



STATE OF HAWAII  
DEPARTMENT OF EDUCATION – LEEWARD DISTRICT  
**Ho‘okele Elementary**

Opening of the School Year Packet for the School Year 2022-2023  
**Faculty & Staff Acknowledgement Form**

In the Campbell-Kapolei Complex Area, we understand the importance of beginning the school year on the “right foot.” Informing all of our employees of the Department of Education’s (“DOE”) expectations is a critical first step. As an employee of the DOE, you are required to follow all Board of Education (“BOE”) policies, procedures, regulations, and orders of management, including guidelines and expectations. Failure to do so may subject you to disciplinary action.

Please take the time to review in detail the entire Opening of the School Year Packet (“OSYP”) for School Year 2022-2023 (“SY 22-23”) and additional materials.

You may have received a digital copy of the OSYP in your DOE email account. Please acknowledge you have received and/or were informed about the following documents, videos, and presentations by completing this form.

If you have questions or concerns regarding the materials on this form, please contact your immediate supervisor.

First & Last Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

**(Please initial inside each box once completed)**

**\*\*underline denotes link accessibility**

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**DOCUMENTS**

Please take time to review in detail the entire OSYP for SY 22-23, and indicate your acknowledgement by completing this form.

**1. Opening of the School Year Packet for the School Year 2022-2023**

<https://drive.google.com/file/d/1ET8S5frY5RQLJp1taDNwqGr6VrfermdI/view?usp=sharing>

Please acknowledge you have received and/or were informed about the following documents in the DOE OSYP for the SY 22-23 by initialing the box once completed. The OSYP for the SY 22-23, contained the following memos, directives, orders of management, policies, guidelines, regulations, notices, and etc.:

- Superintendent Keith T. Hayashi, Superintendent’s (“Superintendent Hayashi”) May 26, 2022, OSYP for SY 2022-2023 Memorandum (“Memo”);
- Superintendent Hayashi’s May 26, 2022, Scope of Duties and Responsibilities Memo;
- Superintendent Hayashi’s May 26, 2022, [Code of Conduct Video Memo](#)
- DOE Code of Conduct, effective September 8, 2016
- Assistant Superintendent Heidi Armstrong (“Assistant Superintendent Armstrong”) March 11, 2022, Restraint and Seclusion Guidelines and [Video](#) Memo;
- BOE Policy [#305-1 – Student Safety and Welfare](#);

- BOE Policy #305-2 – Safe Workplace, amended June 7, 2011
- Superintendent Hayashi’s May 26, 2022, DOE Drug-Free Workplace Statement Memo;
- DOE Drug-Free Workplace Notification to Employees;
- DOE 2170.1 – Internet Access Regulations;
- BOE Policy #301-7 – Employee Electronic Communication and Technology Use and Access;
- BOE Policy #301-6 – Internet Use;
- DOE Acceptable Use Guidelines – Network and Internet Services;
- Superintendent Hayashi’s May 1, 2022, Leaves of Absence Memo – Revised;
- Interim Assistant Superintendent Sean Bacon’s (“Interim Assistant Superintendent Bacon”) May 1, 2022, Family Leave Notice for All Employees Memo;
- DOE Civil Rights Compliance Office (“CRCO”) Notice of Non-Discrimination and Anti-Harassment Statement;
- BOE Policy #900-1 – DOE Applicant and Employee Non-Discrimination;
- BOE Policy #305-10 – Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees;
- Superintendent Hayashi’s May 26, 2022, Statement on Equity for Students of All Socioeconomic Backgrounds Memo;
- Interim Assistant Superintendent Cara Tanimura’s (“Interim Assistant Superintendent Tanimura”) May 1, 2022, General Confidentiality Notice Memo;
- DOE Acknowledgement of General Confidentiality Expectations  
(Please note you must provide a signed hard copy of the “Acknowledgement of General Confidentiality Expectations” to your immediate supervisor.
- BOE Policy #500-21 – Student Information and Confidential Records;
- Superintendent Hayashi’s May 13, 2022, SY 2022-2023 Annual Notice of Consequences for Failure to Report Chapter 19 Class A or Class B Offenses Occurring in School Memo;
- May 2022, Principal’s Guidelines for Student Behavior Support System for SY 2022-2023;
- May 2022, Guidelines on Duties and Responsibilities of Teachers Relating to Student Behavior for SY 2022-2023;
- DOE Student Bill of Rights and Responsibilities; and
- Superintendent Hayashi’s May 4, 2022, Notice on BOE Policy #101-13 – Controversial Issues Memo.

