

**Leilehua High School**  
**Class of 2022**  
**Agreement to Participate in**  
**Commencement**  
***(Senior Agreement/Senior Contract)***

Seniors and Graduating Juniors and their parent(s) or guardian(s):

1. Please read and review all of the information in this Agreement to Participate in Commencement (also known as the Senior Agreement or Senior Contract).
2. Return the signed Agreement to Participate in Commencement Form by **Friday February 11, 2022, 3:30 pm to the office.**

If you have questions, please call your Senior Counselor or VP:

Ms. Lois Lozano (Alpha A-K) 305-3040

Ms. Carrine Higa (Alpha L-Z) 305 3053

Ms. Shelley Ferrara, Vice Principal 305-3013

The Agreement to Participate in Commencement Form must be signed and returned in order to participate in the Leilehua High School Class of 2022 Commencement ceremony.



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
LEILEHUA HIGH SCHOOL  
1515 CALIFORNIA AVENUE  
WAHIAWA, HI 96786

January 31, 2022

Dear Senior or Graduating Junior and Parents/Guardians:

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. Leilehua High School's commencement ceremony will take place on Friday, May 20, 2022, at the Hugh Yoshida Stadium. The dates, times, and formalities of the ceremony will be subject to the Department of Health and State COVID-19 guidelines and restrictions, as well as Interim Superintendent Hashimoto's directives.

As we prepare for commencement, please be advised there is a **MANDATORY VIDEO on the school website located in the Class of 2022** explaining information, expectations, and understandings for participation in commencement. Participation in our school's commencement is voluntary, but students who wish to participate in commencement must meet the expectations detailed in the "*Expectations and Understanding for Participation in Commencement Exercises.*"


Any updates regarding the Class of 2022 will be communicated via the mules app, school website, and the Class of 2022 google classroom.

Participation shall be denied if the Agreement to Participate in Commencement Form is not received by February 11, 2022.


Should you have any questions regarding the "Information, Expectations and Understandings for Participation in Commencement", or need clarification, please contact your alpha counselor, Ms. Lois Lozano (A-K) at (808)305-3040 or Ms. Carrine Higa (L-Z) at (808)305-3053.

We are working hard to make commencement a memorable experience for our students.

Sincerely,


  
Mr. Ronald Santos  
Senior Class Advisor

  
Ms. Tanya Factora  
Senior Class Advisor

  
Ms. Lois Lozano  
A-K Counselor

  
Ms. Carrine Higa  
L-Z Counselor

Approved by:

  
Mr. Jason Nakamoto  
Principal

  
Mrs. Shelley Ferrara  
% 2022 Vice-Principal

# Hawaii DOE Graduation Requirements: Class of 2022

## Hawaii High School Diploma

High school graduation requirements of the Hawaii public schools, grades 9-12 include 24 credits for the High School Diploma or 25 credits for the Board of Education Recognition Diploma. If you have any questions regarding these graduation requirements, please see your school counselor or principal.

	<b>HS DIPLOMA</b>
English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Physical Education (P.E.)	1 credit
Health	½ credit
Personal Transition Plan	½ credit
Two credits in one of the following:	2 credits
World Language (same language)	
Fine Arts	
Career and Technical Education	
Electives (any subject Area)	6 credits
<b>TOTAL</b>	<b>24 credits</b>

### Notes:

1. English shall include English Language Arts 1 (1 credit) and English Language Arts 2 (1 credit).
2. Social Studies shall include: U.S. History and Government (1.0 credit); and World History and Culture (1.0 credit); and Modern History of Hawaii (0.5 credit); and Participation in a Democracy (0.5 credit); and a Social Studies basic elective (1.0 credit)
3. Mathematics shall include, Algebra 1 (1.0 credit); Geometry (1.0 credit); and a mathematics basic elective (1.0 credit)
4. Science shall include Biology 1 (1.0 credit); and science basic electives (2.0 credits)
5. P.E. shall include a required 1/2 credit course, P.E. Lifetime Fitness, and a second 1/2 credit P.E. basic elective.
6. Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.
7. Two credits in a Fine Arts discipline: Visual Arts, Music, Drama or Dance. Credits do not need to be in a single discipline.
8. CTE: Two credits need to be in a single career pathway program of study sequence. JROTC: Two consecutive JROTC courses fulfill CTE two credits for diploma requirements.

