

Opening of the Year Sign-In: School Year 2025-2026

Name: _____ Circle one: Teacher / Support / Custodial / Office

Directions: Please affix your signature to each of the documents/policies upon completion. (Due Aug. 08, 2025 COB) to complete and submit this sheet to Administration / Supervising Administrator.

<u>Opening Packet</u>	<u>Signature</u>	<u>Date</u>
1. Opening of the SY Memo	_____	_____
2. Scope of Duties and Responsibilities Memo	_____	_____
3. Mandatory State Ethics Training Memo (New 30 min)	_____	_____
4. Dept. of Education Code of Conduct Video Memo	_____	_____
5. Code of Conduct	_____	_____
6. Restraint and Seclusion Guidelines and Video Memo	_____	_____
7. Board of Education Policy 305.1, Student Safety and Welfare	_____	_____
8. Board of Education Policy 305.2, Safe Workplace	_____	_____
9. Dept. of Education Drug-Free Workplace Statement Memo	_____	_____
10. Drug-Free Workplace Notification to Employees	_____	_____
11. BOE Policy 301.6, Internet Use	_____	_____
12. BOE Policy 301.7, Employee Electronic Communication and Technology Use and Access	_____	_____
13. HIDEOE Acceptable Use Guidelines Network and Internet Services	_____	_____
14. Leaves of Absence Memo	_____	_____
15. Family Leave Notice for All Employees Memo	_____	_____
16. Annual Notice of Non-Discrimination and Anti-Harassment	_____	_____
17. BOE Policy 900.1, DOE Applicant & Employee Non-Discrimination	_____	_____
18. BOE Policy 305.10, Anti-Harassment, Anti-Bullying and Anti-Discrimination against students by employees	_____	_____
19. General Confidentiality Notice Memo	_____	_____
20. BOE Policy 500-21, Student Information and Confidential Records	_____	_____
21. Hawaii State Dept. of Education Acknowledgement of General Confidentiality	_____	_____
22. SY 23-24 Annual Notice of Consequences of failure to report Chapter 19 Class A/B Offenses in School	_____	_____
 (School Admin & Teacher (BU 05) Employee Section 23-27)		
23. Principal's Guidelines for Student Behavior Support System SY 2025-2026	_____	_____
24. Guidelines on Duties and Responsibilities of Teachers Relating to Student Behavior SY 25-26	_____	_____
25. Student Bill of Rights and Responsibilities	_____	_____
26. Statement on Equity for Students of All Socioeconomic Backgrounds Memo	_____	_____
27. Notice on BOE Policy 101-13 Controversial Issues	_____	_____

Please indicate your prep time so we can keep track of who is on campus	Quarter 1	Quarter 2	Quarter 3	Quarter 4
	Morning Afternoon	Morning Afternoon	Morning Afternoon	Morning Afternoon

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Required Videos [Training Video Site Link](#) =)

1. [Workplace Violence](#) Training _____
 2. [Bloodborne Pathogen](#) _____
 3. [Child Abuse Reporting](#) _____
 4. [Special Education Referrals](#) _____
 5. [Tsunami Awareness](#) _____
 6. [School Fire Extinguishers](#) _____
 7. [School Communities](#) _____
 8. (Safety from SSEPB) [Hazard Communication](#) _____
 9. FERPA ([Training Course](#)) _____
 10. [Educator Effectiveness](#) *24-25 Video (EES / Teacher Only) _____
 11. [Code of Conduct](#) _____
 12. [Restraints & Seclusion](#) _____
 13. [Safe Use of Golf Carts on DOE Campuses](#) _____
- (Asbestos – Custodial)
14. Asbestos [Part 1](#) (Custodial Only) (32:02) _____
 15. Asbestos [Part 2](#) (Custodial Only) (30:04) _____
 16. Asbestos [Part 3](#) (Custodial Only) (25:55) _____

Teacher Only Section

1. Class Daily Schedule (due to Principal by _____) _____
2. Classroom Management Policy _____
3. Grading Policy _____
3. General Confidentiality _____
4. Laptop Decal Number ____ - ____ _____
5. iPad Decal Number ____ - ____ _____
6. Posted Evacuation Map (in your classroom at exit door) _____
7. Safety Binder and Flip Chart (let us know if you don't have one) _____/_____
8. FERPA Video Confirmation _____
9. EES Memo _____
11. Alternate Worksite should there be an emergency and our school is not accessible to you: _____

School: _____ School Phone: _____

Your Home Number: _____ Your Cell Number: _____

By signing this form, I confirm that I have viewed and reviewed the Regulations, Policies, Rules and videos. I agree to comply with all regulations, policies, rules and memos.

Signature

Date

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