OAK PARK AND RIVER FOREST HIGH SCHOOL

JUNIOR/SENIOR PROM INFORMATION

Theme: A Mystery???

PROM TICKET SALES END

OPRF STUDENTS:

IN BOOKSTORE: Wed 5/8, 3:30pm

ONLINE: Wed 5/8 at 11:59pm: ***Pick up in bookstore by 3:30pm on Monday 5/13***

Non-OPRF-guest tickets may NOT be purchased OR picked up after 3:30pm on Wed 5/8

FOR NON-OPRF-STUDENT GUESTS:

Monday 5/6, 3:30pm: Forms due to Dean

Wed 5/8, 3:30pm: Last chance to purchase non-OPRF-student ticket

Mon 5/13, 3:30pm: Last day to pick up tickets

NO EXCEPTIONS

Details:

- **Saturday, May 18th, 2019**
- **6:30-11:00pm (*No admittance and no refunds after 7:30pm*)**
- **151 E Wacker Drive, Chicago: Hyatt Regency, West Tower**
- **$110 for OPRF students; $120 for Non-OPRF-Student Guests**

TICKET INFORMATION: *All ticket sales are FINAL-No refunds- no exceptions*
**Tickets are $110 for OPRF Students and $120 for Non-OPRF-Student guests*

When purchasing/picking up ticket you must have:

- ✓ OPRF Student ID
- ✓ The Prom Permission Form (*one for each OPRF student*)
- ✓ If purchased online, the PRINTED RECEIPT- not the confirmation email, the receipt.
- ✓ (*If applicable*) The Non-OPRF Student Guest Permission Form AND a copy of their photo-ID

ONLINE TICKET SALES:

- ***Monday, April 15th - Wednesday, May 8th at 11:59pm***
- Go to the OPRF Web store and select "School Dances/Prom"
- **Tickets must be picked up between Monday, April 15th and Monday, May 13th at 3:30pm.**
- Tickets **will not** be distributed without the appropriate paperwork
- **Tickets will not be distributed after Monday, May 13th at 3:30pm**.
  - *If ticket isn't picked up by 3:30pm on 5/13, no refund will be issued.*

BOOKSTORE TICKET SALES:

- ***Monday, April 15th – Wednesday, May 8th***
- **Form of Payment accepted**: cash, credit card (Visa, MasterCard, or Discover) or by check payable to OPRF/Prom.
  - If check, please also include driver's license number, address, phone number and student's name & ID#

Non-OPRF Student Guests:

- ***Permission forms due to DEAN's by Monday, May 6th at 3:30pm. No Exceptions.***
- Guest Permission Form must be completed with all required signatures **before** a ticket may be purchased/picked up.
- Attach a copy of the guest's photo ID. They must use that ID for entry to the dance.
- **NO NON-OPRF GUEST TICKETS CAN BE PURCHASED AFTER 3:30PM ON WED. MAY 8th.**

TABLE RESERVATIONS Due Friday 5/10 to Mr. Weisman in 227:

- You may reserve a dinner table to sit with your friends by filling out the reservation form
- 1 form per group request
- Ticket numbers MUST be included in your request. *Students must purchase a ticket before being included on a form.*

Behavioral and Discipline:

- **Students on Social Probation may NOT attend prom**
- **Prom privileges may be taken away even after your ticket is purchased (NO REFUND WILL BE ISSUED)**
- **If you are unsure if you are allowed at prom, confirm with your DEAN before purchasing your ticket**
- **To be admitted to prom, all detentions must be served on or by Thursday, May 16th.**
- **See your Dean if you have any questions.**
- ***If the student loses the privilege to prom after purchase or purchases even though they aren't allowed, NO REFUND CAN ISSUED***
- **No vaping will be permitted. Vaping or possession of vaping equipment will result in removal from the event and possible further consequences.**