**High School Diploma:** The High School Diploma shall be issued to students who have met all graduation requirements by demonstrating proficiency in the Hawaii Content and Performance Standards and General Learner Outcomes in the required courses.

## Hawaii DOE Graduation Requirements: Class of 2022 (Cont.)

### Honors Recognition Certificate Requirements

In addition to meeting the requirements for the Hawaii High School Diploma, students must attain a cumulative GPA of 3.0 or above to qualify for an honors recognition certificate in one or more of the honors described below.

- **Academic Honors:**
  - 4 credits of Math: The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP or IB or Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus. AND
  - 4 credits of Science: Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses. AND
  - 2 credits minimum must be from AP/IB/Running Start courses (equivalent to credits for two college courses).
- **CTE Honors:**
  - Completes program of study (2-3 courses in sequence plus a state-identified specific academic course requirement).
    - Earn a B or better in each required program of study (coursework)
    - Meet or exceed proficiency on performance-based assessments for the corresponding program of study
  - Completes one of the following written assessments for the corresponding program of study:
    - Earn at least 70% on each end-of-course assessment
    - Earn a nationally-recognized certificate
    - Earn a passing score on a Dual Credit Articulated Program of Study assessment
- **STEM Honors:**
  - 4 credits of Math: The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP or IB or Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus. AND
  - 4 credits of Science: Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses.
  - Successful completion of a STEM Capstone Project in one of the approved ACCN courses.

**Board of Education (BOE) Recognition Diploma:** A Board of Education Recognition Diploma with honors shall be issued to students who meet the course and credit requirements and attain a cumulative grade point average (GPA) of 3.0 or higher.

To students who meet the requirements, the BOE Recognition Diploma is awarded:

- Cum Laude with a GPA of 3.0 to 3.5
- Magna Cum Laude with a GPA of 3.5+ to 3.8, and
- Summa Cum Laude with a GPA of 3.8+ and above.

**Certificate of Completion:** The Certificate of Completion of an Individually Prescribed Program (IPP) shall be issued to a student with a disability who completes all the requirements set by the student's Individualized Education Program (IEP).

**Commencement Exercises:** Students shall be permitted to participate in commencement exercises if they

1. meet the requirements for a diploma or a 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.

## **Expectations and Understanding For Participation in Commencement**

### **Agreement to Participate in Commencement (Senior Agreement/Senior Contract) for Leilehua High School's Commencement Ceremony**

Commencement is a traditional school ceremony for conferring diplomas and certificates of completion to seniors and graduating juniors. It is the school's way of honoring each student who has completed all academic requirements for graduation and has met his or her financial obligations to the school.

Participation in Leilehua High School's Commencement ceremony is a privilege. Only those 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 a risk to the health, safety, order, and decorum of Commencement. If during the ceremony, the student(s) behave(s) inappropriately (such as but not limited to: rolling on the ground, doing cartwheels, piggybacks, removing/unzipping cap and gown, violations of Chapter 19, etc), the student(s) may be immediately removed from Commencement and Administration may also end the ceremony immediately.

Board of Education ("BOE") Policy #4540 provides that students shall be permitted to participate in Commencement if they: (1) meet the requirements for a diploma or a 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 participation in Commencement, students are expected to meet all of the following requirements:

<b>Requirement</b>	<b>Guidelines</b>	<b>Deadlines</b>
<b>Academic Expectations</b>	In order to participate in the Commencement ceremony, students must turn in and complete all academic requirements for a diploma or a certificate by <b>Friday, May 13, 2022, 3:30 pm</b> . 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 <b>May 26, 2022</b> to complete the work needed to pass and subsequently receive a diploma.	<b>Friday, May 13, 2022, 3:30 pm</b> - earn passing grades to MARCH in the CEREMONY  <b>May 26, 2022</b> - earn passing grades to receive DIPLOMA
<b>Financial Obligations</b>	<b>Friday, April 1, 2022</b> students must be cleared of any outstanding obligations. Students must submit their Outstanding Obligation Form to the Administration Office.  Students must meet all <b>FINAL</b> financial obligations by paying all school debts by <b>Friday, May 13, 2022, 3:30 pm</b> . 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. Financial obligations must be paid to the Administration Office.	<b>Friday, April 1, 2022, 3:30 pm</b> - ALL outstanding obligations must be cleared.  <b>Friday, May 13, 2022, 3:30 pm</b> - ALL FINAL obligations must be cleared to MARCH in the CEREMONY.

