



ROOSEVELT HIGH SCHOOL 2019 GRADUATION INFORMATION PACKET

THIS PACKET CONTAINS INFORMATION REGARDING:

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**Class of 2019
COMMENCEMENT EXERCISES**

I. REQUIREMENTS TO PARTICIPATE IN COMMENCEMENT EXERCISES

- A. Students must complete required criteria for all courses needed to meet the Department of Education graduation requirements by May 18, 2018.
- B. Students must fulfill all Department of Education Graduation Requirements by completing in grades 9-12 the following credit requirements:

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit
Health	1/2 credit
Personal Transition Plan	1/2 credit
Electives	8 credits (2 in Fine Arts, CTE, or World Language.)
Total:	24 credits

C. Clearance Form Deadlines and Important Dates:

Thurs, Dec. 20	Completed GRADUATION AGREEMENT FORM (buff colored form attached) Due to Mrs. Chung in by 3:00 p.m. (turn in to E102A or main office box)
Thurs, Feb. 14	3 rd Quarter Mid-Quarter Reports distributed to students
Thurs, April 4	Senior Cap, Gown & Accessory Distribution (Advisory)
Thurs, April 4	3 rd Quarter Report Cards distributed to students
Saturday, April 20	Senior Prom at Four Seasons (Ko Olina)
Thurs, May 2	4 th Quarter Mid-Quarter Report distributed to students
Tuesday, May 14	SENIOR FAILURE NOTICES due from teachers to counselors by 3:00 p.m.
Friday, May 17	SENIOR FINANCIAL OBLIGATION CLEARANCE FORMS DUE These forms will be distributed on May 2nd and are <u>due to the Main Office by 3:00 p.m.</u> Any senior who is not cleared will not be permitted to participate in commencement exercises. Payment by cash or personal check (made out to Roosevelt High School through May 1st). After May 1st, only CASH, money order or bank checks will be accepted.
Friday, May 17	POST HIGH SCHOOL SURVEY (Posted on Naviance) Must be submitted prior to receiving Post High School Counselor Signature
Friday, May 17	COMPLETION OF ALL REQUIRED CRITERIA FOR ALL CLASSES REQUIRED FOR GRADUATION
Mon- Thurs. May 20-23	Graduation rehearsals. ABSENCE=NO PARTICIPATION.
Thursday, May 23:	Graduation, Stan Sheriff Center, University of Hawaii 6:00pm

*** **ONLY** students who promptly complete the stated requirements will be allowed to practice and participate in the Commencement Exercises ***

CHAPTER 19

(From the “Senior Agreement to Participate in Commencement Exercises”, due Dec. 17).

Seniors committing any of the class offenses below may be denied participation in commencement exercises. Please note any student who is suspended from school may not participate in school-sponsored extra-curricular events during the suspension period.

Below is the direct Board of Education (BOE) policy regarding privileges for Commencement Exercises. The policy does state that the offense must be made in the fourth quarter, however, the administration will make such decisions on a case-by-case basis, even if the offense is made prior to the fourth quarter.

BOE Policy:

A high school may revoke a student’s privilege of participating in the commencement exercise after determining that a Chapter 8-19 offense was committed by the student during the fourth quarter of the school year, as follows:

- 1. Class A or B offense:
First offense during the fourth quarter: revocation of privilege.***

Class A offenses; unlawful conduct:

- (A) Assault;
- (B) Burglary;
- (C) Dangerous weapons, substances or instruments; possession or use of;
- (D) Dangerous weapons; possession, use of, or sale of
- (E) Drug paraphernalia, possession, use, or sale of;
- (F) Extortion;
- (G) Fighting
- (H) Firearms; possession or use of;
- (I) Homicide
- (J) Illicit drugs; possession, use, or sale of;
- (K) Intoxicating substances; possession, use, or sale of
- (L) Property damage or vandalism;
- (M) Robbery;
- (N) Sexual offenses; or
- (O) Terroristic threatening.

Class B offenses; unlawful conduct:

- (A) Bullying;
- (B) Cyberbullying;
- (C) Disorderly conduct;
- (D) False alarm;
- (E) Forgery;
- (F) Gambling;
- (G) Harassment;
- (H) Hazing
- (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
- (J) Theft; or
- (K) Trespassing.

Class C or D offense:

- a. *First offense during the fourth quarter: warning that the privilege will be revoked if a second offense is committed.*
- b. *Second offense during the fourth quarter: revocation of privilege.*

Class C offenses, department-prohibited conduct:

- (A) Abusive Language;
- (B) Class cutting;
- (C) Insubordination;
- (D) Laser pen/laser pointer; possession or use of
- (E) Leaving campus without consent;
- (F) Smoking, use of tobacco substances; or
- (G) Truancy.

Class D offenses, school-prohibited conduct:

- (A) Contraband; possession or use of; or
- (B) Minor problem behaviors;
- (C) Other school rules
 - (i) Any other conduct as may be prescribed and prohibited by school rules. Individual school rules shall be published or made available for inspection at the school office and shall inform students, school staff, and parents of the prohibited conduct under class A-D of this section.
 - (ii) No disciplinary action amounting to serious discipline shall be imposed for violations of any individual school rule as class D offense.