PROM 2019 Guidlines

Ticket Sales are FINAL & NO SALES after the end date: NO EXCEPTIONS

WHERE & TIME	**Hyatt Regency West Tower** West Tower 151 East Wacker Drive Chicago, IL 60601 (312) 565-1234 **Saturday, May 18, 2019** **6:30 pm – 11:00 pm** - 6:30 – 7:30 Doors Open - 8:00 Dinner - 9:00 – 11:00 Dancing ******NO ADMITTANCE AFTER 7:30pm and NO REFUND if you arrive late******
TICKET PRICE	**$110 for 1 OPRF student ticket; $120 for 1 Non-OPRF guest includes:** • The beautiful Hyatt – Grand Ballroom • Sit-down dinner • DJ and Dancing
TICKET SALES: *Please read the ticket information closely. You are expected to know all information provided.* **SALES ARE FINAL:** **NO TICKET SALES AFTER THE DEADLINE** **NO TICKET EXCHANGES** **NO REFUNDS *for any reason***	**To pick up or purchase tickets, each student bring to Bookstore:** o OPRF Student ID o (If purchased online) Online printed receipt (*not confirmation email and the receipt must be printed*) o Completed Prom Permission Form(s) (1 for each ticket) o Completed non-OPRF Guest Form and a copy of their photo ID if applicable **ONLINE TICKET SALES:** • ***Monday, April 15th - Wednesday, May 8th at 11:59am*** • Go to the OPRF Web store and select 'School Dances/Prom' • **Tickets must be picked up between Monday, April 15th and Monday, May 13th at 3:30pm.** • Tickets **will not** be distributed without the appropriate paperwork • Online purchased tickets will not be distributed after Monday, May 13th at 3:30pm. If ticket isn't picked up on time, no refund will be issued. **BOOKSTORE TICKET SALES:** • ***Monday, April 15th at 7:30am – Wednesday, May 8th at 3:30pm*** • Form of Payment accepted: cash, credit card (Visa, MasterCard, or Discover) or by check payable to OPRF/Prom. ▪ *If check, please also include driver's license number, address, phone number and student's name & ID number*
PROM ENTRY GUIDELINES	• All students must present their **current student ID** at the door and keep it in their possession at all times to show if requested • Non-OPRF guests must have a copy of their permission form & have their ID that was submitted and be with their OPRF Student Host at entry • *Persons who are late will not be admitted to prom. Any student denied entry to prom because they are late will NOT be issued a refund* • Backpacks and bags are NOT allowed, and there will be no coat check or place to store coats. DO NOT leave them unattended at your table. *OPRFHS is not responsible for lost or stolen items.* • Prohibited items include but aren't limited to: alcohol, drugs, drug paraphernalia, outside food or drink and weapons. Students will not be admitted if these items are found. • **Hotel rooms are off limits** • Students and guests may not return to prom after leaving
DINNER TABLE RESERVATIONS	**Turn in your Table Reservation Form to Mr. Weisman in 227 by Friday May 10, 2019 at 3:30pm (***1 form per table, all table members must list their ticket number to reserve***)**
TRANSPORTATION AND PARKING	• Students are responsible for providing their own transportation to and from the Hyatt • In the GPS, type **151 E Wacker** *(there are 2 Hyatt Hotels in Chicago- go to the correct one. If you are late due to going to the wrong hotel you will not be admitted)* • Garage parking is available for about $32 at the Hyatt Hotel • Parking on the street by the Hyatt is very limited • *Be sure to allow extra time for parking, walking up and other emergencies to ensure that you and your guest arrive on time.*
Prom Song Requests	Want to request songs to hear at Prom??? Follow these steps! • Visit **www.dancepartyrequests.com** • Enter your event date: **5/18/2019** • Enter this password: **oprfhsprom** • You can request up to 5 songs, if a song is not on the list, you can add it under the "**Add Your Own**" tab.