<b>Student Behavior/ Discipline</b>	<p>During the 4<sup>th</sup> Quarter of the student's senior/graduating junior year, the student must not be found to have committed one (1) Chapter 19 Class A or Class B offense.</p> <p>During the 4<sup>th</sup> Quarter of the student's senior/graduating junior year, the student must not have been found to have committed two (2) Chapter 19 Class C or Class D offenses.</p> <p>Preceding or during commencement, the student must not be found by the school administrator(s) to violate the law or provisions of Chapter 19.</p>	
<b>Song Practice &amp; Marching Practice</b>	<p><b><u>SENIOR ASSESSMENT WEEK SCHEDULE: (Dates/Periods subject to change)</u></b></p> <p>May 11: assessment pd 1,2,3  May 12: assessment pd 4,5  May 13: assessment pd 6,7  May 16: senior assessment make-up</p> <p>Students must attend all scheduled song and marching practices. The Senior Calendar is on the last page of this Agreement.</p> <p><i>The following guidelines will be implemented for both song and marching practice:</i></p> <ol style="list-style-type: none"> <li>1. Failure to attend any one of the song practices or marching practices will be interpreted as not complying with the above-mentioned requirements and may result in the student being excluded from Commencement.</li> <li>2. Any emergency warranting an excuse from practice must be cleared with Mrs. Ferrara - Senior Vice-Principal.</li> <li>3. Students who are tardy to any practices more than 5 minutes without a valid excused note will be considered absent and may be excluded from participating in Commencement.</li> <li>4. Sunscreen, hats, and sunglasses may be worn during practice but not during the actual Commencement.</li> <li>5. No electronics, food, drinks, or gum chewing, will be allowed at song and marching practice or during Commencement.</li> <li>6. Students must abide by all school rules, BOE policies, and school dress code rules during Commencement, as well as during practices, meetings, and other activities related to graduation. Students who disobey rules may have the privilege to participate in Commencement revoked by Administration.</li> <li>7. Note: Any updates regarding commencement and practices will be communicated via mules app, school website, and the Class of 2022 google classroom.</li> </ol>	<p><b>Refer to the Senior Calendar on the last page of this Agreement.</b></p>
<b>Attire</b>	<p>Wear appropriate attire at the commencement.</p> <p><b><u>ALL STUDENTS:</u></b></p> <ul style="list-style-type: none"> <li>● Cap-gown-tassel unit purchased from Balfour and when appropriate, wear honor stoles/cords purchased from the committee.</li> </ul> <p><b><u>WOMEN:</u></b></p> <ul style="list-style-type: none"> <li>● All-white dress.</li> </ul>	

	<ul style="list-style-type: none"> <li>● The neckline of the dress must be lower than the neckline of the gown (spaghetti straps, strapless dresses are not allowed). Length of dress must be shorter than the gown, but no shorter than fingertips.</li> <li>● All-white dressy shoes or sandals with back straps; no prints; no higher than 2 inches; no stilettos (pointed heels), no sneakers, athletic shoes, beach sandals, casual footwear.</li> <li>● If you choose to wear hosiery, wear flesh-tone hosiery.</li> <li>● Refrain from wearing excessive make-up and flashy jewelry (dangling earrings).</li> </ul> <p><b><u>MEN:</u></b></p> <ul style="list-style-type: none"> <li>● All-white short sleeve or long sleeve with collar, no prints.</li> <li>● Black dress slacks; no jeans, cords, cargo, or carpenter pants.</li> <li>● Black tie; no prints, no bow ties.</li> <li>● All-black dress shoes with dress socks; no casual footwear, such as sneakers, athletic shoes, beach sandals, or slippers.</li> <li>● Refrain from wearing excessive, flashy jewelry.</li> </ul> <p><b><u>Students must refrain from:</u></b></p> <ul style="list-style-type: none"> <li>● Wearing sunglasses during the ceremony.</li> <li>● Bringing handbags, purses or <b>cell phones to practice</b> and Commencement.</li> <li>● Bringing contraband items (cigarettes, lighters, electronics, noise makers, fireworks, or other contraband items) to practice or Commencement.</li> <li>● Defacing your cap and gown.</li> </ul> <p>Failure to comply with the above dress/accessory standards may result in the loss of your privilege to participate in Commencement.</p>	
<b>GRADUATION DAY</b>	<p>On graduation day, the following guidelines must be followed:</p> <ol style="list-style-type: none"> <li>1. Report time will depend on the commencement format, report time for students will be communicated via mules app, school website, and the Class of 2022 google classroom.</li> <li>2. Students should be dressed appropriately as mentioned in this Senior Agreement. Your cap and gown should be clean and wrinkle-free. Students are subject to search in accordance with Chapter 19. Violators may be dismissed.</li> <li>3. Students are to leave all valuables, purses, cell phones, etc., with their parent/guardian/responsible adult. Students will be required to turn items in and will be able to pick them up at the podium after the ceremony is over.</li> <li>4. Students are not allowed to carry and/or use any type of noisemaker (i.e., bull horns, whistles), party items (i.e., confetti, silly string), inflatable items (i.e., beach balls, tubes), or fireworks.</li> <li>5. Students are not allowed to wear leis prior to the ceremony.</li> </ol>	
<b>Diploma</b>	<p>The name printed on the diploma will be the legal name used on all school records. It is the student's responsibility to check with the Registrar's Office to ensure that their first name, middle initial, and last name are spelled</p>	<p><b>Wednesday, March 9, 2022: 3:30 pm</b> - name changes/corrections submitted to Registrar's Office.</p>

