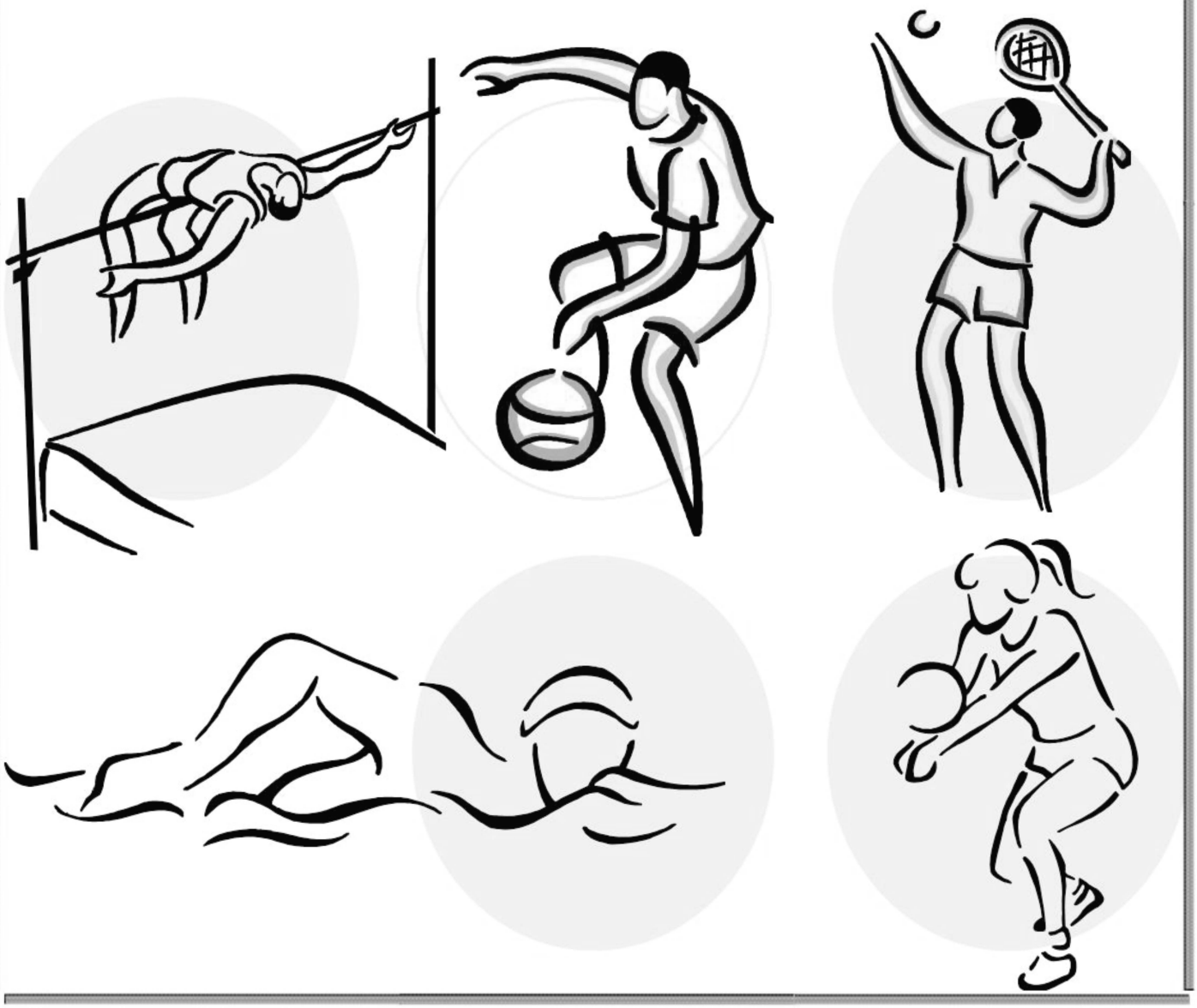
Athletic Handbook

Department of Education



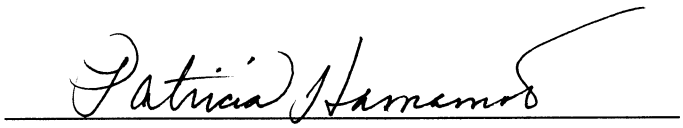
Office of Curriculum, Instruction and Student Support/Student Support Services Branch
Department of Education • State of Hawaii • RS 09-1854 (Rev. of RS 09-0562) • June 2009

FOREWORD

High school athletics is more than just sports. It is a source of pride for the community. For students, it is an educational experience that goes beyond the classroom and provides a foundation for lifetime growth in personal values, work, and leisure activities.

The Athletic Handbook is designed to assist school administrators in planning, organizing, and implementing programs in the Department of Education. It serves as a policies and procedures reference manual, and presents practical suggestions for effective administration of athletic programs in Hawaii's public high schools.

Athletic directors shall provide a copy of this manual to and review key points with coaches.



Patricia Hamamoto
Superintendent of Education

TABLE OF CONTENTS

I. INTRODUCTION

Foreword i
Table of Contents ..... ii - vi

II. THE ATHLETICS PROGRAM

Purpose of Public High School Athletics Program 1
Hawaii Content and Performance Standards Design for Public High School Athletics 2
The Public High School Athletics Program 3
Organization and Governance of the Public High School Athletics Program 5
Student Activities Program, BOE Policy 2120 7
Athletics Regulation, DOE Regulation 2120.2, 2120.2a 8
Administrative Organization 10

III. GENERAL ADMINISTRATION

Athletic Eligibility Standards 11
- Age Eligibility 11
- Enrollment/Attendance 11
- Maximum Participation 11
- Academic Requirements for Participating in Athletics 12
- Non-School Participation 12
- Amateur Status 12

Mandatory Actions Required for Athletics Participation 13
Athletic Participation Acknowledgement Form 14
Procedural Requirements for Athletics Participation 15
- Mandatory Forms Prior to Practice or Game 15
- Mandatory Actions for Parents/Guardians 15
  - Pre-Season Meeting 15
  - Risk-Management Video 16
  - Parent and Student-Athlete Handbook 16

Informed Consent and Assumption of Risk 18
Physical Examination and Immunization Requirements 19
Discriminatory Practices Prohibition, HRS §489-3 20
Departmental Policies
- Safe Workplace, BOE Policy 1110-7 21
- Gender Equity in Education, BOE Policy 1110-10 22
- DOE Applicant and Employee Non-Discrimination Policy, BOE Policy 1110-11 23

DOE Regulations, BOE Policy #1110-11 24
Rights of Students who are Deaf, Hard-Of-Hearing, or Deaf-Blind
BOE Policy 2205 27
Religion and Public School, BOE Policy 2230 28
Field Trips and Student Travel, BOE Policy 2250 29
Student Travel, DOE Regulations 2250.1 30
Student Travel, DOE Regulations 2250.2 31
Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence 32
Student Code of Conduct Policy, BOE Policy 4010 34
Student Safety and Welfare, BOE Policy 4200 35
Student Safety Regulations, DOE Regulations 4200.1 36
Amended DOE Regulations 4200.4 37
DOE Regulations 4200.4 38
DHS Mandated Reporter Checklist 39
Substance Abuse Regulations, DOE Regulations 4200.5 42
Use of Force, BOE Policy 4201 43
Superintendent's Directive, Scope of Duties and Responsibilities 44
Practice of Hazing Students Prohibited, BOE Policy 4210 46
Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees Policy, BOE Policy 4211 47
SP 0211 Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees Policy, BOE Policy 4211 48
Alcohol and Illicit Drug Use
BOE Policy 4220 53
Tobacco Free School System, Hawaii Administrative Rules,
Chapter 31 54
Student Health Policy, BOE Policy 4240 55
Medical Examination and Immunization Requirements
DOE Regulation 4240.1 56
Student Accident and Medical Insurance 57
Academic Requirements for Participation in Co-Curricular Activities Policy, BOE Policy 4520 59
Use of Private Vehicles to Transport Students, BOE Policy 6620 60
Participation of Disabled Individuals 61
Interscholastic Sport Schedules and Use of Athletic Equipment and Uniforms 62
Miscellaneous Athletic Operations 63
Release from Class 63
Game Supervision 63
Team Selection 63
Media 64
Title IX Compliance 65

IV. ATHLETIC HEALTH CARE

Athletic Health Care Trainer....67
Protection Against Communicable Diseases....67
Athletic Injuries....68
Medical Aspects of Safety....68
Recommended Responsibilities of Athletics Personnel....68
Recommended Emergency Procedures....68
Recommended Accident/Injury Report Procedures....69
Reporting Procedures....69
Return to Participation....70
Recommended Training Room Procedures....70
Release of Information Relating To Accidents or Injury....71
DOE Coverage Guidelines for Athletic Events by AHCT....72

Forms
Physical Examination for Athletes....76
Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form....78

V. TRANSPORTATION POLICIES AND PROCEDURES

Travel for Athletics....80
Use of DOE Staff and Volunteers' Private Vehicles to Transport Students....81

Forms
Form 437a, Request for Intra-State or Out-of-State Student Travel....83
Form SA-1, Parent Authorization for Student Participation and Travel ...85
Form SA-1, Teacher Acknowledgement Form....86
Form BO-4, Application for Use of Private Vehicle to Transport Students....87

VI. PERSONNEL INFORMATION

School Athletic Director, Position Description....89
Duties Summary....89
Duties and Responsibilities (Essential Functions)....89
Supervision of the Athletic Director....91
Other Expectations for Athletic Administrators....92
Guidelines for Hiring Coaches....93
Legal References....93
Recommended Qualifications....93
Recruitment....94
Non-Discrimination Policy....94
Employment....94
Roles and Responsibilities For Hiring Coaches....95

Responsibilities of the Head Coach 96
The Head Coach Should Have 96
Head Coach Responsibilities 96
Head Coach Responsibilities Related to Student Athletes 97
Head Coach Responsibility for Preventative Procedures 98
Head Coach Responsibilities Related to Finance, Equipment, and Facilities ..99
Head Coach Public Relations Responsibilities 99
Responsibilities of the Assistant Coach 101
The Assistant Coach Should Have 101
Assistant Coach Responsibilities 101
Assistant Coach Responsibilities for Preventative Procedures 103
Responsibilities of the Volunteer Coach 105
Substitute Teachers for Faculty Who are Athletic Coaches 106

Forms
Athletic Department Employment Agreement 107

VII. FINANCIAL POLICIES AND PROCEDURES

Funding for the Athletic Program 110
Recommended Guidelines for Budget and Fiscal Control of the Athletic Program 111
General Guidelines for Budgeting 111
Coaches' and Athletic Trainer Responsibilities 111
Athletic Director's Responsibility 111
Principal's Responsibility 112
Fiscal Control 113
Athletic Director's Fiscal Responsibility 113
Procedures for Purchasing 114
Athletic Equipment and Facilities 115
Issuing Athletic Equipment 115
Use of Athletic Equipment 116
Collection and Storage of Athletic Equipment 116
Compensation for Coaching Athletics and Other Services Related to the Athletics Program 118
BOE Policy #1110-6 119
Fund-Raising 120
Solicitations 121
Solicitations by Department Personnel and Students 121
Solicitations by Non-Department Personnel 121
Sale of Merchandise 123
Competitive Food Sales, BOE Policy 6810 125
Ethics Commission Guidelines for Donations 126
Gifts 126
Receiving/Gifts/Grants/ Bequests 126
Commercialism, BOE Policy 6340 128

Forms

Inventory Request for Equipment....129
Requisition/Purchase Order Log....130
Record of Income and Expenditures....131
Form 435, Application for Public High School Coaching Allotments....132

Form 435b, Request for Replacement, Deletion, or Addition of Coaches and/or Addition to Other List of Services Related to the Athletic Program....138
DOE Fundraising Request....139
DOE Post Fund-Raising Financial Report....140
Fundraising Schedule Request....141
Parental Approval Form for Fund-Raising....142
Record of Monetary Collection....143
Record of Ticket Distribution to Individuals....144

VIII. SECURITY PLAN

State of Hawaii Athletics Crowd Control....145
Introduction....145
Before the Contest....145
During the Contest....146
After the Contest....146
Responsibilities....147
Administrators....147
Athletic Director....147
Cheerleading Supervisor....148
Band Director....149
Coach....149
Security Personnel....150
Game Announcer....150

IX. FACILITIES

Practice Sessions....151
Responsibilities of Coaches....151
Requirements for Student Athletes Prior to Participation in Athletics....151
Practice Guidelines....151
Locker Room and Related Facilities....152
Security....152
Control of Keys....152
Athletic Rules....152
Weight Room Responsibilities....153
Oversight....154
Weight Room Rules....154
Use of Facilities Fee Schedule Updates Memo....155
Chapter 39 Fee Schedule Worksheet....156

Utility Charges Per Hour 157
Title 8, Subtitle 2, Part 1, Chapter 39, Use of School Buildings, Facilities, and Grounds 158

Forms
Form BO-1, Application for Use of School Buildings, Facilities, or Grounds 169
Form BO-2, Statement Indemnifying State Against Liability Claim 170

X. BOOSTER CLUB

Recommended Guidelines for the Establishment of School Booster Clubs 171
Introduction 171
By Laws and Policies 171
Accounting of Funds 171
Fundraising Activities 173
Superintendent Memo (Directive to Cease Signing Checks) 174

XI. ATHLETIC AWARDS BANQUET

Athletic Awards Banquet 176

PURPOSE OF PUBLIC HIGH SCHOOL ATHLETICS

The purpose of public high school athletics is to provide students with an enhanced educational experience through participating in competitive public high school sports. Another purpose is to build school pride through support from the student body and the community.