ATTIRE	**Prom is a formal occasion!** • **DO wear:** Dresses, dress skirts, Tuxedo, suit, dress shoes, and a collared shirt • ***DON'T wear**: Denim clothing, T-shirts, gym shoes or high tops, extreme slits; cut outs; exposed midriffs; low back outs or low plunging neck lines* • **Students who are denied entry due to inappropriate attire will NOT be given a refund** • *Please see Ms. Johnson, Ms. Brown, or Mr. Weisman with questions*
NON-OPRF-STUDENT GUEST information:	**Non-OPRF-Student Guest:** • An OPRF student may bring *ONE (1)* non-OPRF-student guest who is approved • The guest must be at least a freshman in high school and 20 years old or younger on 5/18/19 • Please follow these steps to bring your non-OPRF-student guest: **1) Pick up a Permission Form**: They are available in this packet, online, in the Deans' or Counselors' offices, Bookstore, and Student Activities Office. **2) The OPRF student** fills out the pertaining information including their own guardian's signature **3) The Non-OPRF Student guest** needs to fill out the form & it needs to be signed by the guest's parent/guardian and high school administrator. **4) The OPRF student turns in the completed form AND a copy of their guest's PHOTO ID (school or state issued) to their DEAN** *******Non-OPRF Guest Permission Forms due to Deans by Monday, May 6th at 3:30pm******** **5) The OPRF student picks up the permission form and then can purchase the ticket** *by Wed 5/8 in the bookstore at 3:30pm or online by Wednesday 5/8 at 11:59pm. Tickets must be picked up by Monday 5/13 at 3:30pm. No refunds if you don't pick up your ticket in time.* **6) The OPRF student will keep a copy of the Non-OPRF guest permission form.** The guest will be verified upon entry to prom. **7) No refunds or exchanges can be made**
DISIPLINE	All detentions must be served by **Thursday, May 16, 2019** or you will not be permitted and no refund will be issued.
BEHAVIOR EXPECTATIONS	**Students and guests are expected to obey the OPRFHS Code of Conduct for all school-sponsored dances/events (on and off campus).** *Students and guest who are suspected of alcohol or drug consumption or possession, weapon possession, display poor behavior and/or disrespect or other violations of the OPRFHS Code of Conduct before, during, or after any school-sponsored dance/event will be:* ➢ **Detained and a parent or guardian will be contacted** ➢ **Emergency Medical Responders will be contacted** ➢ **Removed from the dance/event** ➢ **Restricted from attending future events (see below)** ➢ **Possibly referred to the Chicago or Oak Park Police Department** • ***If school personnel suspects that a student is under the influence, they will employ the use of non-invasive drug test (for marijuana) and breathalyzers (alcohol) to determine whether or not a student has used either substance.*** (see Student Handbook). • **Any dance attendee who has a positive test result or who refuses to submit to a test will be considered "under the influence", removed from the dance, and his or her parents will be called.** • *Consequences will be administered according to the OPRF Code of Conduct. Possible outcomes are listed below:* ➢ **A Graduating Senior – many lose the privilege of participating in the commencement ceremony and all other remaining senior activities** ➢ **A Junior, Sophomore or Freshman – will automatically forfeit the privilege of attending school-sponsored dances for one calendar year** ➢ **A Guest – will be banned from all future OPRFHS dances**
PRE/POST PROM CHOICES	Prom season is an exciting and memorable experience for our students! ***Please make healthy, legal, and safe choices when planning before, during and after prom.*** The OPRF Club Healthy Youth Peer Educators has supplied information for fun post-prom activities. ***Do not choose to put your safety, participation in commencement, or other privileges in life or school at risk.***

Safe Prom and Underage Drinking DO NOT Mix

Parent Up: parentupkc.com/prom/

Prom should be one of the best nights of your student's high school career. Help ensure that they make healthy decisions by doing a little work on the front end. As a parent, you can help your teens have a safe, fun and regret-free night!

What's Safer on Prom Night?

The terms "safe" and "teen drinking" never go together. When you host a party and allow underage drinking, you cannot predict the behavior of the teens present. Even if you take away the keys, alcohol poisoning, fights, risky sexual behavior, assaults, and other harmful situations may occur. There are countless stories of tragedies every year that take place when young people are allowed to drink in what the adults feel is a "safe" environment.

> According to the *National Institute on Drug Abuse*, when teens drink, alcohol affects their brains in the short-term–but repeated drinking can also impact it down the road, especially as their brains grow and develop. Research shows that drinking during the teen years could interfere with normal brain development and change the brain in ways that have negative effects on information processing and learning. teens.drugabuse.gov/drug-facts/alcohol

In addition, you are sending the message to young people that underage drinking and breaking the law are okay. If it is okay to drink at their friend's house with adults present, then why wouldn't it be okay to drink elsewhere? And if it is okay to break this law because it is unreasonable, then what other laws can be broken?

