

Expectations and Understanding For Participation in Commencement Exercises

Board of Education (“BOE”) Policy #4540 provides that students shall be permitted to participate in commencement exercises if they: (1) meet the requirements for a diploma or a certificate; (2) have fulfilled their financial obligations; and (3) meet other conditions, established by the Department of Education, which meet the standards of clarity, reasonableness, and justifiability.

Participation in our school’s commencement is voluntary. In order to exercise the privilege of participating in commencement, students are expected to meet all of the following requirements:

- (1) Complete all academic requirements for a diploma or a certificate by May 12th, 2023. Students must turn in and complete all work.

If a student receives an “F” for any course required for graduation credit, the student will not be permitted to participate in the commencement ceremony.

- (2) Meet all financial obligations by paying all school debts by May 12th, 2023. Financial debts include but are not limited to, the cost of individually assigned textbooks or borrowed library books and material that are lost by the student, and any restitution agreements between the students and parents and the school for vandalism or negligence pursuant to Chapter 8-19, Hawaii Administrative Rules. Financial obligations must be paid to the Main Office.

Textbooks need to be returned by May 12th, 2023, NO EXCEPTIONS!
Return all PE Uniforms and Equipment by May 12th, 2023.
Return all Athletic Uniforms and Equipment by May 12th, 2023.

- (3) During all Quarters of the student’s senior year, the student must not be found to have committed one (1) Chapter 19 Class A or Class B offense.
 - a. Committing a Class A or Class B offense in Quarters 1, 2, or 3 will result in a forfeit of half your Graduation tickets
 - b. Committing a Class A or Class B offense in Quarter 4 will result in a forfeit of the student’s ability to participate in the Graduation Ceremony.
- (4) During all Quarters of the student’s senior year, the student must not have been found to have committed two (2) Chapter 19 Class C and/or Class D offenses.
- (5)
 - a. Committing 2 (two) Class C and/or Class D offense in Quarters 1, 2, or 3 will result in a forfeit of half your Graduation tickets
 - b. Committing 2 (two) Class C and/or Class D offense in Quarter 4 will result in a forfeit of the student’s ability to participate in the Graduation Ceremony.

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- (6) Attend all practices and rehearsals for commencement exercises, which will be held on the following date(s): **May 17 & 18, 2023**. (*Subject to change*)
 - a. Only the Principal is authorized to excuse a participant from attending Graduation rehearsal.
 - b. Work is not a valid excuse to miss Graduation rehearsal.
- (7) Wear appropriate attire at the commencement. This constitutes a Cap, Gown, and Tassel approved by the school AND appropriate clothing attire under the gown.
- (7) Preceding or during commencement, the student must not be found by school administrator(s) to have violated the law or provisions of Chapter 19.

Each Graduate may earn up to 18 graduation tickets. In order to earn the tickets the students must do the following:

- **Complete PTP by October 20, 2022 - 5 tickets**
 - **Complete PTP by December 16, 2022 - 3 tickets, loss of 2 tickets if submitted late**
- **Attend Song Practices - 1 ticket per practice (Max. 5)**
- **No behavior infractions - 2 tickets per quarter (Quarters 1, 2 & 3)**
- **Perfect attendance in Quarter 1 and Quarter 2 - 2 tickets total (one for each Quarter)**

All seats will be assigned following COVID-19 restrictions and policies, should they be in place at the time of the ceremony. All aspects of tickets and seating arrangements for Graduation are subject to change depending on guidelines from the Department of Education. Families will be notified if changes have been made.

Failure to submit this contract by the time stated on the signature page will result in the student forfeiting their right to participate in the Commencement Ceremony.

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Rehearsals and Commencement Day Policies

Much planning has gone into this year's Commencement Ceremony. To ensure that all goes well, the following rules have been established and will be enforced.

1. Students are not allowed to be under the influence of alcohol or any other illegal substance during rehearsals **AND** before, during, or after the ceremony.
2. Foghorns, bubbles, whistles, balloons, inflatable objects, silly string, etc. are **not allowed** in the commencement ceremony.
3. Students will behave in a DIGNIFIED MANNER that reflects positively on them and Kea'au High School.
4. **No decorations or ornaments allowed** on the caps or gowns except what was earned and distributed by school personnel.
5. The Commencement Committee and Advisors will not be responsible for any lost items brought to rehearsals or the ceremony.

On the day of Commencement - Friday, May 19, 2023:

1. Be at the school Gym by **2:30 pm**.
 - a. Have your **undecorated** Cap, Gown, and Tassel and school approved cords/stoles.
2. Suggested attire for males: Dark pants, light shirt with a collar.
3. Suggested attire for females: Skirt, dress shorts or a skirt with a collarless top.
4. All graduates must wear shoes or sandals. No slippers!

Consequences

1. Deny participation of the violator in the Commencement Ceremony
2. Discontinue the ceremony before its completion

Failure to return the signed contract by September 30th, 2022, disqualifies the student from participation. New students entering after September 30th, 2022 will have **2 days** from the receipt of the agreement to return it signed to the Main Office.

Note: A student, who wishes to participate in commencement but is denied participation because requirements agreed to on the "Expectations and Understanding for Participation in Commencement Exercises" form were not met, may appeal the denial to the Principal, Dean Cevallos at 313-3322.

Failure to submit this contract by the time stated on the signature page will result in the student forfeiting their right to participate in the Commencement Ceremony.

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Signal Vine

During the school year, Kea'au High School will be reaching out to students and their families via text message to provide support in coming up with a plan for after high school that works best for you. So that we can get in touch with you, please supply your contact information.

- Texts will be sent through an online platform called Signal Vine.
- Beginning in October/November, one text message a week will be sent in regards to your child's postsecondary plans - whether it be college, military, or workforce.
- The texts will be customized based on your student's responses.
- You or your student can write back to any of the texts we send to ask questions and a response will be sent during normal working hours. We can also schedule meetings or phone calls for additional support.
- Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt out at any time by replying STOP to any text sent.

By providing my contact information, I give permission for Kea'au High School to send text messages to my cell phone. Your information will be used only by Kea'au High School staff to send you messages about coming up with a plan for after high school that works best for you. If you do not wish to participate in this texting campaign, please list 000-000-0000 as your phone number. Otherwise, please provide the following information so that we can get in touch with you.

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The student voluntarily participating in commencement, understands that I must meet all academic, financial, and other expectations described in this form in order to participate in my school’s commencement exercise. My signature and the signature of my parent or guardian below (not necessary for an adult student) indicates that we understand that if I do not fulfill the expectations described in this form the school administrator(s) shall deny my participation in the commencement exercise.

_____ (Print name of student)

_____ (Student’s signature)

_____ (Date)

Student Cell Phone Number _____

_____ (Print name of parent or guardian)

_____ (Parent or guardian signature)

_____ (Date)

Parent Cell Phone Number _____

By signing this form, I give permission for Kea`au High School counseling staff members to send text messages to the above cell phone numbers. Your information will be used only by Kea`au High School staff to send you messages to support your student’s plans after high school. Standard text messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt out at any time by replying STOP to any text sent.

In order to participate in commencement, this form must be completed and submitted to the Contract Box in J-102 (Mr. Ho) by September 30th, 2022. Failure to submit this contract by the time stated on the signature page will result in the student forfeiting their right to participate in the Commencement Ceremony.