **Participation in the commencement rehearsal is mandatory. Students will receive their commencement tickets at commencement rehearsal.**
- Senior Class BBQ** **1:00 p.m.** on the Mall, immediately following rehearsal. Bring your camera and yearbook for farewell photos & signatures.
Rain Location: South Cafeteria

Commencement Day – Sunday, May 31, 2015

- Arrival of Graduates** **2:00 p.m.**
Students must report to the SpEd Entrance (first entrance to the North of the Main Entrance). After being cleared by Safety and Support for proper attire and receiving flowers, students should report to their assigned places to line up in the South Cafeteria.
- Commencement Ceremony** **3:00 p.m.**
OPRFHS Stadium
(In case of inclement weather—OPRFHS Field House.)

Obligations

Students who fail to clear obligations by 3:30 p.m. on Friday, May 22, 2015 could jeopardize participation in the Commencement Ceremony

Graduating seniors must clear all obligations by **3:30 p.m. on Friday, May 22, 2015**. 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

Donna Digioia
Room 250
DDigioia@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
434-3295

BOOKSTORE

Nubia Durazo
Room 140
NDurazo@oprfs.org
434-3940

Textbooks

Students should return all textbooks directly to the 1 West Gym after their final examinations on May 21 and 22. After May 22, 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 22, 2015**. *Do not pay for a lost book unless positive it won't be found by May 29th as all payments of 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 24, 2015

I Plan to Attend Commencement

I DO NOT *Plan to Attend Commencement*

STUDENT NAME: _____

ID # _____ COUNSELOR: _____

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: _____

2015 Commencement Ticket Information

OPRF's Commencement celebration is a happy time for graduates and their families. In preparation for your attendance at the 2015 Commencement ceremony, please note the following:

- All tickets for Commencement seating are complimentary.
- Tickets can be ordered online at: <http://2015-oprf-graduation-tickets.eventbrite.com> starting May 1, 2015.
- The primary email address for each graduate will receive an informational email from OPRFHS with an invitation to order your tickets online (please check your Family Access account to be sure we have a current and accurate primary email address).
- There is a computer available for your use in the Welcome Center from 7 am – 10 pm, Monday thru Friday.
- Ticket requests should be completed online by May 15, 2015 (including lottery requests)
- Family ticket allotments are:

6 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

- If you do not have a primary e-mail address with which to place your commencement ticket order, please contact your Counseling Secretary for assistance.

If your family will not be using all of your allotted tickets, please order only what you need. Unused tickets will be shared with other families via lottery.

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 6 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, if necessary, for **one companion only**.

Lottery For Additional Ticket Requests

- Each family can request up to 2 additional tickets. A lottery system will be used to distribute unused tickets.
- Lottery ticket recipients will be notified via email by May 19, 2015.
- If you have questions or concerns about end of the year preparations or lottery tickets, you may contact Ms. Cindy Milojevic (708) 434-3174 or Ms. Melody Brown (708) 434-3774.

Scholarships And Awards Form

Please return this form and supporting papers to Ms. Kim Asbury (Room 308) by Friday, April 24, 2015

Please list below *and bring in a copy of notification* of any college scholarship or award to the school you will be attending during the 2015-2016 school year.

This information **may** be listed in the Commencement Booklet that will be given to the guests before the commencement ceremony. Do **NOT** list any monetary grants such as Pell Grant, the Illinois Monetary Award Grant or other awards based entirely on financial need. Print your name and the name of the award. Do **NOT** include the amount of the award. If you are notified of any awards after this form is returned, please inform your Counselor.

Student's Name: _____ ID# _____

Counselor: _____

Name of College or organization(s) giving scholarship or award:

Commencement Attire

2015 marks another year of Oak Park and River Forest High school's commencement attire tradition which has been carried on by our graduates for over 100 years. Please help us preserve the dignity and prestige of this commencement ceremony by adhering to one of the following options below:

Option A:

Attire Do's

- **White** dresses, **white** pantsuits (a pantsuit consists of a jacket and dress pants) or **white** dress skirts with formal white tops.
- Dresses must be **mid-calf** or longer.
- Dresses or tops must have straps. Spaghetti straps are acceptable.
- The bodice (chest and stomach) and back must be covered and appear white from a distance (no sheer tops, nylon, etc.).
- Jewelry should be simple.
- White or neutral dress shoes or dress sandals. Because of the surface of the field, spike heels are not recommended.
- One dozen red roses will be distributed upon arrival at the ceremony.
- Students will be carrying a dozen roses, a diploma, and will be shaking hands. Therefore, leave all cameras, phones, purses or other hand held items at home.

Attire Don'ts

- White jeans, Capri pants or white t-shirts are NOT acceptable.
- Strapless, backless, one strap, and off-the shoulder dresses and tops are NOT acceptable.
- Dresses or skirts should not be split above the knee.
- Outfits should be free of distracting or heavy ornamentation.
- Dresses, skirts, or pantsuits should not be too tight and appropriate undergarments should be worn in appropriate colors.
- Flip Flops or slippers are prohibited.

Option B:

Attire Do's

- Dark suit (black, navy blue, dark gray) or a dark sport coat and dark dress pants.
- Plain white collared shirt.
- A red tie (no bow ties).
- Dark dress shoes with dark socks.
- A boutonniere will be distributed upon arrival at the ceremony.

Attire Don'ts

- Flip Flops or slippers are prohibited.
- Shorts are **not** acceptable.
- Hats, cameras and head coverings are prohibited.

Note: If a student arrives in inappropriate attire they will be asked to change into OPRF provided attire or NOT march in the processional.

Still trying to find that long white dress or dark 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.

Questions? Contact your Counselor or Student Intervention Director.