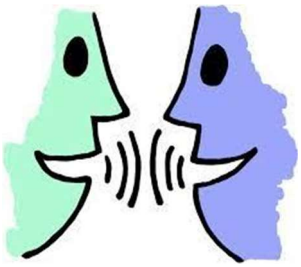
Providing alcohol to minors poses serious legal ramifications. Under the Social Host Law in Illinois, any adults can be held personally responsible for anything that happens as a result of giving alcohol, or knowingly allowing minors to drink.

Tips for Parents

Stay involved throughout the planning of your teen's prom. Use these tips to keep your teen safe:

- Ask your teen for a detailed itinerary for prom night including venues, times, and contact numbers.
- Establish an agreed-upon curfew and stay up until your teen returns home.
- Know exactly what after-prom activities are taking place and where—if at a friend's house, call the parents to confirm and make sure that alcohol will not be present or consider hosting an after party in your home. (See hosting tips below.)
- Remind your teen not to use alcohol or drugs or ride in a vehicle with anyone under the influence. Make sure to tell your child that you expect them to stay alcohol free, even if everyone else is drinking.
- Know who is driving or ask questions of limousine or party bus services.
- Meet your teen's prom date prior to the big night and know the names of each individual in your teen's prom group.
- Provide an 'out' for your teen, a contact number of someone they can call at any time to get home or get help, to have on hand before prom.
- Discuss the pressures to have sex before prom night. Make sure your teen knows your family values.
- Never allow underage drinking on your property! Even if you take the keys, allowing youth to drink threatens their physical safety and mental development. Skip the booze and protect yourself and the youth from the risk of serious health, personal, and legal ramifications.

Tips for Discussing Prom Safety



1. Initiate the conversation
Start by noting the excitement of prom and how you want your kid to have fun. Transition with something such as “Prom is also a time when there is a lot of pressure to do things like have sex, drink, do drugs, go places that are unsafe, etc. I want you to have a great time, but I want you to be safe and smart.” Have this conversation before the busy prom-day schedule, but consider giving a small reminder the day of the dance.

2. Make a safety plan

During your conversation, talk to your teen about what to do in various situations such as someone bringing alcohol to the dance or their ride is driving dangerously, perhaps while drinking or texting.

Make sure your teen knows they can call you if they are in an unsafe situation. Consider setting up a code word or phrase with your teen that cues you to pick them up so they don’t have to say “come get me, my ride is drinking.” Tell your teen you will be ready to answer that call and go get them, no questions asked. If your teen knows they will be attacked with questions when you get there, they are less likely to call you if they are unsafe. Instead, pick up your teen and make a commitment to discuss the events later when both of you are calm.

Set a clear curfew and establish times when they should call you to check in, perhaps when leaving the dance, arriving to the after-prom, when heading home, etc.

3. Watch the tone

Throughout your talk it is important to give credit to your teen when possible. Make sure it is a conversation, not just you talking down to them. Perhaps begin by saying “I trust that you know these things already, but it’s important to me that we review them.” Strive to find a balanced approach. Parents shouldn’t lecture or scare their teens with gloomy worst-case scenarios, but they also shouldn’t be too friendly with their teens by letting them call the shots on their prom night. Declare firm, clear guidelines in a caring way.

How to Have a Safe After-Prom Party

- Write a guest list of a limited number of kids. Keep it to that list and say “no crashers” because if too many kids show up, you’ll have to close down.
- Agree ahead of time to the hours of the party.
- Stress that alcohol and drugs will not be tolerated. If kids bring in beer or any other substance they will be asked to leave. Be sure to take the stuff they brou so they can’t drink and drive.
- Those who come to the party are to stay at the party because people going in and out will be disruptive to the neighborhood, and some might be leaving to drink and come back and cause trouble.
- Walk by once or twice during the evening (for example to bring in more food or collect empty plates and cups). Keep some of the food and party treats upstairs if the party is in the basement. If the kids realize parents are around, their behavior will probably be calmer.
- Invite another parent to keep you company.
- If you have agreed to have a large party, tell the neighbors, and tell the police. The police may be able to make suggestions regarding parking, and if they’re keeping their eye out for you that night.
- There is no “responsible use” of alcohol by minors. Not only does allowing minors to consume alcohol send a message that some laws are meant to be broken, but adolescent drinking may bring about a host of dangers and lifelong ramifications.

