

Moanalua Middle School's Class of 2022  
**8th Grade Promotion Ceremony and Banquet**  
**Event date: May 30, 2018**

Handout #1: April 23, 2018

Aloha, parents and students! The MMS administration, staff, and student leaders are pleased to plan and orchestrate the promotion ceremony and banquet for the Class of 2022. These events would be especially memorable if all eligible 8th graders would participate. Our objectives are to recognize students for their perseverance and hard work which enabled them to achieve success during their years at MMS and to celebrate the completion of yet another chapter in their lives. These events have been planned to appropriately address the needs of early adolescents. Activities are subject to all DOE standards, rules, and policies. We ask our 8th grade parents and guardians to support our efforts by reading these informational sheets carefully and advising their youngsters to behave and dress appropriately for these events.

**General Information**

- Both events will take place on Wednesday, May 30, at the Blaisdell Center facilities.
- Students may start bringing in permission forms and money on Tuesday, May 1, to their Advisory teachers.
- Only 8th graders earning a promotion may attend the promotion ceremony and banquet. Only students who attend the promotion ceremony may attend the banquet.
- Each student will receive **TWO (2)** tickets to the promotion ceremony for his/her parents or other significant adults. Only students and school chaperones will attend the banquet.
- Students must clear all outstanding obligations for required fees, library books, textbooks, athletic uniforms, school detention, etc. **by May 18**. Please refer to the school website (General Info & School Policies - Outstanding Obligations) for the notice of this responsibility.
- Students who misbehave before, during, or after the promotion ceremony will be removed from the ceremony and will not be allowed to attend the banquet. No refund can be given.
- All school rules and DOE policies apply throughout these activities, including rules about contraband items.
- No bags or backpacks will be allowed on the buses or at the events. Leave money and valuables at home.
- Students who receive disciplinary action for violating school, DOE, or state laws or rules may be excluded from school events for the remainder of the school year. Students who receive suspensions during the 4<sup>th</sup> quarter may not be allowed to participate in the promotion or banquet events, and no refund can be given after May 18.
- **No refunds can be made after May 18** since confirmed counts must be given on this date.

*If parents or students have any questions about the promotion ceremony or banquet, please call the student's Advisory teacher or Mrs. Renae Villa at 305-1311.*

**Schedule for May 30, 2018**

8:30	Students report to Advisory; Attire check
9 – 9:20	Advisory classes start boarding buses; Buses depart
9:00	Doors open at Blaisdell Concert Hall for guests with tickets
9:40 - 9:45	Processional; Student seating
9:45 – 11:30	Promotion Ceremony
11:30 – 11:45	Meet & greet with parents; Students not attending banquet sign-out with Advisory teachers; Parents/guests depart
11:45	Students & staff walk over to banquet room / Banquet seating
Noon	Opening program & instructions
12:15 – 1:15	Lunch
1 – 3:10	Dance & other activities
3:10 – 3:40	Closing program, Clean up
3:45 – 4	Board buses, depart
4:30	Parent pick up at campus

***Parents/guardians will need to provide/arrange for transportation home from MMS at 4:30 PM as regular school buses will have already left the campus.***

## **Promotion Ceremony Information**

Parents/Guardians Invited – TWO people per participating MMS 8<sup>th</sup> grader. Entry by ticket only; even young children must have a ticket.