<p><b>Transcripts</b></p>	<p>correctly. Any name changes must be requested no later than <b>Wednesday, March 9, 2022 - 3:30 pm.</b></p> <p>Students may pick up their diploma at the registrar's office:          Tuesday, May 31, 2022: 9:00 am - 12:00 pm</p> <p>The diploma is an official document. Therefore, <b>ONLY</b> the student may sign for and pick up their own diploma. If the graduate wishes to have someone else (including a parent) pick up their diploma, the person must provide:</p> <ul style="list-style-type: none"> <li>● A written letter by the graduate authorizing the designated person to pick up their diploma</li> <li>● A photocopy of the graduate's identification (driver license, student ID, etc)</li> <li>● Identification of the designated person.</li> </ul> <p>Final transcripts will be available on June 15, 2022. Students should submit a FINAL Transcript Request form prior to this date to ensure that transcripts will be mailed to colleges/scholarships in a timely manner. No official transcripts will be mailed to or hand-carried by the student themselves.</p>	<p><b>Tuesday, May 31, 2022: 9:00 am - 12:00 pm</b>          Diploma pick up at Registrar's Office.</p> <p><b>June 15, 2022:</b>          Final transcripts available.</p>
<p><b>Miscellaneous</b></p>	<p>Students must turn in the Agreement to Participate in Commencement Form in order to participate in the commencement ceremony. The form is due no later than <b>Friday, February 11, 2022 at 3:30 pm to the Front Office.</b></p> <p>Students must also waive their non-disclosure rights in order to have their names printed in the Commencement program.</p> <p>If a student is denied or does not participate in the commencement ceremony, a refund for the purchased cap and gown will NOT be given.</p> <p>Free speech issues shall be confined to the flagpole area only.</p>	<p><b>Friday, February 11, 2022 at 3:30 pm -</b>          Agreement to Participate in Commencement Form turned into Front Office.</p>

It is the responsibility of each student desiring to participate in Commencement to review and abide by the expectations described in this form and to seek clarification if needed from Mrs. Shelley Ferrara, Class of 2022 Vice Principal at (808) 305-3000, or email at shelley.ferrara@k12.hi.us.



**Agreement to Participate in Commencement Form  
Leilehua High School Commencement 2022  
DUE: FEBRUARY 11, 2022 to the Front Office**

Student's Name (Print):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I hereby ACKNOWLEDGE RECEIPT of the Agreement to Participate in Commencement Form (hereafter referred to as Senior Agreement or Senior Contract) for participation in Leilehua High School's Commencement.
- I have **READ the Senior Agreement and viewed the MANDATORY VIDEO on the school's website located in the Class of 2022** explaining information, expectations, and understandings for participation in commencement.
- I UNDERSTAND the conditions and requirements of the Senior Agreement.
- I also UNDERSTAND that failure to meet any of the stated requirements of the Senior Agreement will revoke my child's privilege of participating in Leilehua High School's Commencement.