OPRF PROM PERMISSION FORM

***Each OPRF student** going to prom needs to submit **this form and their valid Student ID** to pick up or purchase their Prom Ticket.*

Non-OPRF-Student guests must use a separate form.

FOR OFFICE USE ONLY
Ticket Number:_____
CASH: ____ CHECK #_____
PAID IN BOOKSTORE_____
PAID ON-LINE: ____

OPRF Student Name: _____ **OPRF ID#** _____

Do you have any meal preferences or dietary restrictions (please list all): _____
_____

If you are attending with a guest (OPRF student or NON-OPRF-Student), fill out the following information

This is to make sure you are seated together

Guest Name: _____ **Guest OPRF ID#:** _____

Non-OPRF-student guests need to include the Non-OPRF-Student guest permission form and copy of their photo ID

Do your guest have any meal preferences or dietary restrictions (please list all): _____
_____

Parent/Guardian Information:

Parent/Guardian Name: _____ **Phone:** _____

Parent/Guardian Alternative Phone: _____ **Parent/Guardian Email:** _____

Emergency Contact Name: _____ **Relation:** _____

Emergency Contact Cell Phone: _____ **Alternative Phone:** _____

******Read the Prom Guideline Sheet attached in detail******

By signing below, I understand the Prom Guidelines that are in detail on the attached sheet. I understand that the student must follow all guidelines or the privilege of attending Prom will be removed without refund.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

****THERE ARE NO PROM TICKET REFUNDS, EXCHANGES or SALES AFTER THE END DATE****

Prom Table Reservation Form

- Make sure to include your name in line 1
- Fill in the names of your friends you'd like at your table
- ***Make sure they are <u>not</u> committing to sit at any other tables!***
- There is a maximum of 10 people at a table.
- If you know you need to hold a spot but don't know the name of the person just write RESERVED in the blank for each spot you want to save.
- If you have groups you want close together, turn the sheets in together and I will do my best to keep the tables next to each other.
- **Turn in this form to Mr. Weisman in 227 by Friday May 10, 2019**

Do not submit this form until all tickets are purchased.

Student Name	Ticket Number **Forms won't be accepted w/o the correct ticket number listed**
1. Your Name:	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

OAK PARK AND RIVER FOREST HIGH SCHOOL
NON-OPRF-STUDENT GUEST Information & Permission FORM
DUE TO THE OPRF DEAN by 3:30pm on Monday 5/6

Please refer to the Prom Expectations and Information Packet at www.oprfhs.org/activities/dances

General Information:

- **Saturday, May 18th, 2019**
- **6:30-11:00pm** *(doors close at 7:30- no admittance and no refunds after 7:30pm)*
- **At** 151 W. Wacker Drive, Chicago, IL (Hyatt Regency, West Tower)
- This *formal* celebration features a sit down dinner, music and dancing.
- **Prom tickets are $110 for OPRF students and $120 for Non-OPRF-Student Guests**

Non-OPRF-Student Guest Information

- **An OPRF Junior or Senior may bring ONE non-OPRF-Student Guest**
- **The Non-OPRF-Student guest must be in at least 9th grade and 20 or younger**
- **The permission form must be turned into the OPRF Student's Dean no later than 3:30pm on Monday 5/6**
- **The OPRF Student and the Non-OPRF-Student Guest is expected to follow all OPRF Code of Conduct expectations**

Prom Procedures

- **It is a privilege to attend PROM:**
  - *Students must be in good discipline to attend prom*
  - *Those on social probation may not attend*
  - *OPRF students must serve detentions on or by Thursday, May 16th to be admitted into Prom*
- **Purchasing Tickets:**
  - *The OPRF Student Host must be present to purchase the Non-OPRF-Student guest's ticket*
- **Entering/Exiting:** *Doors open at the Hyatt at 6:30 p.m. and close at 7:30 p.m.*
  - All OPRF students must present a ticket and a current 2018-2019 OPRF school ID to enter the dance.
  - Non-OPRF-student guests must be with their guest, present their ticket, copy of this form, and present their school or state ID to enter the dance.
  - ***Students will not be given a refund if they arrive unprepared or after doors close***
  - Once a student leaves prom they may not return
- **Attire:** ***Prom is a FORMAL occasion***
  - DO wear: Dresses, dress skirts, dress pants: suit, tuxedo, dress shoes and a collared shirt.
  - DON'T wear: Denim clothing, T-shirt, tennis shoes, or extreme slits; cut outs; exposed midriffs; low back outs; low plunging necklines or overall inappropriate attire

  Students who are denied entry due to inappropriate attire will NOT be given a refund.
- **Dance Expectations:**
  - Demonstrate appropriate behavior and respect to peers at all times
  - Refrain from any physical contact or dance styles that are sexually explicit in its nature.

