

Oak Park and River Forest High School--District 200

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

Dear Member of the Class of 2019 and Parents/Guardians:

Oak Park and River Forest High School will hold its **Commencement for the Class of 2019 at 3:00 p.m. on Sunday, June 2**. 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 its entirety as it contains information on attire, tickets, photographs, student expectations, and special needs seating.

Several important forms need to be filled out by May 8, 2019. Seniors are required to complete all 3 surveys below by the due date.

- 1) **This Google Form:** <https://forms.gle/ztgCyeYSGjktPCmJ8> You will need to be logged in to your oprfhs.org email address in order to complete this form. This is the form about Graduation Tickets (including special needs tickets).
- 2) **The Naviance Survey:** <https://student.naviance.com/oprfhs> This is the survey about post-graduation plans including where you are attending school and any scholarships you have received.
- 3) **The Senior Capstone Survey:** <https://tinyurl.com/2019OPRFCAPSTONE> You will need to be logged in to your oprfhs.org email address in order to complete this survey too. This is how you give feedback about your experience at OPRF and the information is used to help us grow.

IMPORTANT EVENTS	Dates	Times	Details
Locker Clean-out	Tues 5/21	2 p.m.	All locks and possessions will be taken out of all senior lockers by 3:30pm on Friday, May 24th Remaining possessions will be recycled, donated or disposed of.
Graduation Gown Pick Up	Weds 5/22	3:04 p.m.	Graduates will need to pick up their cap and gown in the South end of the Field House after school. You will be able to try it on right then and exchange it for a different size, if needed. After picking up your gown, hang it up at home to help release any wrinkles.
Graduation Rehearsal & Senior BBQ	Fri 5/31	11:30 a.m.	Enter at Door #4 (Main Entrance), go to the South Cafeteria to line up. After rehearsal you will receive your graduation tickets. BBQ will follow be in the Mall right after Rehearsal.
Graduates Arrive at OPRF	Sun 6/2	1:30 p.m.	Enter Door #5 (Doors just North of Main Entrance). Do not have your gown on as you enter. You will then get your flower(s) and head to the South Cafeteria.
Commencement Ceremony	Sun 6/2	3 p.m.	Stadium gates open at 2pm. After 3pm the gates will close. Late spectators will be allowed in the auditorium, if space allows.

Graduation Live Stream: We understand that families may have more than 5 people that wish to attend or have family out of town that want to see the ceremony. For those that are not able to be in person for the ceremony, we will also have a Live Stream available for viewing on the day of the ceremony only. To watch the 2019 Graduation Ceremony go to https://www.youtube.com/watch?v=ho_LNtqzoSw. Live streaming will begin at 3pm on Sunday June 2, 2019.

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2019 Commencement Tickets

Stadium Tickets	Five (5)	Commencement will be held in the stadium, weather permitting.
Field House Tickets	Two (2)	Field House tickets will be used <i>only</i> if commencement moves indoors due to inclement weather.
Auditorium Tickets	Two (2)	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.
Special Needs Tickets	Must have been requested, supplies limited	You may request up to two (2) tickets for our Special Needs section while supplies last <u>when you complete the Google Form above</u> . Keep in mind, this will subtract from your Stadium and fieldhouse tickets. 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 tickets.

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 2. NO CHANGES will be made after that time. 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. You can also check the website (oprfs.org).

Obligations:

Graduating seniors must **clear all obligations by 3:30 p.m. on Friday, May 24, 2019**. An obligation includes, but is not limited to, loaned books, installment-plan payments, library fines, athletic equipment or uniform, a loaner PE uniform, or borrowed books. 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 2019 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

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 2018-2019 school year.
2. **Clear all financial obligations by 3:30 p.m. on Friday, May 24, 2019.** (*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://forms.gle/ztgCyeYSGjktPCmJ8>" as well as the Naviance Survey and Senior Capstone Survey by **May 8, 2019**.
3. Report promptly to the commencement rehearsal at **11:30 a.m. on Friday, May 31**. 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 3 and June 7.
6. **Please do not bring purses, phones, sunglasses, 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 3pm**
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.

2019 Graduation Attire Information

The Class of 2019 will be wearing navy blue caps and gowns for graduation.

All graduates will need to pick up their cap and gown after school in the Field House on Wednesday, May 22 at 3:05 p.m. You will need to try it on at that time. Representatives from Jostens will be there to assist students needing to exchange their gown for a different size.

Students are required to report to OPRFHS at 1:30pm on June 2nd for Graduation.

- Enter door #5.
- As in previous years, all attire will be checked upon entry.
- Also as in previous years, students will be able to choose either a boutonniere or a bouquet of flowers upon entering the school.

Students must wear both their cap and gown in order to participate in the ceremony. Graduates will need to adhere to the following guidelines for their attire under their cap and gown:

- **Graduation is a professional and timeless event.** We expect students to dress in a way that respects the specialness of the occasion.
- **Students may wear casual attire under their gown.** However, sweatpants, pajama pants, and ripped or torn clothing will not be permitted.
- **Spiked heels and flip flops are prohibited,** for safety reasons due to the surface and temperature of the field.
- **Hats (other than the graduation cap) and props are prohibited.**
- **Students should not have any phones, cameras, purses, etc., on their body.**

Graduation Cap Decorating Guidelines: The purpose of decorating your graduation cap is to enhance and personalize your graduation celebration. Examples of approved decorations include thanking a parent, grandparent, teacher, or friend; recognizing the university you will be attending; your graduation year; or the branch of the military you will be joining. Tassels should be worn on the right side at the start of the ceremony.

Please take into consideration the following rules when decorating your graduation cap. Failure to follow these rules will result in the removal of the cap at the ceremony. Students WILL NOT be allowed to participate in the ceremony without a cap and gown. Caps may NOT:

- Contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that refer to drugs or controlled substances, tobacco, alcohol, weapons, political in nature, or be of a sexual nature.
- Denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
- Be obscene, profane, vulgar, or lewd.
- Include numbers other than the graduation year.
- Threaten the safety and welfare of any person.

Only the flat, top area of the mortar board may be decorated. There may be nothing hanging down from any of the sides of the cap other than the tassel that came with it. Decorations must be flat on the surface of the cap. 3-D creations are prohibited. Your cap CANNOT make noise. No bells, horns, or anything that makes noise.

Graduation caps will be reviewed and approved in advance of the ceremony. Note: This is not an exhaustive list and any adornment or message deemed inappropriate or determined to pose a safety risk, will not be permitted.

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

Still have questions about attire for graduation? Feel free to contact Student Activities!

Melody Brown at 708-434-3774 or mbrown@oprfs.org

Susan Johnson at 708-434-3174 or sjohnson@oprfs.org