



Kealakehe High School Class of 2014 Commencement Ceremony Participation Conditions

In order to participate in the Kealakehe High School Commencement Ceremony on **Saturday, May 24, 2014**, students need to meet the following conditions by the dates specified. No exceptions will be made!

Academic and Personal Transition Plan (PTP) Requirements

- Students are required to have all Kealakehe High School on-line recovery course work, including PLATO final exams, completed and turned in to your senior counselor by **Thursday, May 8, 2014** at 3:00pm. Any student choosing to take online recovery course work finals after this date run the risk of not walking the line due to delays with the scoring process.
- To avoid embarrassment and excess traveling fees of family members outside the island, parents must contact their child's counselor to ensure graduation progress well in advance of the above date.
- All PTP e-portfolio work must be completed by **Friday, March 14, 2014** at 3:00pm.
- PTP exit interview must be completed and passed by **Thursday, May 8, 2014** at 3:00pm.

Friday, May 23, 2014 – 3:00 P.M.

- All current KHS coursework and finals must be completed.
- It is the responsibility of each student and their parent(s) to check with teachers and counselors to ensure all required classes are being passed and that all required credits necessary for a diploma/certificate of completion have been completed with a passing grade.

Obligations and Citizen in Good Standing

Wednesday, February 26, 2014 – 3 P.M.

- All financial obligations to the school from previous years must be cleared by this date. As practices are mandatory, unpaid obligations can be terms for making a student ineligible to participate in the commencement ceremony.

Thursday, May 22, 2014 – 3 P.M.

- All financial obligations from the current school year must be cleared. Only cash and money orders will be accepted – **NO CHECKS!**
- Financial obligations include but are not limited to: library fines, class dues, yearbook fees, lost textbook/unreturned textbooks payments, athletic uniforms not returned or paid for, JROTC, band, etc.
- Students must be passing CEPA (by this date) for the 2013-2014 school year with at least an 85% OR students at 80% must have completed citizenship service hours and filed paperwork with Mr. Huitt or Ms. Weiss to qualify them as a "citizen in good standing."
- Students must have passed, with a score of 85% or higher, their freshmen, sophomore, junior and senior years of CEPA. Students who did not pass one or more of these years must have all CEPA credit recovery completed by **Thursday, May 8, 2014**.

Note: It is the responsibility of parents and students to check with their CEPA teacher to request CEPA service paperwork when the year grade is between 80- 85%. It is NOT the teacher's responsibility.

Behavior Requirements

Saturday, March 15 – Saturday, May 24, 2014

- Students may not commit any class A or B behavior offenses during the fourth quarter. Students who do will not participate in the ceremony.
- Be familiar with the KHS Discipline Plan to avoid Class A or B offenses.
- During this time, students who disrupt the learning environment, damage school property or cause undue labor for the custodial staff due to a “senior prank” will not be allowed to participate in the ceremony.

Commencement Ceremony Practices

- Students expecting to participate in the commencement ceremony are required to be present at all mandatory practices. **Students who miss even one (1) mandatory practice or do not attend at least four (3) of the practices from April 24 – May 15 will not be allowed to participate in the commencement ceremony.**
- Students who enter any practice more than 5 minutes late will be marked absent.

Mandatory Graduation Practices

- Mandatory practices for the Class of 2014 are:
 - **Thursday, April 10** from 8:15 A.M. – 9:09 A.M. in the gym
 - **Wednesday, May 21** from 3:15 P.M. – 5:15 P.M. in the gym
 - **Thursday, May 22** from 3:15 P.M. – 5:15 P.M. in the gym
 - If necessary, **Friday, May 23** from 3:15 P.M. – 5:15 P.M. in the gym. Students will be notified as late as **Thursday, May 22** at 5:15 P.M. as to whether this practice is needed.

Other Practices

- In addition to the mandatory practices, students must attend four (3) of the following (4) practices:
 - **Thursday, April 24** from 8:15 A.M. – 9:09 A.M. in the gym
 - **Thursday, May 1** from 8:15 A.M. – 9:09 A.M. in the gym
 - **Thursday, May 8** from 8:15 A.M. – 9:09 A.M. in the gym
 - **Thursday, May 15** from 8:15 A.M. – 9:09 A.M. in the gym

Week of May 19, 2014

- Attendance to all graduation practices is mandatory this week. Again, check the schedule to align work and practice schedules. Work is not an excuse to miss practice.
- All school rules will be followed during practices. Any violations will be considered insubordination and may result in suspension.
- Final exam make-ups for anyone who missed a final exam during the week need to be scheduled around all mandatory practices. Students need to do everything possible to take your finals during the regularly scheduled time.
- The only way to be excused from these mandatory practices is (literally) with a doctor's note **and** administrative approval.

COMMENCEMENT CEREMONY DRESS CODE AND BEHAVIOR

- Boys must comply with the KHS dress code and wear:
 - Completely black or white covered shoes, no slippers
 - Black dress pants
 - White collarless t-shirt (no print showing)
 - No sunglasses
- Girls must comply with the KHS dress code and wear:
 - White or black shoes or strapped sandals, no slippers
 - Dress, blouse/t-shirt with skirt or capri pants the same length as the robe (whatever you're wearing should not be longer than the gown)
 - No sunglasses
- No leis, or similar objects, are to be worn during the ceremony.
- No alterations can be made to the cap, robe or stole:
 - Detachable alterations will be removed before the ceremony begins
 - Permanent alterations will void the students participation in the ceremony
- Reasonable suspicion of being in an "altered state" due to substance abuse or alcohol consumption will result in the student not participating in the commencement ceremony.

ACKNOWLEDGEMENT OF COMMENCEMENT CEREMONY PARTICIPATION CONDITIONS

- Students who do not return the "ACKNOWLEDGEMENT OF COMMENCEMENT CEREMONY PARTICIPATION CONDITIONS" agreement to their citizenship teachers by **Tuesday, August 27** will not be allowed to participate in the commencement ceremony.