D. Attend ALL Graduation Song Practices and Rehearsals

1. Song and Rehearsal Schedule:

Please note that the seniors may be released **earlier** than the stated times, if they are able to display mastery of graduation tasks.

Monday, May 20	Graduation Rehearsal at RHS Auditorium 8:00 am – 10:00am Boys only 10:05am- 12:05am Girls only
Tuesday, May 21	Graduation Rehearsal at RHS Auditorium 8:00am -12:00pm All seniors
Wednesday, May 22	Graduation Rehearsal at RHS Auditorium 8:00 a.m. – 12:00 p.m. All seniors
Thursday, May 23	Graduation Rehearsal at Stan Sheriff Center, University of Hawaii 8:30 a.m.-12:00 p.m. ALL Seniors
	GRADUATION – All participants return by 5:00 p.m.

2. Rehearsal Rules:**One Absence = No Participation in Commencement Exercises**

- a. Attend rehearsal **ON TIME** and stay the entire period. 30 minutes late will be considered absent
- b. Report promptly to auditorium according to schedule.
Failure to report on-time will result in the following:
 - 1) First tardy- Referred to the Vice-Principal.
Parents will be notified and student will be allowed to join rehearsal.
 - 2) Second tardy-Referred to the Vice-Principal. Student **will be sent home and will not be allowed to participate in future rehearsals OR in the graduation ceremony.**
(Students are not allowed to park on campus, this includes rehearsal week)
- c. No food, drinks, or gum in the auditorium; this will be considered a Class D offense. Please keep the auditorium clean.
- d. No signing or viewing of Yearbooks during the rehearsal period. Yearbooks and other items not related to rehearsal will be confiscated, (ie. Prom pictures, iPod, cell phones, etc.). Use of such items can be considered insubordination (a Class D offense), and may jeopardize participation in commencement exercises.
- e. Sit in your assigned seat.
- f. Participate and cooperate in rehearsal activities.
- g. Follow directions of graduation advisors and student leaders.
- h. Leave campus promptly after rehearsals: seniors participating in graduation rehearsals are NOT allowed on campus during school hours. You must come back after school hours to see teachers or handle other business.
- i. Seniors will be released for lunch if practice runtime necessitates it. Seniors are expected to return at the designated times if a lunch break is given. Seniors will not be allowed to eat lunch in RHS cafeteria.

**** Seniors who misbehave, cause a disruption, are insubordinate and/or violate any of the above stated rules or school rules at any time while on campus are subject to disciplinary action according to Chapter 19, including suspension and non-participation in the graduation ceremony.**

E. Abide by all dress standards for Graduation**1. Girls**

- a. White knee-length dress OR white top with white skirt.
- b. Neckline of the dress must be lower than neckline of gown, hem of the dress must be higher than hem of the gown.
- c. No long sleeves that will extend beyond the gown.
- d. Gown must cover ENTIRE dress.
- e. Wear cool, non-confining dresses, not gowns since they are uncomfortable.
- f. **NO STRAPLESS DRESSES OR TOPS.**
- g. Wear black dress shoes. For your safety, we recommended a heel height of no more than two inches. Shoes must have a backing or strap to keep them secure to the foot. We suggest girls practice walking in shoes to “break them in.” **NO TABIS, SANDALS, OR SPORTS SHOES.**
- h. Black gown, Black cap, red/gold stole, and red/gold tassel.

2. Boys

- a. LONG black dress pants. **NO JEANS.** Only black dress pants will be acceptable, not dark blue, brown, etc.
- b. Solid white, short sleeve (or long-sleeve that is rolled up), button down, collar shirt.
- c. Solid **BLACK** tie (no prints). **NO BOW TIES.**
- d. Black dress shoes and black socks. **NO SPORT SHOES OR SLIPPERS.**
- e. Black gown, Black cap, red/gold stole, red/gold tassel.

3. All Seniors

- a. Gowns should be hemmed about 8 to 10 inches above the ground with shoes.
- b. Honor graduates wear stoles purchased at their own expense.
- c. No sunglasses on graduation day (they will be confiscated).

II. SENIOR RESPONSIBILITIES ON GRADUATION DAY – Thursday, May 23, 2018

5:00 p.m. Seniors cleared to participate report to Stan Sheriff (doors will open at 4:00 p.m.)

5:05 p.m. Start rehearsal

5:45 p.m. Ready to exit

6:00 p.m. Begin Processional

7:30 p.m. Conclusion

Project Grad participants check-in at

A. Rules

1. Report promptly to Stan Sheriff between 4:00 p.m. and 5:00 p.m. with cap and gown off. If you bring it on hangers, keep in mind the hangers will be discarded.
2. Register at Project Graduation table if you are attending the all-night party.
3. Roosevelt High School will not be responsible for any loss of valuables.
4. Graduates will **not** be allowed to carry anything into the ceremony or to the field, besides their cap/gown. Once the Processional has begun, the students will not return to the staging area so items taken will need to be picked up on Tuesday from the Main Office at Roosevelt.
5. NO food or drinks of any kind will be allowed.
6. Students should behave with dignity and decorum during the processional and ceremony. They should not display any inappropriate, offensive, or distracting behavior during the ceremony.