The high school student athlete develops and maintains physical and mental health, and the necessary motor and emotional skills relevant to each sport. Athletic programs help to develop fundamental techniques, skills, and attitudes that contribute to the mental, emotional, social and physical well-being of the individual.

Athletics is an integral part of a school's instructional program. The variety of athletic experiences will serve to develop positive student behaviors and attitudes that will prepare participants for adult life.

HAWAII CONTENT AND PERFORMANCE STANDARDS DESIGN FOR PUBLIC HIGH SCHOOL ATHLETICS

The Hawaii Content and Performance Standards (HCPS) identify the essential knowledge and skills needed to prepare students for higher education, work, citizenship, and personal fulfillment. There are six general learner outcomes expected of all students.

General Learner Outcomes

- The ability to be responsible for one's own learning;
- The understanding that it is essential for people to work together;
- The ability to perform complex thinking and problem solving;
- The ability to recognize and produce quality performance and quality products;
- The ability to communicate effectively;
- The ability to use a variety of technologies effectively and ethically.

The HCPS serve to focus on common goals for education and express what students should know, be able to do, and care about at various stages of their education.

The athletics program complements the system-wide implementation of the HCPS and General Learner Outcomes, as well as the DOE Strategic Plan for Gender Equity. Public high school athletics provide opportunities for athletes to develop into model citizens by teaching the importance of fair play and good sports conduct. The athlete should be motivated to excel and attain goals. In addition, the athletics program staff should teach each athlete to always present themselves with poise and confidence, to control his or her emotional behavior, and to accept victory or defeat in a respectful manner.

The student body and community play a vital role in the success of a public high school athletics program and support public education in Hawaii. School pride and support from the student body and community enhance the status and development of a comprehensive school athletics program. Further, a cohesive working relationship among the school, student body, and the community is mutually beneficial to the athletics program. The public high school athletics program has a significant impact on the total educational program of the State when the student body and community interact for the betterment of the school.

THE PUBLIC HIGH SCHOOL ATHLETICS PROGRAM

Historical Background

Public high school athletics in Hawaii began as a non-curricular activity, later evolving into an extra-curricular activity, and most recently into a co-curricular activity. The emphasis of public high school athletics shifted from meeting the recreational needs of the community to an extension of the physical education program. Currently, public high school athletics serves as a distinct program that addresses the acquisition of skills and attitudes.

The DOE recognized that public high school athletics was fast becoming an integral part of the educational program. In 1993, the DOE developed an *Interscholastic Athletics Plan for the Nineties* which attempted to provide a philosophical base for athletics in education, and outline the administrative and operational arrangements necessary to implement a viable athletics program for all public high schools.

Although positive steps have been implemented to address many of the issues that were described in *The Athletics Plan for the Nineties*, the public high school athletics program continues to strive to incorporate program enhancements to school improvement initiatives. Hawai'i public high schools can take pride in the growth of female athletics since the 1970s. From 1975 to 2007, the number of female athletes has grown from 3,402 to 10,121, an increase of 198%.

Hawaii is the first state in the nation to provide Athletic Health Care Trainer (AHCT) positions for all public high schools. AHCTs provide student athletes with assistance in the prevention, care, rehabilitation, and reconditioning of athletic injuries.

In the new millennium, schools must closely monitor their athletic programs to ensure that sports offerings equitably meet the interests and abilities of all their students. The DOE must continue to strive to meet the spirit and intent of federal laws, which impact athletic programs such as Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

Definition of Public High School Athletics

Public high school athletics is a voluntary program for students in grades nine through twelve (9-12). The program provides opportunities for students to develop and use athletic skills in organized competition with students from other high schools. The public high school athletics program includes a wide variety of team and individual sports that serve both common and specialized needs of students.

Public high school athletics can serve as an educational medium, fostering the optimum growth of physical, mental, emotional, social, and moral values of the participants. The growth of student athletes is inevitable when exposed to the vast array of situations encountered in competitive practices and contests. To ensure desirable student development for the DOE, all phases of athletics must be strategically organized and conducted to conform to educational benchmarks, goals, and philosophies.

The public high school athletics program must be distinct from physical education, voluntary intramural, and voluntary extramural programs. All students can benefit from participation in appropriate athletic activities; however, the nature of the athletic activities, the methodology utilized in presenting them, and the emphasis given to each activity differs in accordance with the abilities of the student for whom the activities are intended.

In the physical education program, students receive instruction in and practice of fundamental skills and activities. In addition, students learn the history, rules, and playing strategies associated with the specific sport(s). Students are provided with the appropriate sequence and progression of instruction in order to obtain specific skills and knowledge from one grade level to the next. An effort is made to develop in the students a lasting interest and appreciation of the role of athletics in our society.

The intramural-extramural program provides opportunities for students in grades four to twelve (4-12) to voluntarily participate and to practice their knowledge and skills through the physical education program. The intramural-extramural program requires the coordination of facilities, personnel, equipment, and supplies to enable the students to participate informally in various activities of their choosing during their activity hours. Efforts must be extended to make the intramural-extramural program as attractive to the student as the public high school athletics program. Values of physical growth, citizenship, school spirit, and loyalty should be emphasized in the athletics program.

Because the capabilities, needs and interests of students in grades kindergarten to twelve (K-12) differ markedly, the types of athletic activities, athletic organizations, methods used in presenting the activities, and the emphasis given to each activity should be appropriate to the students' capabilities. A schematic design of the relationship between the public high school athletics, intramural-extramural and physical education programs is depicted below:

Public high school Athletics	Intramural-Extramural Activities	Physical Education
Voluntary	Voluntary	For All Students
Grades 9-12	Grades 4-12	Grades K-12

ORGANIZATION AND GOVERNANCE OF THE PUBLIC HIGH SCHOOL ATHLETICS PROGRAM

The Hawaii State Board of Education sets policy for athletics in Hawaii's Public Schools and the Superintendent and staff provide program leadership and implementation for matters related to athletics. At the school level, the Athletic Director has oversight of the athletics program. The Athletic Director is under the supervision of the school's principal.

Leagues

Public high school athletics programs are organized into leagues. A league is a voluntary union of several schools that are in geographic vicinity, organized for the purpose of competing in athletics. The administrative authority within a league rests primarily with the Executive Board of that league. The public school principals are accountable to their respective complex area superintendents.

Presently, public schools participate in four leagues: Oahu Interscholastic Association (OIA), Big Island Interscholastic Federation (BIIF), Maui Interscholastic League (MIL) and Kauai Interscholastic Federation (KIF). These four leagues and their member schools are affiliated with the Hawai'i High School Athletic Association (HHSAA). Leagues are responsible for the day-to-day administrative operations of their respective leagues to facilitate participation and competition by student athletes.

State Association

The HHSAA is a non-profit statewide athletic association established to coordinate athletic competitions throughout Hawaii. The HHSAA is composed of the following five leagues: OIA, BIIF, MIL, KIF, and Interscholastic League of Honolulu (ILH).

The General Assembly and the Executive Board are the administrative arms of the HHSAA. The General Assembly is comprised of one representative from each member school. Its function is to set policy for the HHSAA. The General Assembly has jurisdiction to consider any issues and concerns pertaining to athletics and other related matters.

The Executive Board is comprised of one administrative representative from each of the five leagues and is responsible for implementing policies established by the General Assembly.

HHSAA is a member of the National Federation of High School Associations (NFHS) whose membership includes all 50 states and Canada. Hawaii is in Section VII with the following states: Arizona, California, Nevada, and Utah. The HHSAA serves as the liaison between the leagues and the NFHS. HHSAA and NFHS serve as the sanctioning bodies for local, national, and international competitions.

The HHSAA conducts state championships for the following sports:

Air Riflery	Paddling
Baseball	Soccer
Basketball	Softball
Bowling	Swimming & Diving
Cheerleading	Tennis
Cross Country	Track
Football	Volleyball
Golf	Water Polo
Judo	Wrestling

Student Activities Program
BOE Policy 2120

The Board of Education recognizes the importance of student activities, including providing students with meaningful democratic experiences and promoting civic responsibility. The Board of Education is committed to encouraging students to become involved in these activities and in their own governance. The overall success of the school system relies heavily on the collaboration of the entire school community to include students.

All schools shall establish a student activities program as an integral part of curriculum, providing personal, social, and democratic governance applications and experiences appropriate to the maturity, needs, and interests of students. In addition to school-level student activities, the Department of Education shall maintain the student activities program at the district/complex area and state levels. The student activities program shall complement, extend, reinforce, and support academic learning experiences.

Adopted: 10/70
Amended: 03/88; 11/99; 08/01; 01/05/06

ATHLETICS REGULATIONS
DOE Regulation 2120.2 and 2120.2a

1. Public high schools may have a comprehensive intramural, extramural and public high school athletics program.

2. The elementary and intermediate/middle schools' athletics program shall be confined to intramural and extramural programs.

3. Any student, coach, or any Department of Education employee who keeps any active acquaintance with professional gamblers shall be removed from participation in public school athletics immediately.

4. Trips for athletic competition to the mainland and to foreign countries shall be subject to review and approval by the complex area superintendent and the superintendent of education in accordance with the policies established by the Board of Education.

5. Public high schools may participate in inter-island athletic contests upon receipt of proper approval by the principal. The department shall regulate the number of faculty members who may accompany the contestants on regular school days. However, a reasonable number of qualified chaperones must accompany the contestants in order for approval to occur.

6. Public high schools may join a conference, association or league which has as its purpose the promotion of athletic development and competition among students and schools and which has adopted rules and regulations for the conduct of interscholastic athletic events provided that the constitution and by-laws or decisions of a conference association or league are consistent with the policies, rules, and regulations of the department. In order for public high schools to join a conference, association, or league, the constitution and by-laws of the conference, association, or league shall provide for due process relating to protest, appeal, review, and penalty. The due process provisions must also allow, at a minimum, for the following:

    a. The affected principal must be given the opportunity to discuss and resolve concern(s). If an agreement cannot be reached, the principal must be given an opportunity to file a protest with the league president. If the principal is still not satisfied, the principal must have a right to appeal to the league.

    b. Any penalty will not go into effect until the appeals process has been exhausted.

    c. Appeals shall be confined to the following concerns:

        i. Alleged violation of or inconsistency between the constitution or by-laws of a conference, association or league and Federal or State laws, or the policies, rules, and regulations of the department of education; or

ii. Alleged failure to follow procedures established in the constitution and by-laws of the conference, association, or league; or alleged denial of due process.

Adopted: 10/70
Amended: 1/83; 3/88 (renumbered), 2/93, 10/04, 12/05

ADMINISTRATIVE ORGANIZATION

Administrative Chain of Command

1. Board of Education and the superintendent are responsible for all phases of the public school program.

2. The superintendent, through the Office of Curriculum Instruction and Student Support (OCISS), and the public high schools are responsible for all phases of the athletic program.

3. The public high school principal is responsible for all activities affecting students on campus, including the public high school athletic program.