**MEDICAL INSURANCE COVERAGE:**

\_\_\_\_\_ My child has medical coverage with \_\_\_\_\_

(name of plan: e.g. HMSA, Kaiser, Military, etc)

\_\_\_\_\_ My child is NOT covered by any medical insurance plan.

\*A child not covered by medical insurance participates at his/her own risk. In case of illness or injury, I hereby consent and authorize medical treatment as deemed necessary, and agree to pay for any and all incurred costs.

**PERMISSION TO PARTICIPATE IN THE COMMENCEMENT EXERCISE AND SONG/MARCHING PRACTICES:**

I grant permission for my child to participate in the Leilehua High School 2022 Commencement Exercise and all commencement song/marching practices. It is hereby granted that Leilehua High School and the State of Hawaii be absolved of all legal responsibility in case my child is injured or hurt due to his/her own negligence, or upon proof that the school representatives were exercising due prudence in carrying out their responsibilities.

I, \_\_\_\_\_ the student voluntarily participating in commencement, understand that I must meet all academic, financial, and other expectations described in this Senior Agreement in order to participate in Leilehua High School's Commencement. My signature and the signature of my parent or guardian below indicates that we understand that if I do not fulfill the expectations described in this Senior Agreement, the school administrator(s) shall deny my participation in Commencement.

\_\_\_\_\_

(Print name of student)

\_\_\_\_\_

(Student's signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Print name of parent/guardian)

\_\_\_\_\_

(Parent/Guardian's signature)

\_\_\_\_\_

(Date)

**In order to participate in Commencement, this form must be completed and submitted to the Front Office no later than February 11, 2022 by 3:30 pm.**

## % 2022 SENIOR SONG AND MARCHING PRACTICE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>April 25</b> SONG PRACTICE BOYS ONLY 12:40-1:10 Gym doors close at 12:40	<b>April 26</b> SONG PRACTICE GIRLS ONLY 12:40-1:10 Gym doors close at 12:40	<b>April 27</b> no song practice	<b>April 28</b> SONG PRACTICE BOYS ONLY 12:40-1:10 Gym doors close at 12:40	<b>April 29</b> SONG PRACTICE GIRLS ONLY 12:40-1:10 Gym doors close at 12:40
<b>May 2</b> SONG PRACTICE BOYS ONLY 12:40-1:10 Gym doors close at 12:40	<b>May 3</b> SONG PRACTICE GIRLS ONLY 12:40-1:10 Gym doors close at 12:40	<b>May 4</b> no song practice	<b>May 5</b> SONG PRACTICE BOYS ONLY 12:40-1:10 Gym doors close at 12:40	<b>May 6</b> SONG PRACTICE GIRLS ONLY 12:40-1:10 Gym doors close at 12:40
<b>May 9</b> MASS SONG PRACTICE (BOYS & GIRLS) 12:40-1:10 Gym doors close at 12:40	<b>May 10</b> MASS SONG PRACTICE (BOYS & GIRLS) 12:40-1:10 Gym doors close at 12:40	<b>May 11</b> SR ASSESSMENTS 1/2/3 8:20-9:45 per 1 9:55-11:10 per 2 11:25-12:40 per 3 no song practice	<b>May 12</b> SR ASSESSMENTS 4/5 MASS SONG PRAC. 8:20-9:45 per 4 9:55-11:10 per 5 11:25-12:40 per 6 12:40-1:10 song practice 1:15-2:30 per 7	<b>May 13</b> SR ASSESSMENTS 7/6 MASS SONG PRAC. 8:20-9:45 per 7 9:55-11:10 per 6 11:25-12:40 song practice 12:40-1:10 Lunch 1:15-2:30 Assembly
<b>May 16</b> SR ASSESSMENTS- make-ups LEAVE CAMPUS AFTER NO LOTTERING	<b>May 17</b> MARCHING PRACTICE Report to GYM by 8:20 am; must find own transportation home MANDATORY LEAVE CAMPUS AFTER NO LOTTERING	<b>May 18</b> MARCHING PRACTICE Report to GYM by 8:20 am; must find own transportation home MANDATORY LEAVE CAMPUS AFTER NO LOTTERING	<b>May 19</b> MARCHING PRACTICE Report to GYM by 8:20 am; must find own transportation home MANDATORY LEAVE CAMPUS AFTER NO LOTTERING	<b>May 20</b> GRADUATION! Report to GYM by 4:00 pm