

**Class of 2024**  
**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 Kea‘au High School 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 17, 2024. Students must turn in and complete all work.
  - (a) 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 14, 2024 by 3:00 PM. Financial debts include but are not limited to, the cost of individually assigned textbooks or borrowed Library books and materials that are lost by the student, and any restitution agreements between the students and parents and the school for vandalism or negligence in accordance with Chapter 8-19, Hawaii Administrative Rules. Financial obligations must be paid to the Finance Office. Please see Senior Checklist.
  - (a) All Textbooks **MUST** be returned by May 14.
  - (b) All Chromebooks & Chargers **MUST** be returned by May 6 & 7.
  - (c) All Athletic Uniforms & Equipment **MUST** be returned by May 14.
  - (d) All PE Uniforms must be returned by May 14.
  
- (3) Any Class A or Class B Offense will result in the following
  - (a) Committing Class A or Class B Offense in Quarters 1, 2 or 3 will result in a forfeit of half the student's 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.

**Failure to submit this contract by September 29th, 2023 will result in the student forfeiting their right to participate in the Commencement Ceremony.**

- (4) Any Class C and/or Class D Offense will result in the following
- (a) Committing two (2) Class C and/or Class D Offense in Quarters 1, 2, or 3 will result in a forfeit of half the student's Graduation Tickets.
  - (b) Committing two (2) Class C and/or Class D offenses in Quarter 4 will result in a forfeit of the student's ability to participate in the Graduation Ceremony.
- (5) Attend ALL practices and rehearsals for commencement exercises, which will be held on the following dates: May 22 & 23, 2024. (Subject to change)
- (a) **ONLY** the Principal is authorized to excuse a participant from attending Graduation Rehearsal.
    - (i) Preapproved excuses **MUST** be done prior to May 20th
    - (ii) In the event of an emergency, Please call and speak directly to Principal Cevallos at 808-313-3300
  - (b) Work is not a valid excuse to miss Graduation rehearsal.
  - (c) Rehearsal Times are 8:30 am to 11:30 am
    - (i) Check-In: 8:00 am to 8:30 am
      - 1) If your student arrives prior to 8:00 am they are not allowed to roam campus. Please have them wait by the Stadium.
      - 2) If your student drives a vehicle they **MUST** park in the lower stadium parking lot.
- (6) 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 the commencement, the student **MUST NOT** be found by the school administrator(s) to have violated the law or provisions of Chapter 19.

**Each Graduate may earn up to ten (10) tickets.**

Each Senior will automatically be given 3 tickets.

In order to earn extra tickets the student can do the following:

- Turn in Senior Contract by September 29, 2023 - 1 ticket
  - Turn in to Mrs. Justo in E105
- Attend Advisory on February 08 & March 14 - 1 ticket each (2 tickets total)
- Complete PTP by November 01 - 2 tickets
- Turn in the Completed Senior Check Out Form on May 13 or May 14 - 2 tickets
  - Start collecting signatures on May 6 & May 7 when Chromebook & Charger are returned.
  - Turn In Completed Form May 13 & May 14 during 1st recess in Library

**Failure to submit this contract by September 29th, 2023 will result in the student forfeiting their right to participate in the Commencement Ceremony.**

## 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. The following are not allowed: Foghorns, Bubbles, Whistles, Balloons, Inflatable Objects, Silly String, Coolers, Large Signs and Leis
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 24, 2024:

1. Be at the school Gym by 2:30 PM.
  - a. Have your undecorated Cap, Gown, and Tassel and school-approved cords/stoles.
2. Attire for Males: Dark-colored pants (black is preferred), light shirt with a collar.
3. 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 29th, 2023, disqualifies the student from participation. New students entering after September 29th, 2023 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 September 29th, 2023 will result in the student forfeiting their right to participate in the Commencement Ceremony.**

### **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.

**Failure to submit this contract by September 29th, 2023 will result in the student forfeiting their right to participate in the Commencement Ceremony.**