4. The athletic director directs all phases of the operation of the public high school athletic program.

5. The athletic health care trainer is responsible for the care, prevention, and treatment of all student athletes at their school.

6. The head coaches/coaches represent the school in public high school athletic activities and work within the framework of the athletic department of their respective high schools.

ATHLETIC ELIGIBILITY STANDARDS

Each high school league determines eligibility rules governing participation of respective student-athletes in league activities and contests and conducts its own programs. The following represent the general standard for the areas addressed by high school league eligibility rules.

AGE ELIGIBILITY

A. Students in grades 9-12, or a student who turns age 19 on or after September 1, are eligible for sports offered at the public high schools.

B. These specific cut-off dates gives notice to all parties involved in public high school athletics and maintains equality of participant eligibility among schools.

C. Any sports activity (ies) including but not limited to practice, scrimmages, and games, shall be limited to students in 9th through 12th grade and who qualify in accordance with letter A above relating to the age eligibility requirement.

ENROLLMENT/ATTENDANCE

A. Eligibility to participate in athletics shall comply with enrollment requirements of the public high school.

MAXIMUM PARTICIPATION

Years of Eligibility

A. Upon entry to ninth grade, students have only four (4) consecutive years of eligibility.

B. The entry year begins a student's four consecutive years of eligibility.

C. A year of eligibility shall be counted as long as a student enters school anytime between July and June.

D. Once entered into the ninth grade, the four consecutive years of eligibility will continue, regardless of a break in school attendance.

ACADEMIC REQUIREMENTS FOR PARTICIPATING IN ATHLETICS[1]

A. Students participating in co-curricular activities must: (a) have at least an overall grade point average (GPA) of a 2.0; and (b) be passing courses required for graduation.

B. The term "participating", as used in this policy, does not include rehearsals, practices, or tryouts.

NON-SCHOOL PARTICIPATION

A. The public high school assumes jurisdiction over sports which have been approved by a majority of the member schools of the league.

B. Any sports which are not covered under the jurisdiction of the public high school shall be considered Non-School Participation.

C. Any individuals who are not enrolled or registered at any public high school shall not participate in any practice, scrimmage, or games.

AMATEUR STATUS

A. A student must be an amateur in a said sport to be eligible to represent his/her public high school. An amateur sports person is one who engages in a sport solely for the pleasure and the physical, mental, and social benefits.

[1] *See* BOE Policy 4520.

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

DATE: 05/31/2007

MEMO TO: Complex Area Superintendents
High School Principals
League Executive Directors
Public Charter School Principals
Athletic Directors
and Athletic Health Care Trainers

Priority:

CC: Assistant Superintendents
Branch Directors, Superintendent's Office
Charter Schools Administrative Office
Office of Curriculum, Instruction and Student Support

FROM: Patricia Hamamoto, Superintendent
Office of the Superintendent

SUBJECT: Mandatory Actions Required for Athletic Participation

This is a reminder to all school administrators and athletic department staff that the following documents are mandatory for students before participating in any interscholastic athletics. If a student is allowed to practice without any of these documents, the school personnel or coach is placing unnecessary liability on themselves as well as the Department of Education (DOE). Administrators, please remind athletic staff and coaches (paid or voluntary) that the following documents need to be completed and submitted to the athletic health care trainer or athletic director (who will collect and maintain these records) before a student athlete is allowed to participate in any practice or game:

- Hawaii State DOE Physical Examination for Athletes (valid for one calendar year)
- Student Participation and Parent/Guardian Consent, Release and Assumption of Risk Form

In addition, school athletic departments must ensure the following mandatory actions have been performed by staff, parents/guardians and student athletes:

- Parent(s)/Guardian(s) attend a pre-season athletic department meeting
- Parent(s)/Guardian(s) watch the DOE *Risk Management* video at least once per year
- Parent(s)/Guardian(s) and student athlete(s) have received, read, and understood the Parent Athlete handbook

The above actions will be documented on the Athletic Participation Acknowledgement Form (See attached) signed by the parent/guardian and student athlete, which will be kept on file with school's athletic director.

Should you have any questions, please contact Mr. Dwight Toyama, Educational Specialist for Athletics, Student Support Services Branch, at (808) 421-4394 or Mr. Ross Oshiro, Athletic Health Care Specialist Coordinator, Student Support Section, at (808) 733-6225.

PH:DH:vb

Athletic Participation Acknowledgement Form

Student Athlete's Name: _____ School Year: _____

I, _____, the parent/guardian of the student athlete named
(Parent's/Guardian's Name or Adult Student)
above or adult student athlete have:

Parent/Guardian or Adult Student Athlete/Date

_____/_____ submitted the Hawaii State DOE Physical Examination for Athletes Form

_____/_____ submitted the Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form

_____/_____ attended a Parent meeting. Circle one: Fall Winter Spring

_____/_____ viewed and understood the Risk Management video

_____/_____ received, read and understood the School Parent/Student-Athlete Handbook

All items above must be completed for participation eligibility.

_____ _____
Parent's/Guardian's Signature Date

OR

_____ _____
Adult Student Athlete Signature Date

_____ _____
Student Athlete Signature Date

PROCEDURAL REQUIREMENTS FOR PARTICIPATION

The following documents are mandatory for all students, and must be completed before participating in public high school athletics, including any tryouts or practices.

Mandatory Forms Prior To Practice or Game:

A. Hawaii State DOE Physical Examination for Athletes (valid for one calendar year).

B. Student Participation and Parent/Guardian Consent, Release and Assumption of Risk Form.

The following activities shall take place prior to a student participating in any athletic activity.

Mandatory Actions for the Student-Athlete's Parent and/or Legal Guardian:

A. Attend the Pre-Season Athletic Department Meeting

1. Format: The pre-season meeting is where the School/Athletic staff communicate to the parent and/or legal guardian: (1) how athletics functions as an integral part of the total curriculum; and (2) their and their child(ren)'s responsibility to follow athletic policies, procedures, and precautions.

2. Mandatory Attendance: Attendance at the pre-season meeting is mandatory for parent and/or legal guardian. Attendance should be documented through a dated sign-in sheet and kept on file in the athletic director's office for five years.

3. Fall/Winter/Spring Sports: The parent and/or legal guardian of each student-athlete must attend the pre-season meeting(s) applicable to the sport/season in which their child participates.

4. An individual meeting should be rescheduled for a parent and/or legal guardian who did not attend the regularly scheduled pre-season meeting.

5. It is suggested that at a minimum, pre-season meetings for parent and/or legal guardian, with the student-athlete, should cover the following topics:
   a. Welcome
   b. Eligibility
   c. Residency
   d. Forms
   e. Transportation Policy
   f. Athletic Health Care Trainer
   g. Risk Management Video
   h. Introduce Coaches
   i. Turn in all Forms to AD/Coach
   j. Dismiss to assigned areas for individual meetings with Coaches

B. View the Risk Management Video at Least Once Per Year

The Risk Management Video provides information and warnings of the inherent risks associated with participating in public high school athletics. Athletic administrators, coaches, support personnel, student-athletes, and parents and/or legal guardians all play a role in reducing the exposure to injury.

1. Forum: The Risk Management Video should be viewed by the parent and/or legal guardian and the school's athletic staff to advise and inform them of the risks involved with athletic participation. The Athletic Department will show the Risk Management Video in conjunction with the Pre-Season Meeting.

2. Mandatory Viewing:
   a. The viewing of the Risk Management Video is mandatory for all parents and/or legal guardians.
   b. Attendance should be documented through a dated, sign-in sheet and kept on file in the athletic director's office for five years.
   c. In the event that the parent and/or legal guardian does not attend the viewing, the Risk Management Video viewing should be re-scheduled by the athletic director with the individual parent and/or legal guardian.

3. Fall/Winter/Spring Sports: The parent and/or legal guardian of each student-athlete must attend the pre-season meeting(s) applicable to the sport/season in which the child intends to participate in.

C. Receive, Read, and Understand the School Parent and Student-Athlete Handbook

1. The written information contained within the Parent and Student-Athlete Handbook is a means to communicate to the parent and/or legal guardian the athletic department policies, guidelines, procedures, and expectations.

2. Mandatory Distribution:
   a. The parent or legal guardian of each student-athlete must be given copy of the Parent and Student-Athlete Handbook at the Pre-Season Meeting by the athletic director or designee
   b. Receipt of the Parent and Student-Athlete Handbook should be documented on the acknowledgement form and kept on file in the Athletic Department for five years.
   c. In the event that a parent or legal guardian fails to attend a pre-season meeting, a separate meeting should be scheduled with the parent and/or legal guardian to review the Parent and Student-Athlete Handbook, with the athletic director or designee.

3. Fall/Winter/Spring Sports: The parent and/or legal guardian of each student athlete can be given specific information in addition to the Parent and Student-Athlete Handbook, applicable to the sport(s)/season(s) in which his or her child will be participating in.

4. OCISS (DOE Office of Curriculum, Instruction, and Student Support) has provided a standardized Parent and Student-Athlete Handbook, and shall encourage that at a minimum, the following is covered with parents and/or legal guardians and students:

   a. Philosophy and Objectives
   b. Eligibility Regulations (School/League/State Association)
   c. Amateur Status
   d. Locker Room and Equipment Regulations
   e. Transportation Regulations
   f. Rules Concerning Changing Sports
   g. Vacation Policy
   h. Conduct
   i. Discipline Policy
   j. Due Process and Disciplinary Appeals
   k. Parental/Guardian Consent, Release, and Assumption of Risk Form

INFORMED CONSENT AND ASSUMPTION OF RISK REQUIRED

Competitive athletics may place students in situations where serious, and perhaps fatal accidents may occur. Despite the best preventative measures, no degree of instruction, precaution, or supervision will entirely eliminate all risk of injury.

Students and their parent and/or legal guardian must assess the inherent risks of athletic participation for themselves, and freely and voluntarily, with knowledge, decide whether or not to participate in the sport, despite the risks.

As such, the athletics director should ensure that before participation in public high school athletic activities, each student shall have a signed and completed "Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form."

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS[1]

The Department of Education shall comply with the State of Hawaii statutory requirements and Public Health regulations pertaining to physical examination and immunizations for students entering Hawaii's public school for the first time.

Each athletic director and athletic health care trainer must take appropriate steps to ensure that students participating in the athletics program meet the necessary requirements for having a physical examination.

The physical examination is required and valid for one year commencing from the date of the examination.

As such, the athletic director shall ensure that:

A. Before participation in public high school athletic activities, including tryouts and practices, each student shall complete the "Physical Examination for Athletes Form."

B. Physical examinations may only be conducted by Medical Doctors, Osteopathic Physicians, Advanced Practice Registered Nurses, and Physician Assistants. Chiropractic, homeopathy, acupuncture, or herbal healing practitioners do not qualify.

C. The physical examination may be conducted by a physician of one's choice. If the results of the physical examination show that there may be evidence of any challenges for the student's physical condition to play that particular sport, another physical examination shall be required prior to participation in athletic activities, including tryouts and practices.

D. A list of immunization requirements for school enrollment will be provided to the student-athlete by the school health aide. School records for out-of-state transfer students, which indicate that comparable requirements have been met in the state where the student previously resided, will be considered as having met the requirements for participation in Hawaii. Physical exam should be on a physical exam form for athletes or should indicate student is cleared to participate in athletics. Students entering the Hawai'i schools for the first time must provide documented tuberculosis (TB) clearance before initial school attendance. Student shall still be immediately enrolled, but may not attend until such clearance is provided.

E. Parents and/or legal guardians shall be notified of medical examination and immunization requirements by the athletic director.

---

[1] *See* DOE Regulation 4240.1.

DISCRIMINATORY PRACTICES PROHIBITION
Hawaii Revised Statutes § 489-3

§489-3 Discriminatory practices prohibition. Unfair discriminatory practices that deny, or attempt to deny, a person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of a place of public accommodation on the basis of race, sex, including gender identity or expression, sexual orientation, color, religion, ancestry, or disability are prohibited. [L 1986, c 292, pt of §1; am L 1990, c 210, §2; am L 1992, c 33, §5; am L 2006, c 76, §3]

SAFE WORKPLACE
BOE Policy 1110-7

The Department of Education is responsible for providing a safe and harmonious workplace. All employees are responsible for maintaining a safe and harmonious work environment. Workplace violence will not be tolerated under any circumstances and may result in disciplinary action, up to and including termination. Employees shall report all suspected or potential incidents of workplace violence to their supervisors. Supervisors shall process all reported or observed incidents in accordance with any applicable statute, policy, rule, regulation, program requirement, or contract agreement.

