

DAVID Y. IGE
GOVERNOR



KEITH HAYASHI
INTERIM SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PEARL CITY HIGH SCHOOL
2100 HO'OKI'EKI'E STREET
PEARL CITY, HI 96782

November 1, 2021

**NOTICE TO QUALIFIED SENIOR STUDENTS REGARDING
THE PRIVILEGE OF PARTICIPATING IN COMMENCEMENT 2022**

Commencement is a traditional school ceremony for conferring diplomas and certificates of completion to graduating seniors in the presence of their invited family and friends. This is the school's way of honoring each student who has completed all academic requirements for graduation.

Participation in Pearl City High School's Commencement is a privilege. Students who fulfill the graduation requirements on a timely basis will have earned the privilege of participating in Commencement.

The school administration is responsible for ensuring that our Commencement is a safe, dignified, and memorable event for all participants and guests. For this reason, the school may revoke a student's participation privilege if the student poses risk to the health, safety, order, and/or decorum of Commencement.

A. An otherwise qualified senior will **not** be allowed to participate in the commencement under the following Chapter 19 disciplinary conditions (Chapter 19 is an administrative rule which governs student conduct in the Hawaii Department of Education):

Quarter 4:

1. **A qualified senior is suspended during the fourth quarter for a Class A or B offense.**
 - i. Class A offenses include but are not limited to unlawful conducts such as homicide, assault, burglary, robbery, possession or use of firearms and other dangerous weapons, involvement in a fight and/or in a way enticing a fight, possessions and/or use of drug paraphernalia and illicit substances, extortion, property damage, sexual offenses, terroristic threatening, sale of illicit substances, bullying, cyberbullying, harassment, and stalking.
 - ii. Class B offenses include but are not limited to disorderly conduct, gambling, discrimination, retaliation, theft, trespassing and rendering false alarms, forgery, inappropriate use of the Internet.
1. **A qualified senior is suspended for more than ONE Class C offense during the fourth quarter.**
 - i. A qualified senior will receive a warning after his/her/their first Class C offense that commencement privileges will be revoked if a second offense is committed during the fourth quarter. And if a SECOND offense (that leads to suspension) is committed during the fourth quarter, he/she/they **will not** be allowed to participate in commencement.
 - ii. Class C offenses include but are not limited to DOE prohibited conducts such as, class cutting, insubordination, leaving campus without permission, smoking, use of tobacco substances, truancy, and use of abusive language.

- B. Pearl City High School may revoke a qualified senior's privilege of participating in Commencement if the qualified senior does not comply with the set standards of conduct regarding participation in the Commencement. **It is emphasized that participation in the Commencement ceremony and Project Graduation 2022 is a privilege.** Therefore, qualified seniors intending to take part in both graduation events **must meet all of the following FIVE (5) criteria:**
1. Have fulfilled ALL DOE credit requirements by *Tuesday, May 17, 2022, 3:00 p.m.*
Dates for credit requirements, obligations, and appeals are subject to change when a location for graduation, date and time are secured.
 2. Have paid all school dues and other accumulated financial obligations by 3:00 p.m. on Friday, May 13, 2022. All obligations received after Friday, April 15 2022, at 3:00 p.m. must be made by cash payments. Students making payments after Friday, May 13, 2022, (3:00 p.m.) may be denied participation in both graduation events.
 3. Have the attached Student and Parent/Guardian Acknowledgement and Agreement signed by both the student and the student's parent or guardian and returned to room D310 by Thursday, December 16, 2021, by 3:00 p.m. All Agreements received after this date will be considered late, unless received with an attendance readmit slip documenting the student's absence on December 16, 2021. Agreements received after Thursday, December 16, 2021 at 3:00 p.m. but before Friday, January 7, 2022, by 3:00 p.m., will incur one (1) hour of after school detention (date and time to be determined by Vice-Principal) EACH SCHOOL DAY the Agreement is late (maximum four (4) hours). No Agreements will be accepted after Friday, January 7, 2022, at 3:00 p.m. AGREEMENTS WILL NOT BE ACCEPTED ON WEEKENDS OR WINTER BREAK. (DO NOT LEAVE THE AGREEMENT IN A TEACHER'S BOX AT THE FRONT OFFICE!) IF AGREEMENTS ARE LEFT IN THE BOXES, THEY WILL BE CONSIDERED RETURNED WHEN MS. "KAJI" OKUNAGA RECEIVES THE AGREEMENT, NOT THE DAY THE CONTRACT WAS PLACED IN THE BOX.
 4. Comply with dress code standards as set by the Commencement Committee as follows:
 - i. All students should:
 1. Wear committee-approved cap, tassel, and commencement gown and cords when appropriate, wear honor stoles/cords purchased from the Committee.
 2. Hem (if necessary) the commencement gown 10 inches from the floor while wearing shoes.
 3. Wear approved jewelry which includes small earrings, rings, necklaces, bracelets, and watches.
 4. Wear appropriate jewelry. Jewelry deemed as oversized or outlandish by the graduation advisor or the administration may not be worn. If there are any questions regarding appropriate jewelry, students may see Ms. "Kaji" Okunaga or email her at daphne.okunaga@k12.hi.us.
 5. Not wear sunglasses.
 6. Not wear costume wigs or costume accessories.
 - ii. Students choosing to wear the white commencement gown should:
 1. Wear an all-white dress (white print on dress is allowed). The dress MUST have straps (spaghetti straps are acceptable).
 2. Know that they may opt to wear a white blouse or all-white short-sleeved or rolled-up long sleeve dress shirt with collar and no prints, with a white skirt or white long pants instead of a white dress.
 3. Not wear shorts or t-shirts, both of which are not allowed.
 4. Not wear halter tops or strapless tops/dresses.
 5. Wear all-white shoes or sandals (only sole not required to be white) **with a backstrap**. NO SLIPPERS OR CROCS.
 6. Not wear shoes with wood or cork heels.
 7. Wear flesh-colored hosiery if the student opts to wear hosiery.

