



Darlene Bee
Principal

Kim Williamson
Vice-Principal

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PAHOA HIGH AND INTERMEDIATE SCHOOL
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December 17, 2018

Dear Parents/Guardians or Adult Student,

Pahoa High and Intermediate High School's commencement is scheduled to take place on May 26, 2019 at 5:30p.m at the Afook-Chinen Civic Auditorium. The commencement marks a milestone in the lives of our graduating students, and it is the school's way of honoring each student who has met all academic, financial, and other obligations for graduation.

As we prepare for commencement, please review the enclosed "Expectations and Understanding for Participation in Commencement Exercises" form. Participation in our school's commencement is voluntary. Students who wish to participate in commencement must meet the expectations detailed in the "Expectations and Understanding for Participation in Commencement Exercises" form. Participation shall be denied if requirements are not met.

Please return the "Expectations and Understanding for Participation in Commencement Exercises" form to the Principal by December 21, 2018 if your student/you wish to participate in our school's commencement.

A student who wishes to participate in commencement but is denied participation because requirements agreed to on the "Expectations and Understanding for Participation in Commencement Exercises" form were not met, may appeal the denial to the Principal.

Should you have any questions regarding the expectations and understanding, or need clarification, please contact me at 313-4312. We look forward to a wonderful commencement!

Sincerely,

Darlene Bee
Principal

Enclosure

Expectations and Understanding For Participation in Commencement Exercises

Board of Education (“BOE”) Policy #4540 provides that students shall be permitted to participate in commencement exercises if they: (1) meet the requirements for a diploma or certificate; (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.

Participation in our school’s commencement is voluntary. In order to exercise the privilege of participating in commencement, students are expected to meet all of the following requirements:

- (1) Complete all academic requirements for a diploma or certificate by May 24, 2019.
Students must turn in and complete all work.

If a student receives an “F” for any course required for graduation credit, the student will not be permitted to participate in the commencement ceremony. However, the student still has until May 31, 2019 to complete work needed to pass and subsequently receive a diploma.

- (2) Meet all financial obligations by paying all school debts by May 24, 2019. Financial debts include but are not limited to the cost of individually assigned textbooks or borrowed library books and material that are lost by the student and any restitution agreements between the students and parents and the school for vandalism or negligence pursuant to Chapter 8-19, Hawaii Administrative Rules. Any Financial obligations must be paid to the main office.

- (3) During the 3rd and 4th Quarter of the student’s senior year, the student must not be found to have committed one (1) Chapter 19 Class A or Class B offense.

- (4) During the 3rd and 4th Quarter of the student’s senior year, the student must not be found to have committed two (2) Chapter 19 Class C or Class D offenses.

- (5) Attend all practices and rehearsals for commencement exercises throughout second semester.

Wear appropriate attire at the commencement.

- (6) Preceding or during commencement, the student must not be found by the school administrator(s) to violate the law or provisions of Chapter 19.

It is the responsibility of each student desiring to participate in the commencement exercise to review and abide by the expectations described in this form and to seek clarification if needed with Principal Darlene Bee at 313-4312.

Please sign and return page 3 to the main office. Retain pages 1 and 2 for your records.

Expectations and Understanding For Participation in Commencement Exercises

(Student and Parent or Guardian must complete the information below)

I, the student voluntarily participating in commencement, understand that I must meet all academic, financial and other expectations described in this form in order to participate in my school's commencement exercise. My signature and the signature of my parent or guardian below (not necessary for an adult student) indicates that we understand that if I do not fulfill the expectations described in this form the school administrator(s) shall deny my participation in the commencement exercise.

(Print name of student)

(Student Signature)

(Date)

(Print name of parent or guardian)

(Parent or Guardian Signature)

(Date)

In order to participate in commencement, this form must be completed and submitted to the Principal by December 21, 2018 in the main office.

Note: A student who wishes to participate in commencement but is denied participation because requirements agreed to on the "Expectations and Understanding For Participation in Commencement Exercises" form were not met, may appeal the denial to Principal Darlene Bee at 313-4312.