Workplace violence includes but is not limited to acts involving physical attack, property damage, as well as verbal statements that a reasonable person would perceive as expressing or suggesting intent to cause physical or mental harm to another person. Examples of violent behaviors include but are not limited to hitting, pushing, or shoving; throwing or breaking of an object; shouting or yelling, threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes, e-mails; or other similar acts.

Approved: 1/8/98
Amended: 8/2/07

GENDER EQUITY IN EDUCATION
BOE Policy 1110-10

The Board of Education fully recognizes that gender equity extends the doctrine of fairness to all areas of activity in the public school system. It is motivated by a sense of moral responsibility in addition to the duty to comply with the legal requirements of non-discrimination. Title IX of the Education Amendments of 1972, as amended, is a landmark legislation that must be implemented as a moral and legal responsibility of the Department of Education.

No person, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Department of Education. To achieve the goal of gender equity in education, all programs and activities conducted by the Department of Education shall comply with Title IX of the Education Amendments of 1972 and the Title IX regulations promulgated by the Office for Civil Rights, U.S. Department of Education, including the Title IX policy interpretation and guidance applicable to athletic programs. Title IX shall be the gender equity standard which shall provide all students with an equal opportunity to participate in and benefit from the programs and activities of the Department of Education.

Approved: December 13, 2001

DEPARTMENT OF EDUCATION
APPLICANT AND EMPLOYEE NON-DISCRIMINATION POLICY

BOE Policy 1110-11

The Department of Education strictly prohibits any form of discrimination, including harassment based on a person's membership in a protected class. Protected classes covered by this policy include race, color, sex, religion, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, arrest and court record[1], income assignment for child support, national guard absence, uniformed service, breastfeeding, or citizenship status.

The Department of Education expressly prohibits retaliation against anyone engaging in protected activity. Protected activity is defined as anyone who files a complaint of discrimination, participates in complaint proceedings dealing with discrimination, inquires about their rights under discrimination laws, or otherwise opposes acts of discrimination.

The Department of Education shall develop regulations and procedures relating to this policy.

[1] Except as permissible under State laws.

Approved: 09-01-05

State of Hawaii Department of Education
Employee and Applicant Non-Discrimination

Regulations

PURPOSE
The purpose of the Employee and Applicant Non-Discrimination Policy is to foster respect and enhance the morale and efficiency of Department of Education employees. It is equally important to promote equal opportunity and fairness in all employment decisions and practices within the Department.

To that end, the Department of Education hereby promulgates these regulations in order to provide sufficient notice and information to its employees and applicants.

SCOPE
All employees and applicants for employment, including, but not limited to, casual hires, classified, and certificated employees.

DEFINITIONS
Discriminatory harassment under this policy is defined as unwelcome behavior based on a person's protected class which is sufficiently severe or pervasive and has the purpose or effect of either unreasonably interfering with the person's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of discriminatory harassment under this policy include, but are not limited to the following:

- Offensive or derogatory comments based on a protected class.
- Explicit anecdotes, questions or jokes based on a protected class.
- Pressure for sexual activity such as repeated requests for dates.
- Threats made to a person who refuses a sexual advance.
- Unnecessary and unwanted touching, patting, hugging, or brushing against a person's clothing or body.
- Suggestive or offensive sounds or obscene gestures based on a protected class.

Discriminatory retaliation is strictly prohibited under this policy. Anyone engaging in protected activity shall not be subjected to discriminatory retaliation by his or her supervisor. Protected activity is defined as anyone who files a complaint of discrimination, participates in complaint proceedings dealing with discrimination, inquires about his/her rights under discrimination laws, or otherwise opposes acts of discrimination.

RESPONSIBILITIES

Civil Rights Compliance Office

The Department of Education, Office of the Superintendent's Civil Rights Compliance Office shall coordinate this policy.

Administrators, Managers, and Supervisors

Administrators, managers, and supervisors, including, but not limited to, assistant superintendents, school administrators, principals, vice principals, directors and other management personnel are responsible for maintaining a workplace free of harassment and discrimination.

Administrators, managers, and supervisors who witness or receive report(s) of harassment shall take immediate and appropriate action reasonably calculated to end the harassment. Administrators, managers, and supervisors shall initiate an immediate investigation through the Civil Rights Compliance Office on complaints stemming from allegations that fall under this policy.

Administrators, managers and supervisors should immediately consult with the Civil Rights Compliance Office for appropriate action once they know about a potential discriminatory situation.

Administrators, managers, and supervisors who engage in such conduct shall be investigated once it is made known to the Civil Rights Compliance Office personnel.

Employees

While at work and during work-related functions, employees have a responsibility to refrain from engaging in any behavior that violates this policy.

Employees who experience or observe any job-related harassment or believe they have been treated in a discriminatory manner are expected to report the incident(s) to management in order to correct and prevent harassment.

LIMITED CONFIDENTIALITY

Reports and investigations will be conducted with as much discretion as is consistent with a thorough investigation. Information regarding the complaint will be shared with appropriate individuals on a "need to know" basis.

VIOLATION OF POLICY

Employees who violate this policy shall be subjected to disciplinary action reasonably calculated to stop the harassment in accordance with applicable Department of Education policies, regulations, rules, collective bargaining agreements, and other Department of Education and civil service laws, rules, and regulations.

FILING A COMPLAINT

Employees seeking corrective action or wishing to file a complaint should contact their immediate supervisor, any other supervisory personnel, including the principal, complex area superintendent, assistant superintendent, director, or the Civil Rights Compliance Office personnel. Persons who believe they have been subjected to discriminatory harassment may use the Department of Education, state, or federal avenues, as applicable and appropriate.

IMPLEMENTATION

This policy shall be effective upon adoption and approval by the superintendent and shall remain in effect until such time that the superintendent cancels or repeals this policy.

Approved and adopted:

Patricia Hamamoto

Patricia Hamamoto, Superintendent

12.7.05

Date

RIGHTS OF STUDENTS WHO ARE DEAF, HARD-OF-HEARING, OR DEAF-BLIND
BOE Policy 2205

The Board of Education is committed to providing quality educational opportunities for all students with disabilities, including those who are deaf, hard-of-hearing, and deaf-blind. This commitment includes ensuring instructional programming that safeguards the following rights for students who are deaf, hard-of-hearing, and deaf-blind:

1. The right to qualified teachers, interpreters, support services staff, and resource personnel who can communicate effectively with the child using the child's own mode of communication, be it (a) a signed system based on English Code; (b) American Sign Language; (c) an oral system; or (d) a simultaneous communication system as determined with appropriate diagnostic information, consideration of the student's learning style, and collaboration with the student's educational planning team, including parents and guardians;

2. The right to associate with peers, including age, cognitive, and language appropriate peers;

3. The right to exposure to adult role models who are deaf, hard-of-hearing, or deaf-blind;

4. The right to have American Sign Language as one of the academic subjects in their educational curriculum when the child's identified primary language is considered to be American Sign Language;

5. The right to appropriate screening and assessment of hearing and vision capabilities and communication and language needs at the earliest possible age, and to continuing screening services throughout the child's educational experience;

6. The right to early intervention to facilitate the acquisition of a solid language base or bases to be developed at the earliest possible age;

7. The right to their parents' or guardians' full, informed participation in their educational planning;

8. The right to individual consideration for free and appropriate public education across a full spectrum of educational programs;

9. The right to placement that is best suited to the child's individual needs including but not limited to social, emotional, cultural needs, age, hearing loss, visual acuity, academic level, mode of communication, style of learning, and motivational and family support;

10. The right to equal access to all academic programs in their educational settings and supplemented with necessary and appropriate support services; and

11. The right to equal access to all school-supported non-academic extracurricular and athletic programs supplemented with necessary and appropriate support services.

Approved: 1/22/98

RELIGION AND PUBLIC SCHOOLS
BOE Policy 2230

Hawaii's public schools shall neither inculcate nor inhibit religion. Religion and religious convictions must be treated with fairness and respect. The First Amendment is upheld when the religious rights of students are protected, but religion is not promoted by public schools.

No religious instruction shall be given in any public school by any employee of the Department of Education during the regular school day. Teaching about religion shall be permitted where it is a natural part of the curriculum to study the history of religion, the role of religion in the history of the United States and other countries, and the religious influence on the art, music, literature, and social customs of various cultures. Discussion, examination, and reinforcement of values, ethics, and morals commonly shared in this pluralistic society shall be expected of every teacher when such opportunities arise.

Prayer and other religious observances shall not be organized or sponsored by schools and the administrative and support units of the public school system, especially where students are in attendance or can observe the activities.

Students may engage in voluntary, student-initiated religious activities and discussion as long as their behavior is neither disruptive nor coercive. Secondary students may meet in school during non-instructional time to pray, read religious materials, discuss their faith, and invite other students to join their religious group if the school establishes a limited open forum for one or more student-initiated groups.

Former Code No.6122.81
Policy Approved: 1947
Amended: 7/60, 11/60, 5/66, 10/70, 3/88, 01/99

FIELD TRIPS AND STUDENT TRAVEL
BOE Policy 2250

The Board of Education recognizes that travel beyond the school campus can enhance learning for students in the public schools of Hawaii. Therefore, schools are encouraged to promote travel within the State of Hawaii, to the continental United States, and to foreign countries as part of their educational program.

Field trips and travel shall be permitted only when the derived educational benefits are clearly linked to and support ongoing standards-based classroom studies. Schools shall be cognizant of the safety and welfare of all participants on field trips and student travel, and shall have contingency plans, recognizing that trips may need to be cancelled, delayed, or otherwise revised.

Former Code No. 6132

Approved: 09/67

Amended: 10/70; 03/88; 01/99; 01/05/06

FIELD TRIPS

REGULATIONS

1. Planning for field trips shall include:

   a. Objectives clearly related to particular experiences in the field trip itinerary;

   b. Clearance with authorities involved at the visitation site;

   c. Arrangements with regard to contact persons, guides, transportation, parental permission, supervision adequate for maintaining discipline and safety; and

   d. Delineation of preparatory and follow-up activities.

2. Authorization for field trips will be obtained in accordance with the regulations on student travel.

3. Safety provisions for water-related and non water-related field trips in natural environments shall adhere to applicable Department of Education procedures and guidelines and site agency's rules and procedures, and shall include:

   a. Assessment of site to identify hazards prior to planned activity.

   b. Specific warnings and reminders about the identified hazards, when necessary; and

   c. Adequate supervision to meet the conditions of the activity at the time.

Former Code No. 6132
Regulation Adopted: 9/67
Amended: 3/88

STUDENT TRAVEL

REGULATIONS

1. The authority for approving student travel shall be vested in the appropriate administrative officer(s) as designated below:

   a. Principals are authorized to approve intra-island travel for students except where another school is to be visited or substitute hire is being requested.

      1) If another school is to be visited, the receiving principal's approval is also required.

      2) If substitute hire is being requested, the district superintendent's approval is also required.

   b. Intra-state travel shall require the approval of the school principal. If the intra-state travel involves school(s) to be visited, the approval of receiving principal(s) is also required.

   c. Out-of-state travel requires the initial approval of the principal and the concurring approval of the district superintendent.

2. Approval of student travel by the appropriate administrative level shall be considered only after the following requirements have been met:

   a. Submittal of a written plan to the appropriate administrative level(s) which states objectives that are clearly related to the particular experiences included in the itinerary, the complete itinerary, a financial plan identifying the sources of monies and all expenditures for the trip, evidence of clearance with the authorities involved at places to be visited (as appropriate), confirmation of arrangements for guides, chaperones, transportation, parental permission, adequate supervision for discipline and safety, and follow-up learning activities.

   b. All student travel which is to be financed in any part by monies derived from fund raising activities authorized in writing by the district superintendent prior to planning.

