

Oak Park and River Forest High School--District 200

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

Dear Member of the Class of 2016 and Parents/Guardians:

Oak Park and River Forest High School will hold its **Commencement for the Class of 2016 at 3:00 p.m. on Sunday, May 29**. 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 22:

- 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 5/18	2 p.m.	<i>See below for details</i>
Graduation Rehearsal	Fri 5/27	10:30 a.m.	Enter at Special Ed doors (just north of Main Entrance, go to assigned location by counselor)
Senior BBQ (following rehearsal)	Fri 5/27	12:30 p.m.	Mall/South Cafeteria
Graduates Arrive at OPRF	Sun 5/29	1:30 p.m.	Special Ed Entrance (on Scoville Ave.)
Commencement Ceremony	Sun 5/29	3:00 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, May 29. 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:

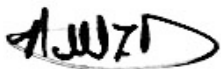
GradImages is the official photographer for our commencement. They will photograph each student individually as well as taking photos of your student getting his or her diploma. For individual proofs to be sent to your home and via email, your contact information will be provided to GradImages. *If you do NOT want them to have your contact information, please return the attached denial form.* 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*. Finally, a professionally produced video of the ceremony will be available. The order form is enclosed on the last page of this packet.

Locker Clean-out: Wednesday, May 18, 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 20**. *Any remaining possessions will be recycled, donated or disposed of.*

We look forward to sharing this commencement with our Class of 2016 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 2015-2016 school year.
2. **Clear all financial obligations by 3:30 p.m. on Friday, May 20, 2016.** (*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, May 27**. 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 see Ms. Topf in Room 174.**
6. Graduates may choose to receive their diplomas privately. You may pick up your diploma from the Registrar, Room 260, between May 31 and June 2.
7. **Please do not bring purses, phones, or anything you'd have to carry.**
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.**
 - 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.
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 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, 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 22, 2016

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 (White):** Return to your counselor if needed.
4. **Grad Images Denial Form (White):** Return to Ms. Topf, Room 174 if needed.

Rehearsal Day – Friday, May 27, 2016

Senior Counselor Meeting

10:30 - 11:30 a.m.

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

Rehearsal: Friday, May 27, 10:30 a.m. – 12:30 p.m.

- Students will enter at the Special Education Entrance (just north of the Main Entrance) and then meet in their assigned locations by counselor.
- **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, May 29, 2016

Arrival of Graduates

1:30 p.m.

- Students must report to the **Special Education** Entrance (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.
- OPRFHS Stadium
- *In case of inclement weather—OPRFHS Field House. Decision will be posted by 10:00 a.m. on May 29.*

Obligations

Students who fail to clear obligations by 3:30 p.m. on Friday, May 20, 2016 could jeopardize participation in the Commencement Ceremony

Graduating seniors must clear all obligations by **3:30 p.m. on Friday, May 20, 2016**. 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 Granzky
Athletic Office
LGranzky@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 19 and 20. After May 20, 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 20, 2016**. *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 22, 2016

STUDENT 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 4/22

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 4/22/16

GradImages 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 GradImages. 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 4/22/16, 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 GradImages from the Commencement Ceremony. You will have to reach out to GradImages directly to find any photographs of your graduate.

Student Name: _____

Student ID Number: _____

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

Parent/Guardian Signature: _____

2016 Commencement Ticket Information

OPRF's Commencement celebration is a happy time for graduates and their families. In preparation for your attendance at the 2016 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 May 27.
- **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 gold WILL CALL ticket to the Box office on Saturday, May 28 at 9:00 a.m. to exchange for 1 or 2 more Stadium tickets and/or 1 more Field House Tickets <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, if necessary, for **one companion only**.

Will-Call For Additional Ticket Requests

Each family will get 1 Will Call Ticket.

A family member can bring the will-call ticket to the Box Office on **Saturday, May 28, at 9:00 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.*

Commencement Attire

The Class of 2016 Commencement marks another year of carrying out the Oak Park and River Forest High School traditions for commencement attire, which have been observed for more than 100 years. Please help us preserve the dignity and prestige of this commencement ceremony by adhering to one of the options below:

NEW FOR 2016: All graduates may wear either black/dark attire or white attire, provided it adheres to the guidelines that follow.

General attire guidelines:

- **Dress, dress skirt with formal top, or suit (i.e., jacket/sport coat and dress pants).**
- The bodice (chest and stomach) and back must be covered and appear white or black from a distance (no sheer tops, nylon, etc.).
- *Optional:* One dozen red roses or boutonniere.

For white attire:

- White or neutral dress shoes or dress sandals. Because of the surface of the field, spike heels are not recommended.
- *Optional:* White socks.

For black/dark attire:

- Clothing may be black, navy blue, or dark gray.
- If wearing a jacket/sport coat, plain white-collared shirt.
- Dark dress shoes or dress sandals. Because of the surface of the field, spike heels are not recommended.
- *Optional:* Red tie (no bowties).
- *Optional:* Dark socks.



Attire Do's

- Dresses must be **mid-calf** or longer.
- Dresses or tops must have straps. Spaghetti straps are acceptable.
- Jewelry should be simple.
- Leave all cameras, phones, purses or other hand held items at home.

Attire Don'ts

- Strapless, backless, one strap, and off-the shoulder dresses and tops are NOT acceptable.
- Dresses or skirts should not be split above the knee.
- White or black/dark jeans, Capri pants or t-shirts are NOT acceptable.
- 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.
- Shorts are **not** acceptable.
- Head coverings are prohibited, except those worn for religious reasons.

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 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.