



STATE OF HAWAII
DEPARTMENT OF EDUCATION
Kalaheo High School
730 Iliaina Street
Kailua, Hawaii 96734

Kalaheo Prom

Hyatt Regency Waikiki Beach Resort
April 27, 2019 @ 5:30pm-10:30pm

Information and Guidelines

Please read the following guidelines carefully. The permission form is not valid unless ALL signature blanks are completed. Tickets may not be purchased without signed and completed permission form. This activity is only for Kalaheo juniors and seniors as determined by the registrar. Seniors who have not completed your PTP folder you will not be allowed to attend prom.

1. Pay your school fees and clear all obligations including detentions before ticket sales start. Mrs. Dichner, Ms. Sato, Mr. Pregitzer, Mrs. Koopman and Mr. Lau will have the outstanding obligations list by February 8 so students can ask if they have obligations. You may also see the account clerk during recess or lunch at the accounting window in the downstairs H-building courtyard.

If you have obligations, bring your prom permission form to accounting window in H-building courtyard during recess and lunch only and pay for your obligations to receive an authorized signature for clearance. You must have your student ID with you to pay your obligations. Payments for obligations will not be accepted after school during prom ticket sales. If your guest is a Kalaheo student, he or she must also clear all obligations.

Please clear obligations by March 8, 2019

2. **Ticket sales will be held at the downstairs H-Building courtyard after school on the following dates:**

February 22 Early Ticket Sales	\$85 for Kalaheo Junior & Seniors \$90 for Guests*
March 12-14 Regular Ticket Sales	\$95 for Kalaheo Junior & Seniors \$100 for Guests*
March 27 Late Ticket Sales (cash only)	\$105 for Kalaheo Junior & Seniors \$110 for Guests*

A current Kalaheo student I.D. card is required to purchase tickets. Tickets are sold on a first come, first-served basis. Ticket price includes buffet dinner, dancing, decorations, favors, other activities and other prom expenses.

* Kalaheo Juniors and Seniors may sponsor one guest. A guest may be a Kalaheo Sophomore, a student from another high school in grades 10-12, or someone who is 20 years old or younger. **Persons who are 21 and older or Freshmen (as determined by the registrar) or younger are not permitted to attend the prom.** Guests who are not Kalaheo students must complete an additional agreement attached to the permission form before purchasing tickets.

3. ALL Chapter 19 and school rules will apply students and guests throughout the event. Kalaheo students are responsible for communicating school rules and prom guidelines to their guests.
4. Kalaheo students must NOT have been suspended from school on April 26th or April 29th in order to attend Prom. A suspension will result in cancellation of the tickets (student and guest) and no refund will be issued.
5. Once a ticket has been purchased, there will be absolutely **no refund**. Tickets are non-transferable; tickets cannot be sold or given to another person. Entry to the prom is based on the guest list.

6. Table sign-up forms will be accepted from March 27-29. **No changes will be allowed once seating is assigned.** The student and their sponsored guest must sit on the same table. You may not sign up people on your table without their permission. Download the form on the Kalaheo website (www.kalaheohigh.org) and bring completed form to room L202 or to Ms. Sato's box in the office by March 29. Forms will be available at ticket sales. Tables will be assigned in the order received. Participants who do not sign up will be assigned to a table by the prom committee.
7. The Junior and Senior Prom will be held in the Regency Ballrooms at the Hyatt Regency Waikiki Beach Resort at 2424 Kalaukua Avenue, Honolulu, Hawaii 96815. Parking is available at \$8 for self parking and \$12 for valet. From Kuhio Avenue traveling towards Diamond Head, turn right onto Uluniu Avenue (one-way street) and the parking entrance will be on the left. The ballroom is in the same structure as the parking.
8. The doors open at 5:30pm. Check-in will be from 5:30-6:45pm. Dinner will begin at 7:00pm. **Do not be late. Leave home early and anticipate heavy traffic getting into Waikiki. No one will be allowed into the ballroom after 7:00pm. No exceptions. No refunds given.** If you will be late and it is unavoidable, you must see Ms. Sato in L202 before April 19th. **All guests must check in with the sponsoring Kalaheo student.**
9. Kalaheo students must have a current student I.D. and non-Kalaheo students must have a valid government or school photo I.D. to check in at the prom. Students and guests who do not have proper photo ID cards will not be allowed to attend the event. Parents are not allowed to call the hotel to verify identification.
10. Backpacks, large bags, and packages will NOT be permitted into the ballroom. Do not bring any contraband items including weapons, alcohol, cigarettes, electronic cigarettes, or other drugs. Refer to Kalaheo Disciplinary Handbook and Chapter 19 for clarification.
11. **All students and guests are required to stay for entire duration of prom.** Students leaving the event before 10:30pm will receive disciplinary consequences, unless the parent or guardian makes arrangements with Kalaheo staff at the prom and come to pick up the student from the ballroom. If you and your guest leave the prom without your parent, you will not be allowed to return, your parent will be notified and the school is absolved of all responsibility.
12. Picture taking will begin at 5:30pm. Please make checks payable to House of Photography. Picture-taking information will be distributed at table sign-up.
13. **DRESS CODE for Prom is Formal Attire.** Attire will be strictly monitored at the doors. Anyone not in appropriate formal attire will not be allowed to attend the prom. No refunds given. If you are unsure about your outfit, please bring it to Ms. Sato in (L202) or Mrs. Koopman (H209) for approval.