B. Consequences

1. Any items (cell phones, sunglasses, iPods etc.) that should not be brought into the staging area will be confiscated and the student may pick them up the following Tuesday from the Vice Principal.
2. Any student disrupting the ceremony or displaying inappropriate behavior will be immediately removed from the field. They will be taken to a secured site until the parent can pick him/her up after the ceremony. The student will **not** be allowed to go to his/her letter to receive leis. The diploma may be withheld until the student serves detention for the behavior.
3. If the behavior involves the mass of the class, the principal may decide to end the ceremony and have everyone leave without finishing the ceremony or having congratulatory lei giving.

C. Concerning the use or possession of any contraband

1. Upon entering the arena, graduates will be checked for contraband items such as fireworks, drugs, liquor, etc. (no backpacks/purses, only cap and gowns!)
2. NO one is allowed to leave the staging area after being checked. If you must leave, you will be checked again when you re-enter.
3. Consequences for contraband items:
 - a) If a person is intoxicated or violates any of the rules, removal from the ceremony will follow, without exception.
 - b) If fireworks or any other infraction by the Class or audience disrupts the ceremony, the principal will stop the ceremony and the Class will be dismissed.

D. Diplomas

1. Seniors will be receiving a diploma cover on stage on Graduation night. Accept the cover with LEFT hand; shake hands with the presenter with RIGHT hand.
2. Official diploma and mini-diploma (if purchased from Jostens) will also be distributed on Graduation night.

III. PARENT INFORMATION FOR GRADUATION DAY**A. Parking**

1. Parking is available at the UH-Manoa Lower Campus Parking Structure Zone 20 (We are unsure of other parking on UH Manoa campus at this time). **Price is \$6.00.**
2. Accessible parking is located on the 3rd floor (green floor) closest to the elevator and mezzanine (ramp leading to the Stan Sheriff Center). Accessible stalls are also located on every floor of the parking structure.
3. Passenger drop off is located by the 15 minute stalls in front of Athletics (Old ticket office)s
4. *Accessible parking is on a first come, first served basis, and will not be managed by RHS.

B. Admission

1. Each graduate typically receives 5-7 tickets, however, this is subject to change based on the size of the graduating class. Graduates will receive their tickets during graduation rehearsals, and no replacements will be given in the event of loss. Damaged tickets that can be produced may be considered for replacement.
2. All patrons that can be accommodated by Stan Sheriff's facilities will be allowed entry to the event, however, valid admission tickets must be presented to ushers to enter the lower sections, with the exception of lower sections E, F & G, which will be closed. All upper section seating will be open to those lacking a ticket.
3. Seating is on a first-come, first-served basis. Everyone must be seated by 5:45 p.m. Doors will close at this time for the processional and will re-open when graduates are seated.
4. **ONLY AUTHORIZED STAFF ARE PERMITTED ON THE ARENA FLOOR.**

C. Photographers

1. Photos and video may be taken from the bleachers. No one is allowed to come down in front of the bleachers or to go on the field to take pictures or video
2. Police will remove any unauthorized photographers from the front of the bleachers and arena floor and escort them out of the ceremony.

D. Concerning the use or possession of contraband by audience

1. For security reasons, any large box or package brought into the arena will be checked by security personnel and may be confiscated.
2. For safety reasons, large signs, poles and balloons will not be allowed in the arena during the ceremony. Please arrange for someone to bring signs in after the ceremony.
3. **NO COOLERS ALLOWED** in the arena.
4. If an audience member disrupts the ceremony with fireworks, air horns or other contraband, the Principal will issue a warning to the audience. If the warning is ignored, the ceremony will be stopped and everyone will be dismissed.
5. If an individual in the arena is caught engaging in any prohibited or unlawful activities, he/she will be dealt with by the police.
6. If an individual in the audience is disruptive during the ceremony, they will be escorted out by security staff.
7. The following items are prohibited by Stan Sheriff Center and should be avoided:
 - a. Cigarettes, Cigars, Tobacco Products, E-Cigarettes, etc.
 - b. Animals or Pets (except for certified service animals)
 - c. Strollers/Baby Carriers
 - d. Helium Balloons
 - e. Outside Food and Beverages
 - f. Noise Makers
 - g. Laser Lights
 - h. Telephoto Camera Lenses
 - i. Tripod/Monopod
 - j. Beverage containers (e.g. Hydro Flask)
 - k. No large signs
 - l. Other restrictions may apply

F. After the Ceremony

1. The audience is to remain in place throughout the Recessional.
2. Please cooperate with the ushers/usherettes and security personnel to remain in the stands until instructed otherwise.
3. For your safety, please do not jump over any walls or barriers. Please exit the arena in an orderly fashion.
4. The audience is asked to dispose of any trash (lei containers & packages etc.) in receptacles before exiting the arena.
5. The audience will be allowed 1 hour to congratulate the graduates. Then those going to Project will need to report to Project Grad area.