☐ I acknowledge I have had the opportunity to clarify, review, and question the OSEP for the SY 22-23 and understand all of the material.

☐ I have provided a completed hard copy of the “Acknowledgement of General Confidentiality Expectations” to: \_\_\_\_\_.

*As some documents represent some areas of particular importance highlighted in the OSEP for SY22--23. The Leeward District also emphasizes additional information of equal importance which must be reviewed by all Leeward District employees.*

## 2. DOE 2030 Promise Plan

(<http://www.hawaiipublicschools.org/VisionForSuccess/AdvancingEducation/StrategicPlan/Pages/Phase-I.aspx>)

☐ I acknowledge I have had the opportunity to clarify, review, and question the DOE 2030 Promise Plan, and understand all of the material.

## 3. BOE Policies

(<http://boe.hawaii.gov/policies/Pages/Board-Policies.aspx>)

☐ I acknowledge I have had the opportunity to clarify, review, and question the BOE policies, and understand all of the material.

## 4. Chapter 19 – Student Misconduct

(<https://www.hawaiipublicschools.org/DOE%20Forms/Chapter%2019/Chapter%2019-2020.pdf>)

☐ I acknowledge I have had the opportunity to clarify, review, and question the Chapter 19 – Student Misconduct, and understand all of the material.

**5. BOE Policy #201-1 – Ethics and Code of Conduct, and #201-2 – Accountability of Employees**

(<http://boe.hawaii.gov/policies/Board%20Policies/Ethics%20and%20Code%20of%20Conduct.pdf>)

And

(<http://boe.hawaii.gov/policies/Board%20Policies/Accountability%20of%20Employees.pdf>)

☐ I acknowledge I have had the opportunity to clarify, review, and question the BOE Policy #201-1 – Ethics and Code of Conduct, and #201-2 – Accountability of Employees, and understand all of the material.

**6. DOE Return to Learn: School Reopening Plan**

The health and safety of our students and staff remains a top priority. The goal is to open schools as safely as possible given the many known and established benefits of in-person education. Schools must adopt and implement actions to slow the spread of COVID-19 in the schools and the community. Every school should have a well-established plan to protect staff, children, and their families from the spread of COVID-19.

All department personnel are expected to be familiar with the contents of the emergency plans for their office, complex area and school.

Please take time to review in detail the most recent DOE COVID-19 Health and Safety Guidance, Daily Wellness Check and Return to School/Work Criteria with corresponding resources, and indicate your acknowledgment to complete the form.

You may find the information on the main DOE website at:

<https://www.hawaiipublicschools.org/ConnectWithUs/MediaRoom/PressReleases/Pages/School-Reopening-Framework---Health-and-Safety.aspx>

- COVID-19 Health and Safety Guidance -  
<https://www.hawaiipublicschools.org/DOE%20Forms/COVID-19%20Health%20and%20Safety%20Guidance.pdf>
- Department of Health's (DOH) Guidance for K-12 Schools -  
<https://health.hawaii.gov/coronavirusdisease2019/resources/school-guidance/>
- DOH's Isolation and Quarantine Guidance for K-12 Schools –  
<https://health.hawaii.gov/coronavirusdisease2019/files/2022/07/Isolation-and-Quarantine-Guidance-for-K-12-Schools-Effective-August-1-2022.pdf>
- Return to School Work Criteria and Daily Wellness Check -  
<https://www.hawaiipublicschools.org/DOE%20Forms/Return%20to%20School%20Work%20and%20Daily%20Wellness%20Check.pdf>