  Students who do not abide by the appropriate dance standards will be asked to leave the dance, and a refund will NOT be given. Parents/guardians will be contacted.
- **Behavior Expectations:**
  - ***Students and Non-OPRF-student guests are expected to obey the OPRFHS Code of Conduct*** for all school-sponsored dances/events (on and off campus).
  - Students and guests who are suspected of alcohol or drug consumption or possession, weapon possession or other violations of the OPRFHS Code of Conduct before, during, or after any school-sponsored dance/event will be:
    - **Detained and a parent or guardian will be contacted**
    - **Removed from the dance/event;**
    - **Restricted from attending future events**
    - **Further school consequences may be issued (***ie: removal from the Commencement Ceremony***)**
    - **If applicable, referred to the Chicago or Oak Park Police Department.**
  - *If school personnel reasonably suspect that a student is under the influence, they will employ the use of non-invasive drug tests (for marijuana) and breathalyzers (alcohol) to determine whether or not a student has used either substance. The use of such tests is in accordance with the Illinois School Code (see Student Handbook). Any dance attendee that has a positive test result or who refuses to submit to a test will be considered "under the influence" and removed from the dance and their parents will be called. Consequences will be administered according to the OPRF Code of Conduct*

Non-OPRF-Student Guest Prom Permission:

- *Please read the first page for all information regarding being a Non-OPRF-Student guest at OPRF Prom.*
- *Complete this form LEGIBLEY or the form may be denied by the Dean*
- *The completion of this form indicates that all parties understand the expectations of OPRF Prom guests.*
- *This completed form is due to the OPRF Student's Dean by 3:30pm on Monday, May 6th.*
  - *Completed Forms can be emailed to sjohnson@oprfhs.org or faxed to 708-434-3974 (please include cover page)*
- *Once the form is signed by the Dean, bring the completed form to the Bookstore to purchase or pick up the prom ticket for the Non-OPRF Guest if purchased online*
- *The OPRF Student must bring their permission slip to purchase or pick up their prom ticket.*

OPRF Student Host Information:

OPRFHS Student's Name: _____ OPRF I.D. # _____ Email: _____

OPRF Student's Parent/Guardians Name:_____ Phone: _____

OPRF Student's Signature: _____ Date: _____

OPRF Student's Parent/Guardian's Signature: _____ Date: _____

OPRF Student's Dean Name (print): _____

Non-OPRF-Student Guest Information

- *Non-OPRF-Student guests must be in at least 9th grade and age 20 or younger on the day of the Prom.*
- *Please attach a copy of the guest's photo ID (school or state ID)*

Guest's Name: _____ Date of Birth: _____

School (if applicable): _____ Photo ID Number *(school or state)*: _____

School or State ID Number: _____ Guest's Email: _____

Parent/Guardian Name: _____ Parent Phone: _____

Non-OPRF-Student Guest Signature: _____ Date: _____

Non-OPRF-Student Guest's Parent/Guardian Signature: _____ Date: _____

Non-OPRF-Student's Administrator Name: _____ Administrator's Title: _____

Administrator Phone: _____ Administrator Signature: _____

**Please turn in this completed form to the OPRF Student Host's Dean no later than 3:30pm on Monday, May 6th. Forms can be emailed to sjohnson@oprfhs.org or faxed to 708-434-3974. Incomplete forms will not be accepted by the Dean.*

OPRF Dean Signature: _____ Date: _____

****Attach copy of State-Issued Identification Card to this form****

Administrative Use:

Prom Ticket Number of OPRF Host: _____ Prom Ticket Number of Non-OPRF-student Guest: _____

CASH: ___ CHECK #_____ PAID IN BOOKSTORE: _____ PAID ON-LINE: _____