

April 2019

Dear Parents, Guardians, and Students of the Class of 2019:

**Prospect High School's 59<sup>th</sup> Commencement will be held at 10:00 a.m. on Sunday, May 26th.** This letter and the accompanying materials contain important information concerning commencement for the Class of 2019.

Commencement is a very special occasion in the lives of students and their families, and it is conducted with a balance of solemnity and celebration. During the ceremony, approximately six hundred graduates will receive their diploma covers as they walk across the stage to receive congratulations from school officials. Actual diplomas will be distributed in the cafeteria immediately following the graduation ceremony. Enclosed in this packet is a more detailed schedule, along with guidelines for the event.

The plan is to conduct commencement outside in the George Gattas Memorial Stadium at Prospect High School. While we are all hoping for a clear, sunny day, we should still remain prepared for an indoor ceremony. Even if it looks fine on Sunday morning, we will have to move the ceremony inside to the Jean Walker Field House if there is a chance of rain moving into the area. So, families should prepare for two contingencies: one for an outdoor ceremony with unlimited seats and one for an indoor ceremony with four tickets per graduate. In the event the ceremony is moved indoors, we will have a live stream to allow family members and friends to watch from home. The link will be available on the Prospect website.

As in recent years, we have ordered soft graduation caps in lieu of the traditional hard mortarboards. This allows students to partake in a unified cap-throwing celebration at the conclusion of the ceremony.

There have been times in the past when one or two graduates have chosen to engage in inappropriate behavior that detracts from the formality of commencement. We must work together to prevent this from happening. If, in the opinion of any administrator or supervisor, a student's behavior is unacceptable, the student will receive the diploma during a parent conference with the principal at a time to be arranged after June 1. It is our hope that family conversations about this will prevent any graduate from experiencing a delay in receiving his or her diploma.

**Please note:**

- Attendance at graduation rehearsal is **required** for students to participate in commencement.
- **A student who chooses not to participate in commencement must notify me in writing by May 3rd.** A parent/guardian signature is required if the student is under the age of eighteen.
- Each graduate will receive four tickets at graduation rehearsal for guests to use in the event of an indoor ceremony.

Thank you for your cooperation in bringing to fruition a first-class event that will be memorable for all.

With Pride and Respect,

Greg Minter  
Principal

Enc: Commencement Information  
DVD Request Form  
Photography Information – Lifetouch Photography

# Prospect Commencement – May 26, 2019

10:00 a.m.

## Commencement Ceremony

- **Location**  
The Commencement of Prospect High School will be held Sunday, May 26, 2019 at 10:00 a.m. in the George Gattas Memorial Stadium. In case of inclement weather, the ceremony will be held in the Jean Walker Field House.
- **Graduate Arrival and Ceremony Time**
  - Graduates should report to the gymnasium appropriately attired with cap and gown no later than **9:00 a.m.** As there is limited parking, parents are asked to drop off graduates at school.
  - Stadium gate opens at 9:00 a.m. In case of inclement weather, doors to the field house will open at 9:00 a.m. for seating.
  - Graduates should leave all valuables at home.
  - The ceremony will begin at 10:00 a.m. and last approximately 1½ hours. Following the ceremony, graduates will proceed to the cafeteria to pick up their actual diplomas.
- **Inclement Weather**  
The decision to move the ceremony indoors will be made early Sunday morning. If the ceremony is moved indoors, an automated call will be placed to seniors' homes and a mass email sent. In addition, the message that the ceremony has moved indoors will be placed on the Prospect website: [pchs.d214.org](http://pchs.d214.org)
- **Flowers**  
For your convenience, flowers for graduates will be available for purchase. To maintain uniform appearance, students will not be permitted to wear or carry flowers during the ceremony. Please save any flowers until after the ceremony.
- **Smoke-free Campus**  
Prospect High School is a smoke-free campus. No smoking will be tolerated before, during, or after the ceremony.

## Mandatory Graduation Rehearsal

- Graduation rehearsal is **mandatory** for all who choose to participate in the ceremony. Rehearsal is **Friday, May 24**, at 7:30 a.m. in the field house.
- Rehearsal will end around 10 a.m. and the graduates will then be dismissed.
- Students who have met all school obligations (detention time, library fines, return of books, athletic equipment, financial obligations, etc.) will be given their commencement tickets at the rehearsal.
- **Following the rehearsal, seniors are asked to leave the campus immediately.** They will not be allowed to return to their lockers or the academic wing. It is imperative that lockers be cleared before Friday.

## Tickets and Seating Arrangements

- **Distribution of Tickets**  
Weather permitting, this year's commencement will take place outside. Tickets are not needed for an outdoor ceremony. Each graduate will be given four tickets for admission to the field house in the event the ceremony is moved indoors due to inclement weather. Students who have met all school obligations (detention time, library fines, return of books, athletic equipment, financial obligations, etc.) will be given their commencement tickets at the Friday rehearsal. Additional tickets are **not** available through school.
- **Seating for Persons with Disabilities**  
Indoor and outdoor bleachers are ADA compliant. There is additional seating (folding chairs) on the track in the stadium and on the main floor in the field house behind the graduates. Wheel chair access is available. Both outside and inside designated spaces are available for the guest with special needs and one family member. Golf cart service is available from the gate of the stadium to the track area.
- **Seating Chart**  
The commencement-seating chart will be posted during lunch periods on Thursday, May 23 before graduation in the commons area and on the day of graduation practice in the field house and will be emailed to students.