I acknowledge I have had the opportunity to clarify, review, and question and understand all of the following:

- ☐ DOE COVID-19 Health and Safety Guidance
- ☐ Department of Health's (DOH) Guidance for K-12 Schools
- ☐ DOH's Isolation and Quarantine Guidance for K-12 Schools
- ☐ Return to School Work Criteria and Daily Wellness Check

**Employee Responsibility (COVID-19)**

☐ I acknowledge it is my responsibility to notify my supervisor if I test positive for COVID-19 or has been identified as a close contact or a household member who has tested positive.

## 7. Mandatory Videos

(<https://hidoe.sharepoint.com/sites/offices-otm/Lists/Training%20Videos/AllItems.aspx>)

- [DOE Code of Conduct](#)
- [DOE Workplace Violence](#)
- [FERPA 101: For Local Education Agencies](#)
- [DOE School Communities](#)
- [DOE Special Education Referrals](#)
- [DOE Mandatory Child Abuse Reporting Video](#)
  - [DOE Mandatory Reporting Memo](#)
  - DOE Mandatory Reporting Memo (Attachment A) – [DHS Mandated Checklist](#)
  - DOE Mandatory Reporting Memo (Attachment B) – [Mandated Reporter Checklist Human Trafficking](#)
  - DOE Mandatory Reporting Memo (Attachment C) – [DHS Mandated Reporting Lines](#)
  - DOE Mandatory Reporting Memo (Attachment D) – [Mandatory Reporter Checklist](#) Amended SY 22-23
  - DOE Mandatory Reporting Memo (Attachment E) – [Warning Signs and Risk Factors of Sex Trafficking](#) (2021)
  - DOE Mandatory Reporting Memo (Attachment F) – [A Guide for Mandatory Reporters](#), (DHS, December, 2020)
  - DOE Mandatory Reporting Memo (Attachment G) – [Child Sex Abuse & Disclosure Best Practice](#) (2022)
- [DOE Restraints and Seclusion](#)
- [DOE School Fire Extinguishers](#)
- [DOE Tsunami Awareness](#)
- [DOE Bloodborne Pathogens Plan Video](#)

As indicated in the "Bloodborne Pathogens" training video, "the Hep B Vaccination must be offered after the employee has received the required Bloodborne Pathogens training and within ten (10) days of official assignment to jobs with occupational exposure." The Department offers the Hep B vaccination series at no cost to all Department employees who have been identified as having Category I/II job exposure risks. Employees may consult with their Primary Care Physician (PCP) before receiving the vaccinations.

Any exposed employee who chooses not to take the vaccination series is required to sign Form UP120, Refusal to Consent to Hepatitis B Immunization.

The Hep B vaccination series of two injections will be administered over a period of two months. A statewide Department vaccination schedule will be posted on Lotus Notes (LN) DOE Memos and Notices by the beginning of September 2022. Please check LN DOE Memos and Notices regularly to ensure that each employee on the list receives a copy of the schedule and is allowed time off from work to obtain the vaccinations.

The first vaccination will be administered in September 2022; however, if employees prefer to begin the series earlier, they should visit their PCP and follow the instructions in the Plan for reimbursement. Please note that due to COVID-19, the schedule may be subject to change.

### -Private/Personal Physician-

If necessary, employees with Category I/II job exposure may seek vaccinations from their private/personal physician. However, it is encouraged that employees attend the free clinics since the Department will no longer accept bills directly from the physicians.

