

STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
**J.B. CASTLE HIGH SCHOOL**  
45-386 KANEHOE BAY DRIVE  
KANEHOE, HAWAII 96744

March 7, 2023

Dear Parent/Guardian,

James B. Castle High School's commencement is scheduled to take place on Saturday, May 20, 2023, time to be announced, on the school's athletic field. 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.

Participation in our school's commencement is **voluntary** and we consider participation in commencement a privilege for students who have met the expectations detailed in the "Expectations and Understanding for Participation in Commencement Exercises" form. **Participation shall be denied if requirements are not met.** A signed participation agreement form must be turned in to the school in order to participate in 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.

Because the ceremony may be recorded, all students participating in the Commencement Exercises must have a **signed** Student Publication Audio/Video Release Form on file with the school. Furthermore, students must not be on non-disclosure status.

Students who do not wish to participate in commencement should sign a ceremony non-participation form.

Should you have any questions or need clarification regarding the commencement participation agreement or the non-participation form, please call (808-305-0870) or email (masumotos@knights.k12.hi.us) Ms. Shareen Masumoto, Graduation Guidelines Advisor.

We look forward to a successful commencement exercise.

Sincerely,



Bernadette Tyrell  
Principal

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE non-discrimination policies as follows:

Beth Schimmelfennig, Director  
Rhonda Wong, Compliance  
Aaron Oandasan, Title VI  
Toby Yamashiro, Title VII  
Nicole Isa-Iijima, Title IX  
Krysti Sukita, ADA/504

Civil Rights Compliance Branch  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
CRCB@k12.hi.us

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**EXPECTATIONS AND UNDERSTANDING FOR  
PARTICIPATION IN COMMENCEMENT EXERCISES**

The Commencement is a traditional, formal school ceremony for conferring diplomas and certificates of completion to students who fulfill graduation requirements by May 19, 2023. It is the school's way of honoring each student who has completed all academic requirements for graduation, has demonstrated "Knight Pride" (character, competence, commitment), and has met all of his or her financial obligations to the school.

The ceremony itself also reflects what you, the graduating senior, have learned and accomplished during your thirteen years of schooling, especially the last four years. More specifically, it is really your last "project." The commencement will demonstrate to the faculty and staff, your family and friends, the underclassmen, and the community that you are now ready to assume your rightful role in society as a decent, caring, and responsible citizen. The Class of 2023 has a tradition to uphold – Castle's ceremony has been long deemed one of the best in the state. We are confident that you will continue that tradition.

Participating in commencement is voluntary. Students who fulfill the graduation requirements on a timely basis will have earned the PRIVILEGE of participating in commencement.

The school administration has the responsibility to ensure that commencement is a safe, dignified, and memorable event for all participants. For this reason, **the school may revoke your participation privilege if you pose a risk to the safety, order, and decorum of the ceremony. The school may revoke your privilege of participating in the Commencement Ceremony under any of the following circumstances:**

1. During the 4<sup>th</sup> Quarter of the senior year, the student is determined to have committed a Chapter 19 Class A or B offense. Class A offenses include, but are not limited to, unlawful conduct such as assault, robbery, possession or use of firearms and other dangerous weapons, possession or use or sale of drug paraphernalia and illicit substances, cyberbullying, and sexual offenses. Class B offenses include, but are not limited to, unlawful conduct such as disorderly conduct, gambling, forgery, theft, and rendering false alarms; (See Castle's website School Policy section for a complete list.)
2. During the 4<sup>th</sup> Quarter of the senior year, the student is determined to have committed two Class C offenses, the first resulting in a warning. Class C offenses include, but are not limited to, DOE prohibited conduct such as class cutting, insubordination, abusive language, and smoking or use of tobacco substances.  
(See Castle's website School Policy section for a complete list.)
3. Students must abide by the following deadlines:
  - a. **School Detention:** Detention hours must be served by 3:00 PM, Friday, May 12, 2023.
  - b. **Meet all financial debts:** All debts must be paid by **May 19, 2023, 3:00 PM**  
PAYMENT CAN ONLY BE IN CASH, MONEY ORDER, CERTIFIED OR CASHIER'S CHECK  
(no personal checks).

Students may pay for obligations at the business office window during non-class hours. Parents/guardians may pay for obligations during school business hours (8:00 AM - 4:00 PM). On May 18 & May 19, 2023, seniors will be allowed on campus only after the regular school day is over. On Friday, May 19, 2023 all payments must be made by 3:00 PM in order to participate in the commencement exercises.