- iii. Students choosing to wear the purple commencement gown should:
 - 1. Wear all-white, short-sleeved or rolled-up long sleeve dress shirt with a collar and no prints.
 - 2. Wear all black pants.
 - 3. Know that they may opt to wear an all-black dress (black print on dress is allowed). The dress **MUST** have straps (spaghetti straps are acceptable, no halters).
 - 4. Wear a solid black tie without prints; No bow ties.
 - 5. Wear all-black shoes or sandals (only sole not required to be black) **with a backstrap. NO SLIPPERS OR CROCS.**
- 5. Review all information and pick up all required materials for Commencement Day:
 - i. Receive information in Senior Academy Google Classrooms and can also find the information on our school website, www.pchs.k12.hi.us under the “Graduation 2022” button. If a qualified senior has questions or needs clarification about the information, it is the qualified senior’s responsibility to email Ms. “Kaji” Okunaga.
 - ii. **More information about location, date, and time will be provided as soon as possible to seniors via email, academy Google Classrooms, PCHS website and phone blast to families.**

Student Appeals

Should any student be denied participation in Commencement because of any of the conditions set above, the student may appeal directly to the Principal of Pearl City High School **in writing** by *Tuesday, May 17, 2022 at 3:00 p.m. It is the responsibility of each student desiring to participate in Commencement to review and abide by the participation conditions described in this Agreement and to seek clarification, if needed. Questions concerning graduation ceremony or participatory conditions may be directed to Ms. “Kaji” Okunaga, phone number 808-307-5597 or emailed to daphne.okunaga@k12.hi.us.

***Dates for credit requirements, obligations, and appeals are subject to change when a location for graduation, date and time are secured. ***

Reminders for student behavior during the Commencement ceremony:

At the commencement ceremony qualified seniors will be representing Pearl City High School, families, and friends. Therefore, all qualified seniors must display appropriate behaviors throughout the ceremony. Any qualified senior who does not do so will be removed from the ceremony. Inappropriate behavior may include but is not limited to the following actions:

- 1. standing on the chairs during the ceremony
- 2. removing graduation caps and/or gowns during the ceremony
- 3. getting out of line during the processional entrance or exit
- 4. using artificial noisemakers
- 5. throwing confetti
- 6. altering graduation gowns/clothes during the ceremony

Diploma Packet

Qualified seniors will receive their diploma packet at the end of the Commencement ceremony. Qualified seniors who do not participate in the Commencement will have to see the registrar to pick up the packets starting the first work day following commencement; **NO PACKETS WILL BE MAILED HOME.** All qualified seniors who are picking up their diploma packet at PCHS will need a photo ID to pick up the diploma packets and may only pick up his/her own packet for security purposes.

Contraband Items

Qualified seniors should only wear the required graduation attire and should not bring any personal items to graduation. This may include but is not limited to cellular phones, gum, sunglasses, cameras, electronic equipment, and bags. Any contraband items will be confiscated by PCHS staff members and may be picked up starting the first work day following the commencement at Pearl City High School from Ms. “Kaji” Okunaga.

Approved by  J. Halfmann, Principal