If employees must seek the vaccinations with a physician, all vaccination costs must be paid for by the employee and request reimbursement from the Department. The reimbursement request must be submitted to the WC Unit at P.O. Box 2360, Honolulu, Hawaii 96804, with the following information and documents:

- Name of the employee;
- Name of the school or office;
- Amount of the reimbursement requested;

The series of the shot being administered (for example, first, second, or third series, and whether or not the physician's visit is for an initial exposure or follow-up visit for exposure);

- Original receipts as proof of vaccination payment;
- Documentation from the employee's physician's office for the service provided; and
- Copy of the physician's invoice, if any.

• DOE Hazard Communication Program

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Code of Conduct training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Workplace Violence training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Hazard Communication Program training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the FERPA 101: For Local Education Agencies training video.

☐ I have provided a completed hard copy of the “Certificate of Completion of FERPA 101: Local Education Agencies” to my immediate supervisor, \_\_\_\_\_.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE School Communities training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Special Education Referrals training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Mandatory Child Abuse Reporting training video.

- I acknowledge I have had the opportunity to view, clarify, question, and understand all of the following material:

☐ DOE Mandatory Reporting Memo

☐ DOE Mandatory Reporting Memo (Attachment A) Mandated Checklist

☐ DOE Mandatory Reporting Memo (Attachment B) Mandated Reporter Checklist for Suspected Human Trafficking

☐ DOE Mandatory Reporting Memo (Attachment C) Mandated Reporting Lines

☐ DOE Mandatory Reporting Memo (Attachment D) Mandated Reporter School Checklist

☐ DOE Mandatory Reporting Memo (Attachment E) Warning Signs and Risk Factors of Sex Trafficking

☐ DOE Mandatory Reporting Memo (Attachment F) A Guide for Mandatory Reporters

☐ DOE Mandatory Reporting Memo (Attachment F) Child Sex Abuse & Disclosure Best Practice

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Restraints and Seclusion training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE School Fire Extinguishers (PASSing) training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Tsunami Awareness training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Bloodborne Pathogens Exposure Control Plan training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Hazard Communication Program training video.

### Employee Classification

Please identify the classification of your employment with the DOE.

Classified Employees (Examples: Office Staff, Educational Assistants, Custodial, Cafeteria, etc.)

Certificated Employees (Examples: Teacher, Athletic Director, Administration, etc.)

If you are a substitute or Casual Employee, please select the position you are substituting in.

- ☐ Classified
- ☐ Certificated
- ☐ Sub Classified
- ☐ Sub Certificated

### 8. Classified Staff ONLY: Performance Appraisal System (“PAS”) – Summary

(<https://bit.ly/PASsumforClassified>)

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE PAS – Summary for Classified Staff.

### 9. Custodial Staff ONLY: DOE Asbestos Awareness Training Videos

- Part 1 – <https://vimeo.com/19406444>
- Part 2 – <https://vimeo.com/19407380>
- Part 3 – <https://vimeo.com/19407663>

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Asbestos – Part 1 training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Asbestos – Part 2 training video.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Asbestos – Part 3 training video.

### 10. BOE Policy #101-13 – Controversial Issues, and DOE Regulation #2210.1 – Controversial Issues

(<http://boe.hawaii.gov/policies/Board%20Policies/Controversial%20Issues.pdf>)

and

(<https://bit.ly/DOEReg2210-1ControversialIssue>)

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the BOE Policy #101-13.

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Regulation #2210.1.

### 11. Emergency Procedures Guide

Please take time to review in detail the DOE Emergency Procedures Guide, and indicate your acknowledgment to complete the form.

You may view the Emergency Procedures Guide via DOE Intranet or the Leeward District OSYD Materials folder:

<https://bit.ly/ldo-osypdocs-2223>

☐ I acknowledge I have had the opportunity to view, clarify, question, and understand the information found in the DOE Emergency Procedures Guide.

## **Acknowledgement**

I have had the opportunity to clarify, review, and question the documents, videos, and presentations that are listed above or were provided to me in the Opening of the School Year Packet, and, understand all of the material.

\_\_\_\_\_  
Ho'okele Elementary School

School

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign & return this form to Melinda Pamatigan no later than August 19, 2022**