**When: Wednesday, May 30, 2018**

**Time: 9:40 – 11:45 AM (Doors will open at 9:00 AM; 8:50 AM for wheelchair guests)**

**Place: Blaisdell Concert Hall, 777 Ward Ave, Honolulu**

**Cost: \$6.00 (This fee helps to pay for some of the cost of the Concert Hall & one-way bus transportation.)**

**Parking at the Blaisdell Concert Hall ranges from \$6 - \$8.**

### **Guests / Tickets:**

We expect approximately 800 parents and guests. This number will fill the entire guest seating section that we are allowed to use in the Concert Hall. Therefore, we do not have extra seats to allow more than TWO (2) guests per student. TWO (2) tickets will be issued to students who are eligible and submit permission forms to attend the promotion ceremony. Tickets will be issued to students on May 24. Young children will be considered guests and will need a ticket, so parents may want to make babysitting arrangements for that morning. Cooperation is requested from all adults to honor this 2-guest limit and to make it possible for all parents to enjoy the ceremony. **Due to safety/liability issues**, Blaisdell security will not allow people to linger outside the Concert Hall during the promotion ceremony, so please do not invite other guests who do not have tickets and do not encourage other people to wait outside until the ceremony is over.

### **Transportation**

Buses will leave MMS at approx. 9:00 AM. After the banquet is over at 3:45 PM, buses will bring students back to MMS. Parents will need to pick up students at 4:30 PM at MMS.

### **LEIS, FLOWERS, BALLOONS, AND GIFTS ARE NOT PERMITTED IN THE CONCERT HALL:**

In order to keep costs at a minimum, MMS will not be hiring Blaisdell custodians. We agreed that our students and guests would not bring any of the following items into the Concert Hall: balloons, flowers, lei, or large gift items. Students may NOT wear or carry any lei or flowers during the ceremony. Students should NOT bring gifts, balloons, flowers, or lei for friends on this day as these items will not be allowed on the bus or at the banquet. Any gift-giving can be done on May 31, students' last day of school.

### **Early Release (after the ceremony):**

All eligible 8th graders are encouraged to attend both the promotion ceremony and banquet since this is the last Class activity for the year. Parents who decide to take their sons/daughters home immediately after the promotion ceremony must complete the information on the back of the permission form. Students who are leaving will need to sign out with their Advisory teachers immediately after the promotion ceremony. There is no transportation back to MMS after the promotion ceremony for students who are not attending the banquet, so parents must arrange transportation if requesting early release.

**May 18 is the last day to request a refund for the banquet. Students with outstanding obligations after May 18 will not be able to attend these events. The school will not be able to issue refunds since the guaranteed count and final payment has already been paid to the caterer by this date.**

**Students who misbehave before, during, or after the promotion ceremony will be removed from the ceremony and will not be allowed to attend the banquet. No refund can be given.**

## **Promotion Banquet Information**

The banquet is for participating students and staff chaperones.

**When: May 30, immediately following promotion ceremony**

**Time: Noon – 3:45 PM**

**Where: Blaisdell Hawaii Suites**

**Cost: \$32.00 (covers all-you-can-eat buffet, tax/service charge/gratuity, room rental, supervision/security, decorations, favors)**

### **Lunch Buffet**

Tossed Greens with House Dressing  
Potato Macaroni Salad    Fresh Fruit Cubed Salad  
Steamed White Rice    Wok Fried Noodles  
Mochiko Chicken  
Asian Marinated Pork Loin with Honey & Soy Glaze  
Chocolate Brownies    Guava Cake  
Fruit Punch

### **General Information:**

Only students who attend the promotion ceremony may sign up for the banquet. Collection of permission forms and money will begin on Tuesday, May 1, and will continue through Wednesday, May 16. Students will submit forms and money to their Advisory teachers. We cannot extend this deadline because a confirmed count is due for the caterer, favors, buses, etc.

### **Table Assignments:**

Students will be seated at tables by Advisory groups. Advisory teachers will announce table assignments. However, once lunch is over, students are free to visit friends at other tables or walk around the banquet room. After the last song/dance, students must return to their Advisory assigned tables for the closing program.

### **Dining Reminders:**

This event provides a great opportunity for students to practice etiquette. Students are asked to remember these dining courtesies:

1. Take only what you are sure you will eat. You can always go back later for more.
2. Napkins go on your lap while eating.
3. Elbows should not be on the table.
4. Chew with your lips closed and don't speak with food in your mouth.
5. When finished with your meal, dispose of your plate, utensils, and napkin in the trash bins provided.
6. Everything on the table belongs to Blaisdell Center except the MMS favors. Do not misuse or remove banquet room property.