APPROPRIATE	INAPPROPRIATE	UNDERDRESSED
<p>FORMAL ATTIRE: Gowns, fancy short dresses required with appropriate dress shoes or formal footwear. Cut-outs in appropriate areas covered with mesh or other material are permitted with approval from Ms. Sato or Mrs. Koopman. Skin must not be exposed in the cut-outs. Strapless or two-piece gowns are permitted as long as midriff is not exposed.</p> <p>Tuxedo, suit or coat and tie required. Dress pants, long sleeve collared shirt. Formal hats are allowed, but not baseball caps, beanies, etc. Dress shoes preferred. Shoes that are not dress shoes that meet these criteria are permitted: closed toe, mostly one color, clean, and not worn out.</p> <p>If you have questions about the attire, please see Ms. Sato or Mrs. Koopman in advance of the Prom.</p>	<p>School Dress Code Enforced. No overly revealing attire: low-cut necklines, low backless (material must extend to belly button line), high slits (no higher than finger tip length), extremely short dresses or skirts (no shorter than finger tip length), no tube dresses made of stretchy material, no exposed midriff, see-through material, or holes or openings in any area that should be covered. Underwear, under shirts, or any under garments must not be exposed. Clothing must be in good taste. No baseball caps, beanies or sun glasses allowed. Please see Ms. Sato or Mrs. Koopman if you're unsure if your attire will be appropriate for Prom.</p>	<p>ABSOLUTELY NO CASUAL ATTIRE. The following are not allowed: t-shirts, shorts, leggings, yoga pants, slippers, athletic shoes, sweats, baggy pants, aloha shirt, jeans, polo shirt, baseball caps, beanies, bandanas, rags, flannel and any other clothing deemed not formal.</p> <p>This is a formal event. Dress appropriately!</p> <p>Students and guests dressed inappropriately will be denied entry into the prom.</p>

*Post a picture of your prom dress on Instagram @kalaheopromdresses and check out what other girls are wearing.

KALAHEO HIGH SCHOOL PROM STUDENT CHECKLIST

Name of Kalaheo Junior/Senior _____

Grade _____

Please complete the following things before prom ticket sales:

	<p>Pay school fees and clear all obligations. See any of the following staff to check for obligations: Dichner (C101), Koopman (H209), Lau (C102), Pregitzer (B203), Sato (L202)</p> <p>Pay school fees and obligations during recess and lunch at the accounting window in the H-building courtyard by March 8. See Ms. Liu.</p> <p>Authorized Signature for Clearance _____</p>
	<p>Seniors Only: Complete PTP folder</p>
	<p>Must complete detention and other disciplinary obligations by March 8. See your vice principal for details.</p>
	<p>Must have current Kalaheo school ID card. Get replacement ID cards in C102 during recess and lunch.</p>
	<p>Read prom guidelines and complete prom permission form. Must have required parent signatures on your form and your guest's form. Must inform guest of all prom guidelines and school rules.</p>
	<p>Guests who are not Kalaheo students must complete the agreement on the back of the guest permission form.</p>
	<p>Payment of cash or checks accepted except for late ticket sales on March 27. Checks will not be accepted for late ticket sales, cash only. Make checks payable to Kalaheo High School. Write student's name on the check memo line.</p>

**Kalaheo High School Prom
Permission Form for
KALAHEO JUNIORS & SENIORS ONLY**

Name of Kalaheo Junior or Senior _____ (print clearly)

____ I am sponsoring a guest to the Prom.

A guest may be a Kalaheo Sophomore, a student from another high school in grades 10-12, or someone who is 20 years old or younger. Freshman students (as determined by the registrar) or younger are not allowed.