Adopted: 10/70
Amended: 6/80, 3/88, 1/92

Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence

---

HAWAII ADMINISTRATIVE RULES

TITLE 8

DEPARTMENT OF EDUCATION

SUBTITLE 2

EDUCATION

PART 1

PUBLIC SCHOOLS

CHAPTER 19

STUDENT MISCONDUCT, DISCIPLINE, SCHOOL SEARCHES AND SEIZURES, REPORTING OFFENSES, POLICE INTERVIEWS AND ARRESTS, AND RESTITUTION FOR VANDALISM

Subchapter 1 General Provisions

§8-19-1 Philosophy
§8-19-2 Definitions
§8-19-3 Applicability
§8-19-4 Severability

Subchapter 2 Student Misconduct and Discipline During the Regular School Year
§8-19-5 Disciplinary actions; authority
§8-19-6 Prohibited student conduct; penalties
§8-19-7 Crisis suspension
§8-19-8 Suspension
§8-19-9 Suspension exceeding ten days, disciplinary transfer and dismissal
§8-19-10 Duration of disciplinary actions
§8-19-11 Substitute educational activities and other assistance when students are disciplined

Subchapter 3 Student Misconduct and Discipline in Summer School
§8-19-12 Disciplinary actions; authority

§8-19-13 Prohibited student conduct; penalties

Subchapter 4 School Searches and Seizures

§8-19-14 Policy on school searches and seizures
§8-19-15 Authority
§8-19-16 Conditions under which searches and seizures may be carried out
§8-19-17 Prohibited searches and seizures
§8-19-18 Searches and seizures involving law enforcement officers

Subchapter 5 Reporting Offenses

§8-19-19 Reporting class A and class B offenses occurring in school
§8-19-20 Indemnity upon reporting class A and class B offenses
§8-19-21 Failure to report class A or class B offenses occurring in school; penalties

Subchapter 6 Police Interviews and Arrests

§8-19-22 Police interviews in school for school-related offenses
§8-19-23 Police interviews in school for non-school-related offenses
§8-19-24 Police arrests in school

Subchapter 7 Restitution for Vandalism

§8-19-25 Liability for vandalism
§8-19-26 Procedures applicable to vandalism

Historical Note: This chapter is based substantially upon Department of Education "Rule 21, Relating to Student Discipline", [Eff 3/28/64; am 11/29/73; am 5/01/76; R 9/1/82]; "Rule 3, Relating to Police Interviews and Arrest of Students During School Hours", [Eff 9/23/63; am 6/20/77; R 9/1/82]; "Rule 24, Relating to Students Smoking on School Premises", [Eff 3/28/64; R 9/1/82].

STUDENT CODE OF CONDUCT POLICY
BOE Policy 4010

REGULAR ATTENDANCE

Students are expected to attend school regularly and to attend all classes.

PUNCTUALITY

Students are expected to be on time for school and classes.

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care.

FREEDOM FROM FEAR

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Approved: 2/95

STUDENT SAFETY AND WELFARE
BOE Policy 4200

The Department of Education shall provide a caring environment conducive to the physical, mental, social, and emotional well-being of students while they are participating in school activities. Attention shall be given to the personal safety of each student during these activities and such attention shall include instruction in safety practices and attitudes; proper maintenance of buildings, grounds, and equipment; establishment and enforcement of proper rules of conduct at each school including a no use, no possession, and no distribution of tobacco, alcohol and other non-prescription drugs; and provision of services to safeguard students from the deviant behavior of those who fail to conform to standards of conduct compatible with the best interests of all.

Approved: 10/70
Amended: 3/88, 7/91

STUDENT SAFETY REGULATIONS
DOE Regulation 4200.1

1. Instruction in safety habits and attitudes shall be assumed by all school staff members.

2. The principal shall inspect or cause to be inspected all buildings, grounds, and equipment to which students have access, recommending proper measures for the maintenance of adequate safety.

3. Involving the students, teachers, and parents to the extent which they may contribute their ideas and support, the principal shall establish necessary rules of conduct to govern behavior and safety on the campus and at school-related activities off-campus.

4. The principal shall deploy staff members in such a manner that their supervisory responsibilities shall include the personal safety of all students.

5. The principal shall seek additional resources, outside the immediate staff, to prevent physical harm to the students under his supervision.

6. District Superintendents shall take into consideration the behavioral characteristics and special needs of students in their allocations of personnel to schools.

Adopted: 10/70
Amended: 3/88

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

D A T E: 03/06/2007

MEMO TO: Complex Area Superintendents and Principals Priority:

CC: Board of Education
Superintendent
Assistant Superintendents
Superintendent's Branch Directors
Charter Schools Administrative Office

F R O M: Katherine T. Kawaguchi, Assistant Superintendent
Office of Curriculum Instruction and Student Support

SUBJECT: Amended Hawaii Department of Education (DOE) Regulation 4200.4, Reporting of Child Abuse and Neglect

Pursuant to Act 193, SLH 2006, the Hawaii DOE Regulation 4200.4, Reporting of Child Abuse and Neglect have been revised.

Attached to this memorandum is the revised DOE Regulation 4200.4 that is to be inserted in your Policies and Regulations, "Curriculum and Instruction, Student Series 4000."

Place this memorandum in the front of the binder to indicate that this action has been completed.

If you have any questions, please feel free to contact Mr. Dennis Kajikawa, Educational Specialist, Student Support Section, at 735-6225 or via lotus notes.

KTK:DK:lsr

Attachment



4200.4.pdf

REPORTING OF CHILD ABUSE AND NEGLECT

REGULATIONS

All school staff of the department shall report to the Child Welfare Services, Department of Human Services (hereinafter referred to as "CWS"), any suspicion of a student being abused and shall immediately notify the principal or the designee of the report made to CWS pursuant to §3501.1 HRS.

School staff is defined as persons working at the school in the following capacities: full time employees, casual employees, temporary contracted employees, and volunteers.

Reporting is defined as a telephone call to CWS to report any suspicion of child abuse and neglect and as soon as possible, complete and fax the form DHS 1516, Mandated Reporter Checklist for Suspected Child Abuse and Neglect to CWS pursuant to § 350-1.1, HRS

The completed original form DHS 1516 is to be faxed to CWS and the original is to be sent to the educational specialist designated by the Superintendent for processing to CWS.

If the suspected abuse to the student is sexual in nature or it is determined that the student may be in imminent harm at home, the school staff member shall contact the county police immediately after calling CWS. At no time shall the principal/designee or school staff member interview the student suspected of sexual abuse.

If a call to the county police is made by the school staff member, the person shall immediately notify the principal/designee of the call.

All schools shall have these procedures reflected in their respective school handbooks on Reporting of Child Abuse and Neglect until the regulation is amended.

Hawaii DOE school staff members are provided immunity from liability for the reporting of suspected child abuse, pursuant to § 350-3, HRS.

All reports made by Hawaii DOE school staff members to CWS are confidential pursuant to §350-1.4, HRS.

Any school staff member who knowingly prevents another person from reporting, or who knowingly fails to provide information as required by § 350-1.1, HRS may be charged with petty misdemeanor pursuant to §350-1.2. Petty Misdemeanor is defined in §701-107, HRS.

Excluded in this regulation are the matters of educational neglect.

Adopted: 10/2/75
Amended: 1/23/86, 3/88 (renumbered), 11/99, 8/00, 3/07

LINDA LINGLE
GOVERNOR

LILLIAN B. KOLLER, ESQ
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Child Welfare Services Intake Unit
420 Waiakamilo Road, Suite 300A
Honolulu, HI 96817-4941

CONFIDENTIAL

MANDATED REPORTER CHECKLIST FOR SUSPECTED CHILD ABUSE AND NEGLECT

Oahu Reporting Line: (808) 832-5300 Toll Free Neighbor Islands: 1-800-494-3991
Oahu FAX: (808) 832-5292 Toll Free Neighbor Islands FAX: 1-800-399-1614

To file a report of Child Abuse and Neglect, please:

1. Review available records and fill out the checklist as completely as possible using Y for yes, N for no, or as specified. Leave blank if unknown, unless otherwise indicated.
2. Immediately call the **CWS Intake Reporting Line at (808) 832-5300 or toll free for neighbor islands at 1-800-494-3991** to report your findings. Be sure to obtain the name of the intake social worker to document receipt and disposition of your referral.
3. FAX or Mail this document with comments to CWS immediately **after** verbally reporting to the intake worker. **Doing so fulfills your statutory obligation under Chapter 350-1.1(c), Hawaii Revised Statutes, which requires a report in writing as well as the oral report.**

MANDATED REPORTER INFORMATION	
Name/Agency/Title:	
Address:	Telephone:

MANDATED REPORTER ORAL REPORT/CONTACT WITH CWS AND/OR POLICE	
Name of CWS Intake Social Worker	Date/Time of Report
Name of Police Officer/Badge #	Date/Time of Report/Police Report #
May CWS share your identity with the county police, or contract VCM or FSS provider for follow up? Yes ___ No___	

PARENT/CAREGIVER INFORMATION: (Circle where applicable)							
FATHER	GUARDIAN	OTHER	ALLEGED MALTREATOR	MOTHER	GUARDIAN	OTHER	ALLEGED MALTREATOR
Name:			DOB/Age	Name:			DOB/Age
Address or Directions:				Address or Directions:			
Employment/Phone				Employment/Phone			
Telephone:		Military/Branch of Service		Telephone:		Military/Branch of Service	

OTHER ALLEGED MALTREATER/S			
Name:	DOB/Age	Name:	DOB/Age
Address or Directions:		Address or Directions:	
Telephone:		Telephone:	
Relationship to victim:		Relationship to victim:	

OTHER FAMILY/HOUSEHOLD MEMBERS/SIGNIFICANT KIN		
Name	DOB/Age	Relationship to Victim
1.		
2.		
3.		
4.		

CHILD/VICTIM INFORMATION				
Name	DOB/ Age	Victim? Y/N	School/Grade/SPED	Home Address/or Directions
1.				
2.				
3.				
4.				

FACTORS

A. TYPE OF HARM:

	Physical abuse		Threatened physical abuse
	Sexual abuse		Threatened sexual abuse
	Physical neglect		Threatened physical neglect
	Psychological/emotional abuse		Threatened psychological harm

B. EVIDENCE OF HARM:

a		Substantial/multiple skin bruising/Internal Bleeding	j		Extreme pain
b		Injury causing substantial bleeding	k		Extreme mental distress
c		Malnutrition	l		Gross degradation (extreme humiliation)
d		Failure to thrive	M		Death
e		Burns	n		Physical or medical evidence of sexual abuse
f		Poisoning	o		Injury to the psychological capacity/impairment in child's functioning
g		Any fracture	p		Failure to provide adequate care or supervision
h		Subdural hematoma (per medical diagnosis)	q		Intentional Drugging
i		Soft tissue swelling	r		Other:

C. HISTORY, FREQUENCY, DURATION, INTENSITY OF HARM, if known by reporter:

	Single incident, no history, no previous incidents		Occurs repeatedly,several times/year, escalating
	Infrequent incidents, no escalation , short duration		Chronic and serious, ongoing pattern of harm

D. BEHAVIORAL: (Has the **child** demonstrated any of the following behaviors?)

a		Danger to others:Assaults/aggression	e		Status Offenses or Law Violation
b		Danger to self/self destructive/suicidal	f		Education/Academic Difficulties
c		Mental Health Issues, Withdrawal or depression	g		Fear of caretaker/returning home/being harmed again
d		Inappropriate sexual knowledge/seductive	i		Other: Specify

E. SERVICES/TREATMENT HISTORY:

Has the family participated or been offered/referred to any service or treatment prior to the report of harm such as: (Yes, No, Unknown, or Declined, Identified as a need) If known, identify service provider and contact information.

a		Parenting classes	g		Medical/Health Services
b		Family violence services (domestic/family abuse)	h		Public Health Nursing
c		Educational programs	i		Substance abuse counseling/treatment Inpatient__ Outpatient __
d		Individual counseling or therapy	j		Anger management
e		Intensive home based (outreach,home visit)	k		CWS involvement (Hawaii or other)
f		Mental Health /Psychiatric Services	l		Other, Specify:

F. SUPPORT SYSTEM:

Support system available to the child and family, willing and able to assist. If known, identify person(s) and contact information.

a		Parents	F		Friends
b		Maternal grandparents	G		Church members
c		Paternal grandparents	h		Community groups
d		Siblings	i		Service providers
e		Other relatives	j		Other: specify below

G. NARRATIVE INFORMATION:

Please provide a brief narrative description of the incident(s) and what action you believe needs to be taken. If known, include dates and location. (Use additional sheets as needed)

THANK YOU FOR YOUR ASSISTANCE.