## **Banquet & Dance Rules**

1. Remain in the banquet room unless you have permission to go to the restroom.
2. In case of emergency or if a student needs help, please notify any chaperone.
3. Found items must be turned in to a school chaperone immediately.
4. Ballroom items or equipment may NOT be tampered with or removed from the banquet room.
5. DJ has been instructed to play only songs that are appropriate for a school event.
6. Students are not allowed within the DJ's work area.
7. Students who display inappropriate dance movements or gestures will be removed from the ballroom and will sit outside the ballroom with a chaperone for an indefinite amount of time. Inappropriate dance movements include anything discourteous or offensive to other people, such as touching another person inappropriately, rubbing bodies against each other, riding each other in any way, or hitting or banging each other. In general, for fast dances, body parts should not be touching. Holding each other lightly and appropriately for slow dances is generally acceptable.

## **Attire for Promotion and Banquet**

For this event, students have the option of wearing their school uniforms **OR** the following approved attire:

Solid color **LONG PANTS (no leggings, no shorts)**; shirt or blouse with sleeves. Shirts and blouses may be any color or print. Full length denim jeans are fine, as long as they are clean, presentable (no rips, not faded, etc.), and PROPERLY FITTED (not baggy). Girls may also wear solid color capris-length pants.

Necklines for girls must adhere to the "fist to collarbone" rule, which will be shown to the students. Shirts/blouses must cover the entire shoulder, back, midriff, and chest. No tight or clinging tops. Fabrics should be knit, cotton or other casual fabrics. Sheer (see-through) fabrics or unlined lace are allowed only for sleeves or collars, not the torso area.

Footwear: Clean, comfortable shoes or sandals. Clean athletic shoes are fine. No rubber slippers. No soles or heels over 2" high. For safety reasons, students are required to wear their shoes or sandals the entire day, so shoes should be comfortable and manageable.

Accessories: Students are discouraged from wearing expensive jewelry to these events. Rings, necklaces, and bracelets are frequently lost or broken. Each student is responsible for his/her own belongings. There will NOT be a holding area at the banquet.

Outfits must meet the attire rules WITHOUT the addition of a jacket, sweater, or cover-up. Students are expected to wear their complete outfits - including shoes - for both the promotion ceremony and banquet. *No changing is allowed.* Therefore, dress comfortably and sensibly for this event. Jackets and long sleeved shirts are usually too warm for students, especially when they start dancing. Attire should be modest and informal. This is NOT a dressy affair, so parents need not purchase new or expensive clothing for this event. We are trying to keep costs down for everyone.

**Students who are dressed inappropriately will be issued a school uniform to wear to the ceremony and banquet. The uniform must be returned the next day or the cost of a new uniform will be added to the student's financial obligations. If the school runs out of uniforms, or if the appropriate size is not available, the student will need to remain on campus in a designated supervised classroom. We will not be able to issue refunds to students who do not attend the promotion ceremony or banquet due to inappropriate attire.**

## **Cost for Events**

### **Promotion Ceremony -- \$6.00**

This amount helps to pay for the rental and services of the Concert Hall and one way bus transportation.

### **Promotion Banquet - \$32.00**

Student payment covers all-you-can-eat buffet, tax/service charge/gratuity, supervision/security, decorations, favors.

Student Government dues will pay for other necessary chaperones, other promotion ceremony and banquet expenses, and remaining bus transportation. Mahalo to our PTSA who is covering the cost of the DJ for the banquet.

If a student wants to attend these events, but cannot pay the entire cost due to financial limitations, please see our principal – Mr. Wayne Guevara - immediately so he can assist the student in a timely manner. If your child decides later not to attend or loses the privilege of participating **after May 18, NO REFUND** can be made as all reservations have been guaranteed and paid for by this date.