Name of Guest _____ (print clearly)

The Kalaheo Junior/Senior and sponsored guest named above have permission to attend the Kalaheo High School Prom on April 27th from 5:30pm to 10:30pm at the Hyatt Regency Waikiki BeachResort. Transportation will not be provided. Each student and guest is responsible for his/her own transportation. I/We release the school/state from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

I hereby grant that the school/state be absolved of all legal responsibility in the event that my child is injured or hurt due to his/her own negligence, or upon proof that the school representatives were exercising due diligence in carrying out their responsibilities. It is also understood that the school/state is not responsible for my child once he/she leaves the event.

I have read and understand EVERYTHING on the Kalaheo Prom Information and Guidelines including the required FORMAL ATTIRE guidelines and will adhere to the policies and guidelines. (All lines below must be completed and signed.) You must bring this signed form when you buy your prom ticket.

Student's Signature

Parent/Guardian's Signature*

Emergency Phone Number

Student's Insurance Coverage

Staff Use Only:

Date _____ Amount Due _____

____ Cash ____ Check # _____

Staff Signature _____

Ticket # _____

Please list any allergies and medical or dietary needs (vegetarian, gluten-free, etc) in the space below:

* If student or guest is 18 or over and still in high school, parent/guardian must still sign.

Kalaheo High School Prom Permission Form for **GUESTS ONLY**

Name of Guest _____ Age _____
A guest may be a Kalaheo Sophomore, a student from another high school in grades 10-12, or someone who is 20 years old or younger. Freshman students (as determined by the registrar) or younger are not allowed.

Guest's School _____ Grade _____

The prom guest named above sponsored by Kalaheo Junior or Senior _____, has permission to attend the Kalaheo High School Prom on April 27th from 5:30pm to 10:30pm at the Hyatt Regency Waikiki Beach Resort. Transportation will not be provided. Each student and guest is responsible for his/her own transportation. I/We release the school/state from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

I hereby grant that the school/state be absolved of all legal responsibility in the event that my child is injured or hurt due to his/her own negligence, or upon proof that the school representatives were exercising due diligence in carrying out their responsibilities. It is also understood that the school/state is not responsible for my child once he/she leaves the event.

I have read and understand EVERYTHING on the Kalaheo Prom Information and Guidelines including the required FORMAL ATTIRE and will adhere to the prom guidelines and all school rules. The sponsoring Kalaheo Junior/Senior is responsible for communicating all prom guidelines and school rules to guests. All lines below must be completed and signed before submitting it at prom ticket sales.

 Guest's Signature* Please list any allergies and medical or dietary needs (vegetarian, gluten-free, etc.) below:

 Guest's Parent/Guardian's Signature**

 Guest's Emergency Phone Number

 Guest's Insurance Coverage

*Guest must sign this form agreeing to follow prom guidelines and school rules. Guests who are not Kalaheo students must sign the agreement on the back of this paper. **Persons who are 21 or over or freshmen or younger are not allowed to attend.**

**If student or guest is 18 or over and still in high school, parent/guardian must still sign.

Kalaheo Sophomore Guests must complete the following things before prom tickets sales:

	<p>Pay school fees and clear all obligations. See any of the following staff to check for obligations: Dichner (C101), Koopman (H209), Lau (C102), Pregitzer (B203), Sato (L202) Pay school fees and obligations during recess and lunch at the accounting window in the H-building courtyard. See Ms. Liu.</p> <p>Authorized Signature for Clearance _____</p>
	<p>Must complete detention and other disciplinary obligations.</p>
	<p>Must have current Kalaheo school ID card. Get replacement ID cards in C102 during recess and lunch.</p>

Kalaheo High School

PROM AGREEMENT

for GUESTS who are not Kalaheo students

Guest's Name _____ Birth Date _____

Kalaheo Student's Name _____ Grade _____

As a Kalaheo Prom guest, I understand and agree to:

- **bring a picture ID and remain at the event for the entire duration of the prom from 5:30pm-10:30pm.**
- not bring alcohol, tobacco, e-cigarettes and other drugs to the event.
- not be under the influence of any alcohol, tobacco, and other drugs while at the event.
- follow all Chapter 19 and school rules and prom guidelines, including the dress code. Please communicate with the sponsoring Kalaheo student for details on prom guidelines and school rules.

Guests who violate any of these agreements will be immediately dismissed from the event and will not be allowed to return. Parents will be notified immediately if the Kalaheo student leaves with the guest. The Kalaheo student will be subject to a one-day suspension for insubordination.

Guest's Signature _____

Date _____

Kalaheo Junior/Senior:

You are responsible for informing guests about our prom guidelines and school rules. You must turn in this agreement with your prom permission form to purchase tickets. You will not be allowed to purchase tickets for your guest without this completed and signed form.