SUBSTANCE ABUSE REGULATIONS
DOE Regulation 4200.5

1. The use, possession or distribution of alcohol, tobacco, narcotics, hallucinogen, or other illicit substances as identified in Section 712-1240 through Section 712-1256, Hawaii Revised Statutes, will not be tolerated on the school grounds or at any school-sanctioned activities. The Department's Chapter 19 is to be followed when use, possession or distribution of the aforementioned substances is discovered.

2. Student's needs for drug or alcohol counseling and referral must be addressed.

3. Schools shall provide students committing Chapter 19 drug or alcohol offenses, and their parents with information about drug or alcohol counseling and treatment programs. The student is primarily responsible to seek assistance and to resolve any substance use/abuse problem.

4. Information such as drug use assessment results and counseling information shall be kept apart from the student's educational records.

Adopted: 7/91
Revised: 6/01

USE OF FORCE
BOE Policy 4201

The Board of Education believes that maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Hawaii public education system. When their actions comply with state statutes governing physical restraint of students, staff members shall have the full support of the Board of Education in their efforts to maintain a safe environment.

An individual who is a teacher, administrator, school employee, or school volunteer may, within the scope of that person's employment, including involvement in co-curricular activities and athletics, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

1. To restrain a student from an act of wrongdoing;

2. To quell a disturbance threatening physical injury to self or others;

3. To obtain possession of weapons or other dangerous objects which are within the control of a student;

4. For the protection of self, others or public property; and

5. To implement a therapeutic behavioral plan as prescribed in a student's Individualized Education Plan or Section 504 Modification Plan.

   An act of a teacher or other staff member shall not be considered child abuse if the act was performed in good faith and in compliance with Board policies and Department regulations. Such acts shall not be construed to constitute corporal punishment. Physical pain or discomfort caused by athletic competition or other recreational activities voluntarily engaged in by the student is not corporal punishment.

   Within a reasonable time after a teacher or other staff member uses force or physical intervention with a student, the teacher or other staff member shall report the incident to the principal or the principal's designee. The principal or the principal's designee shall notify the student's parents or guardians of the incident.

Approved: 4/18/02

LINDA LINGLE
GOVERNOR

PATRICIA HAMAMOTO
SUPERINTENDENT



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF THE SUPERINTENDENT

April 16, 2009

TO: ALL DEPARTMENT OF EDUCATION EMPLOYEES

FROM: Patricia Hamamoto
Superintendent

SUBJECT: Scope of Duties and Responsibilities

As we continue to meet the challenges of providing the best education for our students, I wish to emphasize the fact that the success of this Department depends upon how well we all perform our assigned duties and responsibilities.

In this regard, it has come to my attention that, in certain critical areas, the Department needs to clarify what is and is not within the "scope of duties and responsibilities" of its employees. Being concerned with this Department's ever-present exposure to liability for the acts of its employees, I am compelled to re-issue this memorandum as a reminder to all Department of Education (DOE) employees as to what is prohibited behavior. Whenever an employee engages in prohibited behavior, which is outside the employee's scope of duties and responsibilities, this not only jeopardizes the Department but the employee is also at risk of being personally liable for such behavior.

The following are examples of prohibited behavior that apply to all DOE employees:

1. Corporal Punishment. Section 302A-1141, Hawaii Revised Statutes, provides that "no physical punishment of any kind may be inflicted upon any pupil." One exception to this law is that reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. Reasonable force may also be used within the purview of Section 703-309, Hawaii Revised Statutes.

   Therefore, if an employee were to physically restrain a student as punishment for the student's behavior or if an employee were to otherwise physically punish a student, those acts would be considered corporal punishment and outside the employee's scope of duties and responsibilities. An employee may use force only when the force is reasonable and not excessive and only when trying to restrain a

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

student from hurting himself/herself or any other person or property. Otherwise, no physical punishment may be inflicted on the student.

2. Strip Searches. No DOE employee is authorized to conduct a strip search of a student. Under Section 8-19-17 of the Board of Education's administrative rules, there shall be no searches requiring bodily contact of a student of the opposite sex unless such a search is necessary to prevent imminent harm to the health or safety of a person or persons. Such searches are restricted to the exclusive authority of law enforcement personnel. Any DOE employee engaging in such a search may be held liable for engaging in inappropriate behavior that is not within the scope of the employment.

3. Inappropriate and/or Sexual Relations and/or Dating of Student(s). DOE employees or officially recognized volunteers **shall not** engage in any romantic, sexual, and/or other inappropriate relations with a student, or students during any DOE activity and/or function, on or off-campus. Inappropriate conduct includes but is not limited to verbal expressions, inappropriate physical contact, and/or inappropriate communications is strictly prohibited even if the student, who is not 18, or who is 18 without capacity, consents. DOE employees are expected to act in a professional manner and refrain from any such activity that may be perceived as inappropriate conduct with a student or students. Such conduct may be grounds for disciplinary action against the DOE employee, up to and including termination.

The examples listed above are NOT exhaustive, but represent some areas of particular concern to me. Other examples of inappropriate conduct include violent threatening behavior, any form of harassment, and alcohol, drug or control substance use, possession, or distribution. The conduct described above is not within an employee's scope of duties or responsibilities. Refraining from inappropriate behavior will help you, as well as the Department avoid future liability.

Thank you for your support in this matter.

PH:YL:lk

c: Board of Education
Assistant Superintendents
Directors, Office of the Superintendent
Principals
OHR- Labor Relations
Hawaii Government Employees Association
Hawaii State Teachers Association
United Public Workers

PRACTICE OF HAZING STUDENTS PROHIBITED
BOE Policy 4210

The Department of Education is responsible for providing an environment which nurtures the physical, mental, social, and emotional well-being of students.

The practice of hazing as a part of athletics or other co-curricular and social activities shall not be allowed. Hazing is defined as any conduct or method of initiation into any student organization or activity, whether in school or off-campus, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, indecent exposure, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and/or mental health or safety of any student, or which subjects any student to extreme mental stress, including deprivation of sleep or rest, extended isolation, or personal humiliation.

Staff shall inform students that hazing will not be tolerated. Students and staff shall not harass others verbally and/or physically. Students and staff shall behave with dignity and treat others with respect and courtesy and honor the rights of others.

Students and staff found to be in violation of this policy will be subject to counsel and/or disciplinary action in accordance with Chapter 19.

Practice of Hazing Students
Administrative Guidelines

1. The principal shall inform staff, students, parents, and volunteers of the policy on the practice of hazing students. School staff includes all persons hired or volunteering for co-curricular activities.

2. Staff found to be in violation of the policy will be subject to counsel or appropriate disciplinary action in accordance with contractual due process rights.

3. Students found to be in violation of the policy will be subject to counsel or disciplinary action in accordance with Chapter 19.

Approved: 4/97

ANTI-HARASSMENT, ANTI-BULLYING, AND ANTI-DISCRIMINATION AGAINST STUDENT(S) BY EMPLOYEES
BOE Policy 4211

The Department of Education strictly prohibits discrimination, including harassment, by any employee against a student based on the following protected classes: race, color, national origin, sex, physical or mental disability, and/or religion. In addition to the above protected basis, the Department of Education strictly prohibits any form of harassment and/or bullying based on the following: gender identity and expression, socio-economic status, physical appearance and characteristic, and sexual orientation.

A student shall not be excluded from participation in, be denied the benefits of, or otherwise be subjected to harassment, bullying, or discrimination under any program, services, or activity of the Department of Education.

The Department of Education expressly prohibits retaliation against anyone engaging in protected activity. Protected activity is defined as anyone who files a complaint of harassment, bullying, or discrimination; participates in complaint or investigation proceedings dealing with harassment, bullying, or discrimination under this policy; inquires about his or her rights under this policy; or otherwise opposes acts covered under this policy.

The Department of Education shall develop regulations and procedures relating to this policy to include personnel action consequences for anyone who violates this policy.

Approved: 02/21/08

	State of Hawaii Department of Education Standard Practice (SP) Document	Superintendent's Administrative Manual

Status: Draft ○ SP Review ○ Group ○ A/S ○ Union C&C ○ Supt. ○ Web ●

Document Number SP 0211	Release Date: March 28, 2008	Distribution: x

SUBJECT:	Board of Education Policy – Anti Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees.

1. **Purpose**
   To describe the regulations and procedures of the Board of Education's Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees Policy.

2. **Effective**
   Upon Superintendent's approval.

3. **Applies To**
   All State of Hawaii Department of Education employees.

4. **Introduction**
   This policy was in part developed to assist the Department of Education with its compliance of the following federal laws: Title VI of the Civil Rights Act of 1964, and as amended by Civil Rights Act of 1991, and Title IX of the Equal Education Amendments of 1972, also known as the Patsy Takemoto Mink Equal Opportunity in Education Act, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

   Additionally, the Superintendent convened a Safe Schools Community Advisory Committee that made recommendations to the Superintendent concerning student safety. One of the recommendations was to develop and implement a state-wide anti-harassment policy that would be consistently enforced.

   The Board of Education also convened an Ad Hoc Committee on Safety that also made recommendations concerning student safety at school, and this policy also addresses concerns that were raised by the Ad Hoc Committee on Safety.

5. **Definitions**
   Bullying: Means any written, verbal, visual, graphic, or physical act that an employee or officially recognized volunteer exhibits toward a student or group of students that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student(s).

Cyberbullying: Means a type of bullying that includes electronically transmitted acts via the Internet, cell phone, personal digital assistance (PDA), wireless hand-held device, or other such devices that an employee has used to exhibit inappropriate conduct toward a student that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment:

(1) On campus, or other Department of Education premises, on Department of Education transportation, or during a Department of Education sponsored activity or event on or off school property or;
(2) Through a Department of Education data system without Department of Education authorized communication or;
(3) Through an off campus computer network that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Discrimination: Means disparate treatment or consideration of, or making a distinction in favor of or against, a student based upon the student's or students' protected basis covered by this policy.

Gender Identity and Expression: Means a person's actual or perceived gender, as well as a person's gender identity, gender-related self-image, gender-related appearance, or gender-related expression, regardless of whether that gender identity, gender-related self-image, gender-related appearance, or gender-related expression is different from that traditionally associated with the person's sex at birth.

Harassment: Means unwelcome conduct, that is sufficiently severe, persistent or pervasive; and limits a student's ability to participate in or benefit from an educational program or activity; or creates a hostile or abusive educational environment based on the identified protected classes.

Physical Appearance and Characteristic: Means a person's physical appearance or size that includes but is not limited to weight, height, or physical appearance, as well as appearance that is not covered by one of the other protected basis.

Retaliation: Means adverse action against anyone engaging in protected activity. Protected activity is defined as anyone who files a complaint of harassment, bullying, or discrimination; participates in complaint or investigation proceedings dealing with harassment, bullying, or discrimination under this policy; inquires about his or her rights under this policy; or otherwise opposes acts covered under this policy.

Sexual Orientation: Means having a preference for heterosexuality, homosexuality, or bisexuality; having a history of any one or more of these preferences; or being identified with any one or more of these preferences.

Socio-economic Status: Means relating to, or involving a combination of social and economic factors and/or status.

6. **Responsible Parties**

Civil Rights Compliance Office

The Department of Education ("DOE"), Office of the Superintendent's Civil Rights Compliance Office, shall coordinate the implementation of this policy.

Principals, Vice Principals, Complex Area Superintendents, and/or the Civil Rights Compliance Office Specialists and/or Director

Principals, Vice Principals, Complex Area Superintendents, and/or the Civil Rights Compliance Office Specialists and/or Director, including, but not limited to, assistant superintendents, school administrators, and other management personnel are responsible for maintaining a learning environment free of harassment, bullying, and/or discrimination.

Any principal, vice principal or complex area superintendent who witnesses or receives report(s) of harassment, bullying, or discrimination shall take immediate and appropriate action reasonably calculated to end the harassment, bullying, and/or discrimination. This means, the principal, vice principal, or complex area superintendent shall immediately contact the Civil Rights Compliance Office to initiate an investigation into complaints stemming from allegations that fall under this policy.

Staff

While at school and during school-related functions, employees have a responsibility to refrain from engaging in any behavior that violates a student's or students' rights under this policy.