*Please bring exact amounts as teachers will not always have change. Make checks payable to: Moanalua Middle School*

## **PHOTOGRAPHY INFORMATION**

Eighth graders took promotion photos in March. These individual photos will be shown on students' promotion certificates. Each student who took a photo received a personalized order form on or around April 7, for parents who want to order copies of these promotion photos. There will be no professional photos taken at the banquet, however, there will be a photo area set up for students to take photos individually or with friends. Designated staff or student leaders will be taking these photos. Students are not allowed to use their phones or cameras at these events.

*A few students did not take promotion photos with Portraits of Hawaii. Those students will have their yearbook or ID photos on their promotion certificates.*

## **DVD Copy of Promotion and Banquet Slide Show**

The Media class creates a memorable slide show that features most of the 8th grade students and staff. Parents and students are invited to send in photos of MMS student activities from 7<sup>th</sup> and 8<sup>th</sup> grade years by April 27. E-mail photos to: Thurston\_Goda@notes.k12.hi.us. Include names of students shown in the photo(s). Media students will select photos based on appropriateness and available space. Students who wish to purchase a DVD copy of the promotion ceremony and slide show may see Mr. Arakaki or Mr. Goda for a Pre-Order Form. The cost is \$8.00.

**Moanalua Middle School  
ACTIVITY PERMISSION FORM**

***Every 8<sup>th</sup> grader must complete & turn in a permission form - whether he/she is participating or not. Permission form and money due by 3:00 PM, Wednesday, May 16, 2018, to Advisory teacher.***

Activity: **8th Grade Promotion Ceremony & Promotion Banquet**  
Date: Wednesday, May 30, 2018      Time: (see schedule on page 1)  
Sponsoring Class/Group: 8th grade staff and school administrators, Student Government

Transportation Arrangement: Chartered Bus  
*Students who attend these events must ride the chartered buses to and from the events. All participating students are expected to remain for the entire event(s).*

Student's Name: \_\_\_\_\_

Advisory Room #: \_\_\_\_\_      Adv Teacher: \_\_\_\_\_

**Please initial ONE:**

\_\_\_\_\_ My son/daughter WILL participate in both the promotion ceremony AND banquet.  
(initials)      Payment of \$38.00 is attached. *(Make checks payable to: Moanalua Middle School)*

\_\_\_\_\_ My son/daughter will participate in the PROMOTION CEREMONY ONLY. Payment of  
(initials)      \$6.00 is attached. I (or my designee) will be at the Blaisdell Concert Hall to sign my  
son/daughter's release and provide transportation home for him/her. **I have completed the  
information on the back of this form.**

\_\_\_\_\_ My son/daughter WILL NOT BE PARTICIPATING in either the promotion ceremony or the  
(initials)      banquet. ***For students not participating, please CIRCLE ONE option below:***  
***He/She WILL / WILL NOT be in school on May 30.***

We (I) grant permission for said student to participate in the planned activities and to travel by private or commercial car or bus or other means as required. I release the State from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

In the case of illness or injury to said student, we (I) hereby consent to and authorize such medical or dental treatment as deemed necessary and agree to pay for such medical and dental costs if incurred.

We have read and understand all 6 pages of this handout. **By signing and submitting this form, parent agrees to support all rules, and student agrees to follow all rules.**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Ph # where parent can be reached during activity: \_\_\_\_\_

**Complete this form if your son/daughter is attending the Promotion ceremony ONLY.**

To Moanalua Middle School Office:

My son/daughter will be attending the promotion ceremony only. I understand that I must sign him/her out with the Advisory teacher after the ceremony and provide transportation from the Blaisdell Concert Hall.

If someone else will be signing out your son/daughter, please print name & relationship to student:

\_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Phone: \_\_\_\_\_