## Dress Code for Graduates

For the safety of the students participating in the commencement ceremony as they walk on the lawn, up and down steps, and across the stage, graduates are expected to follow the below guides for acceptable dress. **Students not adhering to this dress code will not be permitted to participate in the ceremony.**

- **Girls**  
Dress, skirt and top, or dress slacks and top are all appropriate. Because of the artificial turf, absolutely no spiked heels are allowed. We strongly recommend flats or shoes with stacked heels (no tennis shoes, sports shoes or "flip-flops"). **Jeans or shorts are unacceptable.**
- **Boys**  
Collared shirt (optional tie), dress slacks, dark socks, and dress shoes (no tennis shoes, sports shoes, sandals, or "flip-flops"). **Jeans or shorts are unacceptable.**

Graduates are encouraged to wear all honor stoles, cords and tassels for the ceremony.

## Caps, Gowns and Diplomas

- Graduates may keep their gowns, caps and tassels.
- After the commencement recessional, graduates should immediately proceed to the Cafeteria (enter door 30) to receive their actual diplomas.

## Photography

- **Professional Photography:** Lifetouch Photography will photograph graduates immediately after they receive their diploma covers.  
Proofs will be mailed home 2-3 weeks after the graduation ceremony. Portraits can be viewed online at [Events.lifetouch.com](http://Events.lifetouch.com).  
A brochure is enclosed. For questions regarding photography, please contact Lifetouch Photography at 800-505-9496.
- Guests may not leave their seats to take photographs.
- A "no-frills" DVD of the graduation ceremony, recorded by Prospect staff may be pre-ordered for \$7. Please see enclosed form.

## For Our Parents and Guests

- The stadium can be very warm on a sunny day. Remember sunscreen, sun hats and sunglasses. Water will be available for purchase at the concession stand.
- There will be the traditional cap throwing at the end of the ceremony. Have your cameras ready!
- Graduates will proceed to the cafeteria (door 30) following the ceremony, if indoors, where they will be given their actual diplomas.
- The commencement ceremony is scheduled to last approximately 1½ hours. If you are planning a party afterwards, you might take into consideration time for seniors to pick up the diploma as well as time to take photos.

## Schedule of Events

### Monday, May 20

- Senior finals – all day

### Wednesday, May 22

- Senior obligations posted in Main Office and Student Activities Office by 10 a.m.
- Honors Assembly/Senior Awards

### Thursday, May 23

- Seniors must meet all school obligations (detention time, library fines, return of books, athletic equipment, financial obligations, etc.) before picking up their caps and gowns.
- Cap and gown distribution in the Wrestling Room during lunch periods

- Commencement seating chart posted in the commons during lunch periods
- Senior Class BBQ – lunch periods in the Stadium
- Senior Class ice cream social and slide show

### Friday, May 24

- **Mandatory Graduation Rehearsal, 7:30-10 a.m.** (Donuts and bagels served in field house foyer at 7am)
- Graduation tickets distributed during rehearsal (four tickets per graduate in the event the ceremony is moved inside).
- Prom

### Sunday, May 26

- Commencement Ceremony – 10:00 a.m.  
9:00 a.m. Graduates report to the gymnasium  
10:00 a.m. Ceremony begins

# Prospect High School Graduation 2019 DVD

A “no-frills,” archival quality DVD of the graduation ceremony, recorded by Prospect staff, may be purchased for \$7. DVD’s must be preordered. If you wish to order a copy, please return this form to the Prospect Main Office c/o Kevin Kolcz by **May 20**.

The DVD will be available for pick-up in the Main Office beginning June 10. Please note that our summer office hours are Monday – Thursday, 7 a.m. - 4 p.m.

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## Prospect High School Graduation - 2019 DVD

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Parent Name \_\_\_\_\_ Telephone \_\_\_\_\_

Number of DVD’s @ \$7 each \_\_\_\_\_ Total Amount Enclosed \_\_\_\_\_

Please make checks payable to Prospect High School.

**Return by May 20 to:** Prospect High School  
Kevin Kolcz - Graduation DVD  
801 W. Kensington Road  
Mount Prospect, IL 60056

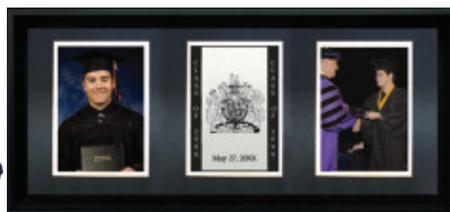
# Celebrate Your Achievement

*Honor Your Graduation with Commencement Portraits*



Visit **events.lifetouch.com**  
to sign up and receive notification when  
your proofs are online and ready to order.

- Everyone will be photographed
- Photos will be online at **events.lifetouch.com** ten days after the ceremony
- Complimentary proofs mailed to Graduates
- No obligation to purchase



Remember your achievement  
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