Student(s)/Parent(s)/Legal Guardian(s)

Student(s) and their parent(s), or legal guardian(s) are expected to inform the principal, vice principal, complex area superintendent, or staff in the Civil Rights Compliance Office of any harassment, bullying, or discrimination that is covered under this policy in order to address and prevent further incidences from occurring.

7. **Limited Confidentiality**

Reports and investigations will be conducted with as much discretion as possible. Information about the complaint and/or report will be shared on a "need to know" basis only.

8. **Violation of Policy**
Employee(s) who are found to have violated this policy, after an internal administrative investigation has been completed, may receive disciplinary action as deemed appropriate by an appropriate administrator. Such action will be taken in accordance with DOE policies, regulations, rules, collective bargaining agreements, and other laws, rules, and regulations.

9. **Procedures for Filing a Complaint**
Any parent(s) or legal guardian(s) or a student, with the parent or legal guardian's knowledge, may file a complaint with a school administrator, the complex area administrator, or the Civil Rights Compliance Office staff on the Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Students by Employees Form. If the parent, legal guardian, and/or student chooses not to use the form, the complaint should nevertheless be accepted by the above entities and an immediate investigation should be initiated.

An employee who witnesses or knows about any incident that falls under the policy, may also file a complaint concerning inappropriate conduct towards a student by either completing the complaint form or by informing the principal, vice principal, complex area superintendent, or the staff in the Civil Rights Compliance Office.

10. **SP Maintenance Responsibility**
The Civil Rights Compliance Office in the Office of the Superintendent is responsible for maintenance, administration, and questions regarding this SP. To request assistance or to suggest improvements, call **(808) 586-3322.**

11. **References, Resources, and Forms**
The following resources may be of additional assistance in understanding the provision of this policy.

Frequently Asked Questions (FAQ) for SP 0211.

1. Who may file a complaint?
A student with his or her parent, or legal guardian's knowledge, who feels that he/she was discriminated against by a DOE employee or officially recognized volunteer because of the identified protected classes in the policy, may file a complaint. He/she should immediately report the incident(s) to a school administrator, complex area superintendent, or the Civil Rights Compliance Office staff.

2. Who will conduct the investigation?
- Complaints shall be forwarded to investigators in the Civil Rights Compliance Office. An investigator will investigate the complaint within a reasonable time period depending on the complexity of the case.

3. How will the results of the investigation be communicated?
   The complainant and respondent will be notified when the investigation is concluded. A final report will be provided to the decision-maker for appropriate action.

4. What happens after the investigation?
   If a violation of the policy is found, the decision maker should work with their respective Personnel Regional Officer and State Office administrators to decide on the appropriate action.

5. Where else can an employee file a complaint?
   Complaints may also be filed with the U.S. Department of Education-Office for Civil Rights, or any other applicable federal or state agency.

12. **Forms**
    Anti-Harassment, Anti-Bullying, and Anti-Discrimination Against Student(s) by Employees Complaint Form.

Adopted and Approved by:

Patricia Hamamoto, Superintendent — March 28, 2008 (Date)

ALCOHOL AND ILLICIT DRUG USE
BOE Policy 4220

The Board of Education believes that all students have the right to an education in safe and orderly school environments. The Department of Education (DOE) has a fundamental responsibility to provide a safe and healthy work and learning environment for all public school students, employees, and persons under its jurisdiction. The Board supports the DOE's need to eliminate alcohol and illicit drug use and distribution in public schools.

The DOE shall develop regulations and procedures for public schools in an effort to eliminate alcohol and drug use and distribution on their respective campuses. The regulations, guidelines, and procedures developed shall be scientifically based and within the confines of state statutes and constitutional compliance.

Approved: May 19, 2005

HAWAII ADMINISTRATIVE RULES

TITLE 8

DEPARTMENT OF EDUCATION

SUBTITLE 2

EDUCATION

PART 1 PUBLIC SCHOOLS

CHAPTER 31

TOBACCO FREE SCHOOL SYSTEM

§8-31-1 Purpose
§8-31-2 Definitions
§8-31-3 Tobacco free school system
§8-31-4 Implementation responsibilities and authority
§8-31-5 Enforcement procedures
§8-31-6 Counseling and rehabilitation assistance

§8-31-1 Purpose. The public school system strives to provide its students with a safe and secure learning environment, as well as appropriate instruction and school experiences that mutually reinforce good personal health and safety practices. The present practice of condoning tobacco use by employees and other adults on public school campuses, at off-campus events, and at district and state offices seriously undermines and contradicts instruction to students regarding the health hazards of tobacco use. The purpose of this chapter is to implement the tobacco free school system policy. Accordingly, this chapter sets forth who shall be responsible for implementing the tobacco free school system policy, as well as how the policy shall be enforced. This chapter also provides for counseling and rehabilitation assistance to employees who wish to stop smoking. [Eff. MAY 08, 1993] (Auth: HRS §§302A-1112, 328K-5) (Imp: HRS §§302A-1101, 302A-1111, 328K-2, 328K-5, 328K-13)

STUDENT HEALTH
BOE Policy 4240

The Department of Education shall afford prime concern for the health of each student. This concern shall be expressed by providing instruction in positive health practices and attitudes, by providing essential health services, and by enforcing Department of Health regulations regarding physical examinations, immunizations, and communicable diseases.

Ancillary health services within the jurisdiction of the department shall be provided. First aid care for ill and injured students shall be provided throughout the school day. The school may recommend that parents seek the help of the medical professional or appropriate health agencies for cases beyond its scope of responsibility.

Approved: 10/70
Amended: 3/88

MEDICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS

REGULATIONS

1. The Department of Education shall comply with the State of Hawaii statutory requirements and Public Health Regulations* pertaining to medical examinations and immunizations for students entering school for the first time in Hawaii as well as those already enrolled in public school.

2. Every student participating in interscholastic athletics shall have an annual medical examination, which shall be performed before participation in athletic activities. The examination may be conducted by a physician of one's choice. After the medical examination, should there be evidence of impairment in the student's physical condition during the school year, another medical examination shall be required prior to participation in athletic activities.

3. All students participating in intramural and extramural programs are required to have written and signed permission annually from a parent or a guardian prior to participation.

4. School records of out-of-state transfer students which indicate that comparable medical examination and immunization requirements have been met will be considered as having met the requirements in Hawaii. Students entering the Hawaii schools for the first time must provide documented tuberculosis clearance before initial school attendance.

5. Parents shall be notified of medical examination and immunization requirements.

6. It is recommended that students have a medical examination at least every three years.

Former Code No. 5141
Former Regulations Adopted: 4/60
Amended: 4/67, 10/70, 9/72, 11/73, 11/76, 2/81
Reviewed: 3/88

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

DATE: 08/23/2006

MEMO TO: Complex Area Superintendents and Principals **Priority:**

CC: Office of Business Services
Assistant Superintendents
Directors, Superintendent's Office
Administrative Services Assistants
Interscholastic League Directors

FROM: Patricia Hamamoto, State Superintendent
Office of the Superintendent

SUBJECT: Student Accident and Medical Insurance

This expands and clarifies my memorandum dated 06/08/2006 on this subject.

My memorandum of 06/08/2006 stated that the Department will no longer require students who are not covered by a health care plan to purchase "tripster" insurance before they can participate in school field trips or excursions.

To clarify and expand:

1) Students do not need health insurance or accident insurance in order to participate in school field trips or excursions.
2) Schools should not discontinue field trips and excursions because they fear liability if students are injured and do not have accident insurance. The Department's liability is not affected by the presence or absence of insurance on the student. The permission form signed by parents – "Parent Authorization for Student Travel" – already includes this language: *"In the case of illness or injury to said student, we (I) hereby consent to and authorize such medical or dental treatment as deemed necessary, and agree to pay for such medical and dental costs if incurred."*
3) The Department does not require a student to have health insurance or accident insurance in order to participate in interscholastic or intramural athletics. The Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form signed by parents will include this language: *"Student and parent/guardian understand that the Department of Education strongly recommends that the student have medical/health insurance coverage prior to participating in interscholastic sports activities and further understand that all insurance cost and medical costs related to any injury are the sole responsibility of the parent/guardian. The Department of Education will not assume and is not*

responsible for any of these costs."

4) The Department will revise (a) Form SA-1 (Parent Authorization for Student Travel), deleting the requirement for accident insurance for participation in school field trips and excursions, and (b) the Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form, deleting the requirement for medical insurance for participation in athletics.
5) The Department continues to require an annual medical examination as a pre-condition to participating in interscholastic athletics.

Parents interested in acquiring medical insurance for their children through the state's Quest program can get the telephone number through the Aloha United Way's help desk by dialing 211. This is a free call from every island.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES
BOE Policy 4520

The Board of Education is committed to the promotion of high academic achievement. Students participating in co-curricular activities must have at least an overall 2.0 grade point average (GPA) and be passing in courses required for graduation. "Participating," as used in this policy, does not include participation in rehearsals, practices, or tryouts. Activities which are essential and integral in any particular course are not affected by the policy.

The Department of Education shall establish guidelines to implement this policy.

The Department shall provide the Board with an annual report on the status of policy implementation.

Approved: 8/85
Amended: 3/88 (renumbered), 8/97

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS
DOE Policy 6620

When circumstances are such that it would be impractical to charter a bus to transport students on trips approved by the principal, private cars may be utilized.

The program shall be administered in accordance with the guidelines set forth in the Standards of Practice of the Office of School Facilities and Support Services.

Approved: 9/16/71
Revised: 11/86, 12/07

PARTICIPATION OF DISABLED INDIVIDUALS[1]

Under the Americans With Disabilities Act of 1990 (ADA), disabled individuals must be provided with an equal opportunity to participate in or benefit from the athletics program.

The ADA requires that schools reasonably modify its policies, practices, or procedures to avoid discrimination. Modifications are not required, however, if the modifications would fundamentally alter the nature of its service, program, or activity.

As such, the athletics director shall ensure that:

1. Reasonable modifications are provided to allow a disabled individual to participate in any athletics program or activity conducted by the Department of Education, so long as the student athlete meets the minimum eligibility requirements.

2. Each sport should develop student-athlete minimum eligibility criteria to determine what reasonable modifications might be necessary, and essentially determining what, if anything, would fundamentally alter the activity.

[1] *See* Title II of the Americans With Disabilities Act.

LINDA LINGLE
GOVERNOR

PATRICIA HAMAMOTO
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

ACTION

July 7, 2004

To: Complex Area Superintendents, Principals and Athletic Directors

From: Patricia Hamamoto, Superintendent

Subject: Relating To Interscholastic Sport Schedules and Use of Athletic Equipment and Uniforms

During the traditional summer months of June, July, and until mid-August, the full complement of administrators and staff may not be available at all high schools to perform essential duties which insure a safe and secure environment. Therefore, at the conclusion of the last state tournaments, all interscholastic sport contests and/or scrimmages will cease.

The use of supplies, equipment, and uniforms is limited to the period between the start date of each sport season and its respective championship or state tournament. This restriction does not apply to approved school practice(s) scheduled in June, July and August. The Department shall not lend or rent high school sport equipment and uniforms.

Thank you for your usual cooperation and continued support in this matter.

PH:af

c: Assistant Superintendents
Superintendent's Branch Directors
Gary Griffiths, Superintendent's Liaison to Athletics
Office of Curriculum, Instruction and Student Support

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

MISCELLANEOUS ATHLETIC OPERATIONS

Release from Class

All public high school athletic contests should be scheduled so that student athletes are absent from a minimum number of classes.

A. Head coaches should make arrangements with the athletic director to have students excused from class when transportation of athletes to contest sites is necessary, and when contests are scheduled during class hours.

B. Absence request forms are available in the school administration office for approval. These forms should list departure time, names of students, etc., and should be given to the principal for approval prior to the day that the absence will occur.

C. Athletes are responsible for requesting make-up work from their teachers for lessons missed due to an athletic contest. All class work shall be made up at the convenience of the teacher. All coaches shall submit a list, several days in advance, of student athletes who will be absent from a class or classes due to transportation to a contest site or when contests are scheduled during class hours.

Game Supervision

A. The Principal, Athletic Director, and/or designated Site/Meet Manager, are responsible for supervision of the high school athletic contest.

B. An Emergency Situation/Evacuation Plan should be developed for all events and venues where teams practice or compete.

Team Selection

Coaches are encouraged to keep as many students on a team as possible, without affecting the integrity of the sport. Time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any sport.

