Graduation Information Packet

Everything you need to know about Graduation—October edition

The commencement ceremony will be held at the Neal Blaisdell Concert Hall on Tuesday, May 26, 2020 at 6:30 p.m. Participation in the commencement service is a privilege and a voluntary co-curricular activity that is sponsored by the class. Participants, therefore, must follow the guidelines in this packet or forfeit their privilege to participate. Students also have the right to choose not to participate.

Please read this Graduation Information Packet carefully. It is yours to keep for future reference.

Before the Big Day, You Must...

1. You must fulfill all the graduation requirements of the Department of Education for the State of Hawaii before the first rehearsal. If you have any questions or concerns about your credit status it is your responsibility to see your counselor.

If you do not meet the academic requirements by the first rehearsal, you may attend classes until May 28. If you successfully complete the graduation requirements you will receive a diploma, but will NOT be permitted to participate in the commencement ceremony.

2. You must attend the mandatory parent/graduate meeting and sign the Graduation Agreement.

3. Adhere to Graduation Policy 4540

   “Students shall be permitted to participate in commencement exercises if they (1) meet the requirements for diploma or certification, (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.”

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

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

   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.”

Kalaheo High School will hold to the above Chapter 8-19 standards of conduct and revoke a student’s privilege of participation at commencement exercises.
4. You must **return your school-issued chromebook and clear all school related obligations** by May 19, 2020. These include paying all financial obligations such as: graduation fee, class dues, ASK dues, chromebook damages, lost textbooks, library books, athletic uniforms and equipment, and any other debts accumulated by the student during the duration of their years at Kalaheo or other DOE schools. There will be NO refunds of class and graduation fees.

5. You must **purchase the required cap & gown** from Jostens. Gowns must be ordered new. This year’s gown is a different style than last year. Honor graduates will be notified a few weeks prior to graduation and will receive a special white stole or honor cord at rehearsal to wear at the ceremony.

The gown should be about 8 inches from the floor. The sleeves should fall at the wrist or mid-hand. The gown is loose. Gowns MUST be ironed prior to the ceremony. **NO ADDITIONS ARE ALLOWED TO THE CAP OR GOWN!**

**Graduation Week, You Must...**

1. **Attend all four scheduled rehearsals.** The rehearsals are necessary to ensure that the ceremony will go as smoothly as possible. Failure to attend any one of the rehearsals or inappropriate behavior at rehearsal will be interpreted as a student’s lack of interest in the graduation ceremony. Therefore, the student’s participatory privilege will be revoked. There will be three rehearsals at Kalaheo in the gym on May 20, 21, and 22. The final rehearsal will be at the Blaisdell on graduation day.

   Students must make arrangements to be at these rehearsals. Make sure to tell employers, family members, and any other commitments about these times. If you think you have a legitimate reason to miss a rehearsal you must get it cleared with your Vice Principal. **Graduates must LEAVE campus promptly after the school rehearsals. Graduates will lose 1 ticket for every 5 minutes they are late to rehearsal.**

   **On Graduation Day** the graduates will be bussed from Kalaheo to the Blaisdell for rehearsal. Graduates must bring everything they need for the ceremony. The bus departure time will be sent out in May (approximately 11 a.m.). Graduates will be served dinner around 4:30 p.m. and will have plenty of time to get dressed for the ceremony. Students may not leave the Blaisdell for any reason.

2. You will receive your **graduation tickets** at rehearsals. Tickets will be given out at rehearsal on May 21 and 22. You must be present at rehearsal to receive these tickets and will lose 1 ticket for every 5 minutes you are late to rehearsal. Each graduate will be given a total of 10 tickets. Tickets will ONLY be given to graduates. **NO EXCEPTIONS.**
If you do not need all your tickets, please return them to Mrs. Koopman in H209 as soon as possible or give them to a friend who needs more. Any extra tickets will be made available to graduates only at last rehearsal on May 22. Tickets cannot be purchased.

Please make it clear to family and friends that only individuals with admission tickets will be allowed into the concert hall, including children. All tickets are general admission. Seating is on a first come, first served basis. No ticket is required to meet the graduates outside the hall after the ceremony to congratulate them and give leis.

3. Graduates must memorize the Kalaheo Alma Mater and class songs. Lyrics will be distributed during homeroom practices and rehearsal.

The Big Day, You Must...

1. Dress according to the required commencement dress code. Failure to comply with one of the dress codes below may result in being removed from the ceremony.

   Option 1:
   A. A dress shorter than the graduation gown (or a skirt and blouse). We recommend a simple dress with short sleeves or sleeveless.
   B. Black dress shoes. No casual footwear such as tabbies, slippers, or athletic shoes are allowed. For safety, it is recommended that heels not exceed 2 inches.

   Option 2:
   A. Black dress pants. No jeans.
   B. Plain white or light colored collared dress shirt with short sleeves. No aloha shirts or printed shirts.
   C. Plain black shoes with dark socks. No casual footwear such as slippers are allowed. Clean, all black (including the soles), athletic shoes will be allowed. Absolutely no white or any other color is permitted on the shoes.
   D. An orange bow tie (provided by the school and must be returned at end of the ceremony)

2. Wear your cap straight on your head parallel to the ground. The all orange tassel must be worn on the left side of the cap. Be sure to secure your tassel to your cap before you leave home. They are easily lost. A replacement tassel costs $10.

3. To show class unity, no leis, flowers, or other accessories may be worn during the ceremony.

4. Leave all cell phones, valuables, purses with a family member or Kalaheo staff member. You should not leave any valuables in the dressing rooms during rehearsal or the ceremony.
Reminders...

1. The commencement ceremony is a traditional and dignified occasion. Kalaheo has a special tradition of blending the serious ceremony with the fun celebratory aspect of graduation. Many special guests will be in attendance. Please cooperate by exhibiting the type of behavior that we can all be proud of.

2. Please notify your guests that air horns and laser pointers are not allowed during the ceremony. Guests who use such items and those who exhibit inappropriate behavior will be removed by security and/or police from the ceremony. Enforcement of this rule will allow each family to hear the name of their specific graduate read as they walk across the stage.

3. If your parents have signed a nondisclosure form prohibiting the release of all directory information, your name will not appear in the graduation program.

Additional Information for Parents

Serving Alcohol to Minors

Section 712-1250.5 (1)(b) of the Hawaii Penal Code makes it a crime to permit minors to possess intoxicating liquor. This law was signed by Governor George Ariyoshi in the spring of 1984.

Parents who allow minors (not only your own children, but any minor) to possess intoxicating liquor on their premises are in violation of the above section. Any such parent can be jailed, fined and held civilly liable for all damages to person and property which arise out of a violation of the above section.

Your homeowners and automobile insurance policies may not cover damage, defense of litigation, or compensation of injuries that arise out of a policyholder's breaking of a criminal law, such as stated above. In addition, you could be sued for actual and punitive damages, which often result in high monetary awards.

Diplomas...

Diplomas and final report cards may be picked up from the front office in the summer (date to be confirmed and sent out). Graduates or their parents may pick up diplomas. Picture I.D.'s will be required to ensure proper identification as a diploma is a legal document. Do not send siblings or friends.

If you wish to have your diploma mailed, supply a self-addressed, stamped ($6.70), Priority Mail 3-Day Flat Rate Envelope. Envelopes without proper postage will not be accepted. These envelopes may be dropped off in the front office.