Obligations are emailed to students and students need to check their emails for these notices. Students/parents may also email **Obligations@knights.k12.hi.us** to check on obligations.

**Examples** of financial debts: obligations from athletic uniforms; outstanding class dues/fees; outstanding fund-raising obligations; and obligations for lost or damaged textbooks/chromebooks

- c. **All academic work must be completed and turned in to your teachers by 12:35 PM, Wednesday, May 17, 2023 to give teachers time to evaluate your work. If you receive an "F" or a "U" for any course required for graduation credit, you will not be permitted to participate in the May 20, 2023 Commencement Ceremony.**

**However, you will have until May 25, 2023 to do the work needed to pass and, subsequently, receive a diploma. You must continue to come to class up until May 25 to pass.**

4. The student does not comply with the following standards of conduct and dress regarding participation in commencement:
  - a. Practices and Rehearsals - students attend all song practices and rehearsals set by the graduation committee. The marching/sitting rehearsals on May 18 and 19, 2023, are **mandatory**. Being tardy or absent for the May 18 and 19, 2023 rehearsals may jeopardize the student's participation in the ceremony and/or the student may be detained for detention after the rehearsal.
    1. To participate in the rehearsals, you must show a current Castle HS identification card, have cleared all obligations from previous years, have paid all mandatory fees, and have submitted the Student Publication/Audio/Video Release and Graduation Participation Agreement forms. **Failure to adhere to these requirements may result in detention or may jeopardize the student's participation in the ceremony.**
  - b. Appropriate Dress – students must abide by the following dress standards:
    1. The maroon graduation cap and gown with tassel purchased from Jostens must be worn appropriately. The length of the gown should be approximately 10 inches from the ground (with shoes on).
      - a. No decorations on the graduation cap or gown. Only approved, official pins are allowed.
      - b. Only school-approved stoles, sashes, and cords will be allowed.
    2. Option One – Under the gown the student must wear one of the following:
      - a. All-black or white dress with a length not longer than the gown; the dress' (or top's) neckline should not be higher than your collar bone;
      - b. All-black or white blouse with an all-black skirt or all-black dress pants
    3. Option Two – Under the gown, the student must wear the following:
      - a. Long black dress pants/slacks
      - b. Solid white buttoned-down dress shirt with collar (no polo type, may be short-sleeved or long-sleeved);
      - c. All-black tie (NO bow ties)
    4. Footwear
      - a. **ALL-BLACK, COVERED DRESS SHOES OR FLATS**
      - b. All-black, flat, ankle-cut boots allowed
      - c. Option to wear all-black ankle-cut socks, no-show socks, or no socks
      - d. Stockings/nylons are optional, but if worn, must be skin-colored.
    5. **NOT ALLOWED:**
      - a. Holes and tears in clothing
      - b. Jeans (denim NOT allowed), sweatpants, joggers, athletic pants, shorts, etc
      - c. Heels and sandals (NOT allowed on turf)
      - d. Castle dress code is still put into place during the ceremony, please follow all rules and regulations
  4. Wearing masks are optional.
  - c. No cell phones on your person. Cell phones will be confiscated.
  - d. Conduct of participants preceding or during the ceremony:

Students are to conduct themselves accordingly so that the ceremony can be conducted in a safe and dignified manner. Disruptive behavior such as booing, talking/shouting, or standing while speakers are talking is unacceptable. Furthermore, students must not be found to violate the law or any provisions of Chapter 19. Students will face the possibility of being removed from the ceremony.
5. There will be images and videos taken of the commencement exercises. Students participating in commencement should be aware that their images and/or voices will be recorded. Students and parents/guardians signing this agreement acknowledge that the students' images and/or voices will be recorded.
  - a. The Student Publication/Audio/Video Release Form must be on file with the school with permission granted.
  - b. The student must not be on non-disclosure status.

It is the **responsibility of each student** desiring to participate in commencement to review and abide by the agreement described in this notice, and to seek clarification, if needed, with Ms. Masumoto (Graduation Guidelines Advisor, Room 33) and/or with the student's Academy Principal.

**PRINT AND SIGN THE EXPECTATIONS AND UNDERSTANDING FOR PARTICIPATION IN COMMENCEMENT EXERCISES - PARTICIPATION AGREEMENT AND TURN IN THE SIGNED AGREEMENT PAGE TO THE SCHOOL. DEADLINE IS MARCH 24, 2022.**