Before team selections are made, the coach should notify all candidates of the (1) length of the try-out period, (2) criteria for team selection, and, if the student makes the team, (3) practice commitments, (4) game commitments.

If a candidate attends all required meeting(s) and tryout sessions, a coach may cut a candidate after the candidate: (1) competed in a minimum of two tryout sessions, (2) performed in at least one intra-squad game, and (3) was personally informed of the cut by her or his coach.

Although the coach should generally follow this squad selection and cut guideline, some procedures may not be practical due to the unique nature of each individual sport. In such case, the coach may deviate from the selection procedure. Still, a cut list shall not be posted.

Media

The Principal is the official spokesperson for the school. Coaches and staff, who are questioned about issues unrelated to the athletic contests that may be controversial, should direct the inquiries to the Principal.

TITLE IX COMPLIANCE

The following shows the DOE's "System of Self-Assessment, Reporting, and Monitoring Title IX Compliance in Public High School Athletics." This system is used to monitor and maintain Title IX Compliance in the public high schools' athletic programs.

DEPARTMENT OF EDUCATION
System of Self-Assessment, Reporting, and Monitoring Title IX Compliance[1] in Public High School Athletics

	Title IX Self-Assessment	School Action Plan	DOE Annual Compliance Report	DOE Strategic Action Plan
Public High Schools	Each public high school shall conduct a self-assessment of its athletic program every three years with the technical assistance of the Civil Rights Compliance Office. The self-assessment shall cover 1/3 of the schools each year. **1**	Based on the school self-assessment, a public high school shall develop a school action plan to correct any gender inequity identified in its athletic program. The school shall submit a quarterly progress report on actions taken **3**		
DOE Civil Rights Compliance Office	Review the data from the school self-assessment and determine the compliance status of each school. Advise on compliance problems and areas requiring corrective action. **2**	Assist schools with corrective action options and development of school action plan. Review school quarterly progress reports and prepare a quarterly departmental progress report. **4**	Publish an annual Title IX compliance report on the DOE's public high school athletics program, covering the nine Title IX program components applicable to public high school athletics. **5**	Publish and update the DOE's strategic plan for gender equity in athletics. Publish an annual progress report on the strategic plan in conjunction with the annual Title IX compliance report. **6**
Gender Equity Advisory Committee	The Superintendent shall convene a Gender Equity in Athletics Advisory Committee annually to review what has been accomplished by the DOE in achieving gender equity in athletics and submit a report to the Superintendent on its findings and recommendations. **7**			

[1] *See* BOE Policy 1110-10

Special Issues Ad Hoc Advisory Committees	The Superintendent may from time to time convene an ad hoc advisory committee to examine specific Title IX compliance issues in athletics and report to the Superintendent on its findings and recommendations. **8**
Superintendent of Education	Define gender equity in athletics for all public high schools and enforce compliance with Title IX through a system of self-assessment, action planning, monitoring, and reporting. Decide on specific gender equity issues in athletics that may arise from school self-assessments and recommendations from the advisory committees convened by the Superintendent. **9**

ATHLETIC HEALTH CARE TRAINER

The Athletic Health Care Trainer is a critical member of the school's athletic program. For information about the Athletic Health Care Trainer's role and responsibilities, please refer to the *Department of Education Athletic Health Care Trainers' Manual*, 1998. The principal must go over these expectations with the athletic trainer.

PROTECTION AGAINST COMMUNICABLE DISEASES[1]

The Department of Education has concern for the health and safety of each student. Because of this concern, the athletic director shall provide instruction in positive health practices and attitudes, by providing essential health services, and by enforcing Department of Health regulations regarding physical examinations, immunizations, and communicable diseases to parents and/or legal guardians and the student-athlete.

As such, the athletic director and athletic trainer shall ensure that:

1. Coaches and athletic staff are trained with regard to: (a) communicable diseases, including blood-borne pathogens; (b) appropriate care in the event of blood-injuries, or circumstances with a communicable disease risk; and (c) appropriate measures to protect other individuals from exposure.

2. Appropriate precautions, protective gloves, and sanitary measures should be used at athletic events (including games and practices).

3. All wounds, cuts, and abrasions are to be covered to prevent infection.

4. Coaches inform students: (a) not to share equipment, water, clothing, towels, soap and other personal items; (b) to clean their practice and game uniforms after each use; and (c) to shower with soap as soon as possible after practices and competitions, to decrease exposure to bacteria.

5. Surfaces that are frequently touched should be cleaned and disinfected regularly (i.e. benches, athletic training room tables, weight room equipment, wrestling mats, chairs, etc.).

6. Coaches and students should be aware of the potential risk of skin infections caused by staph bacteria, and seek immediate medical attention in the event of such infections.

7. Coaches and athletic staff view the most current blood borne pathogen video.

[1] *See* BOE Policy 4240.

ATHLETIC INJURIES

Injuries may occur in public high school athletics at all levels, regardless of precautions taken.

I. Medical Aspects of Safety

A. Recommended Responsibilities of Athletics Personnel

1. The athletic trainer, when present, will have the primary responsibility of administering aid to injured athletes and for making proper recommendations for post-injury care.

2. In the event that the athletic trainer is not present, it is recommended that:
   a. The coach in charge of the activity assumes the responsibility of administering aid to the best of his or her ability with the training and experience provided to him or her;
   b. The coach in charge of the activity should be prepared to refer injuries to the appropriate medical personnel, including any emergency response personnel.

3. No member of the coaching staff should overstep his or her bounds when attempting to treat an injury. Therefore, it is recommended that coaches understand first aid and be prepared to administer first aid in the event that it is needed.

4. It is the responsibility of the coach in charge of a team to have a first aid kit, in sanitary condition, available at every practice and contest. The athletic director must inform the coach of the necessary requirements for the coach to upkeep his or her first aid kit.

B. Recommended Emergency Procedures

1. When there is any question as to the extent, seriousness, or nature of an injury, the athletic trainer, and in the event that there is no athletic trainer, the coach should seek professional medical help and call 9-1-1 immediately.

2. The athletic trainer, and in the event that there is no athletic trainer, the coach, shall check to determine if the injured athlete is conscious. A check of the injured athlete's vital signs (breathing and pulse) shall be done and a review for abnormally displaced body parts should then be examined.

3. The athletic trainer, and in the event that there is no athletic trainer, the coach, shall take appropriate steps to control excess bleeding of the athlete.

4. Movement of the injured athlete should be kept to a minimum.

5. Keep the injured athlete as warm and as comfortable as possible, except if the athlete has a heat-related illness.

6. The coach should notify the parent and/or legal guardian of the injury as soon as possible.
   a. The parent and/or legal guardian of the injured athlete should assume the responsibility of contacting the family physician for any further medical attention.
   b. For minor injuries or injuries not requiring immediate specialized medical attention, the athletic trainer, and in the event that there is no athletic trainer, the coach, should have the parent and/or legal guardian provide transportation for necessary medical attention.
   c. For injuries that required immediate specialized medical attention, an ambulance should be called immediately.

7. The "Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form" should list:
   a. The athlete's parent's or legal guardian's home and work phone numbers and cell phone numbers.
   b. Any other contact person and information;
   c. Preferred physician and hospital;
   d. Any allergies to medicine including those medications that have been provided by the athlete's parent and/or legal guardian.

   The "Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form" for all student athletes on the coach's team should be carried at all times by the coach.

8. If the parent or legal guardian of the injured athlete is not available, a member of the coaching staff will:
   a. Continue attempts to contact parent or legal guardian, and
   b. Call an ambulance.

9. A member from the coaching staff or trainer should notify the parent or legal guardian of noticeable injuries, illnesses, and/or infections, as soon as practical.

II. Recommended Accident/Injury Report Procedures

A. Reporting Procedures

1. A member from the coaching staff of the injured athlete or the athletic trainer who attends to the injured athlete, shall complete the "Injury Evaluation Form" immediately following athletic injuries or accidents that involve any student athlete under his or her control during any practice, contest, athletic activity, or during travel to or from a contest.

2. The "Athletic Injury Report Form" shall be turned into the athletic trainer's office the following school day with a copy being retained by the person completing the form. In the event that there is no athletic trainer at the school, the form should be turned in to the athletic director, who shall keep a copy of the form on file for five years.

3. Coaches should follow-up on injuries to athletes by contacting the athlete's parent or legal guardian within 24 hours.

B. Return to participation

1. Student athletes who have been out of athletics due to illness or injury and who received treatment from a licensed family physician must have written permission from the same licensed family physician, clearing the athlete to once again fully participate in athletic activities.

2. Student athletes who have been out of athletics due to injury from an athletic activity and who receive treatment from an athletic trainer must have clearance from the same athletic trainer or designee athletic trainer, clearing the athlete to once again fully participate in athletic activities.

3. The school's athletic trainer, however, will have the ultimate discretion as to whether a student athlete may resume participation in athletic activities.

4. The athletic director, athletic trainer and head coach should keep such documentation on file for at least five years.

III. Recommended Training Room Procedures

A. Gender appropriate policies should be implemented, and equal opportunities provided for the use of athletic training rooms.

B. The athletic trainer shall set the guidelines for use of the athletic training room and post a schedule of the assignment of student athletic trainer aides to respective teams and athletic training room duty. The athletic trainer shall provide a written list of expectations and duties for the student athletic trainer aides, and provide appropriate training.

C. The head coach of in-season sports shall work with the athletic trainer to maintain cleanliness and orderliness in the athletic training room.

D. Rules and regulations for the use of the athletic training room should be made available to all athletes through their coaches.

E. All athletes should be supervised while utilizing the athletic training room. Special caution should be exercised when athletes are using the rehabilitation equipment and modalities.

F. Athletic trainers shall instruct athletes on proper use of the whirlpool prior to use. Athletes should not be permitted in the whirlpool without supervision of an athletic trainer.

IV. Release of Information Relating to Accidents or Injuries

As a general rule, information related to accidents or injuries should not be released, unless authorized by the principal, athletic director, or student's parent and/or legal guardian, or as allowed by laws, DOE rules or regulations. The principal and athletic director should be informed by the coach and/or trainer of any updates or developments concerning any prior injury or accident.

After an accident, in relation to an athletic event occurring on or around school property, the following procedures should be followed:

1. The athletic trainer and/or coach shall immediately attend to the injured athlete;

2. After the athlete has been administered assistance, the trainer or coach must provide communication to the athletic director, parent, and principal;

3. The principal shall inform the Complex Area Superintendent, who will then inform the Deputy Superintendent, if necessary; and

4. Conduct an investigation and write up a report by taking information from students, parents, and any witnesses.

5. Principals shall be responsible for maintaining any documentation relating to the injury and circumstances that took place to address such incidents, and this should be kept on file for five years.

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

DATE: 11/02/2007

MEMO TO: Complex Area Superintendents
High School Principals
Athletic Directors and Athletic Health Care Trainers

Priority:

CC: Assistant Superintendents
Superintendent's Office Directors
Charter Schools Administrative Office
Mr. Dwight Toyama, Oahu Interscholastic Association Office
Mr. Stephen Kim, Maui Interscholastic League,
Executive Director
Mr. Ken Yamase, Big Island Interscholastic Federation,
Executive Director
Ms. Dianne Nitta, Kauai Interscholastic Federation,
Executive Director
Office of Curriculum, Instruction and Student Support

FROM: Patricia Hamamoto, Superintendent
Office of the Superintendent

SUBJECT: Department of Education (DOE) Coverage Guidelines for Athletic Events by Athletic Health Care Trainers (AHCT), Revised October 2007

Attached is the "DOE Coverage Guidelines for Athletic Events by Athletic Health Care Trainers," revised October 2007. These guidelines have been revised due to the change in the boys' volleyball and girls' basketball and softball season, and were established to provide optimum coverage for high school events. Unfortunately, the AHCT cannot be at every event (practice and games). Therefore, communication among the athletic director, AHCT and coaches is imperative. In addition, it is necessary that each high school have an Emergency Action Plan in place for each sport and venue it utilizes.

Please advise your athletic director, AHCT, and coaches that these guidelines need to be discussed annually to avoid any misunderstanding. Should you have any questions, please contact Ms. Dee Helber, Educational Specialist, Student Support Section at (808) 735-6222 or Mr. Ross Oshiro, Athletic Health Care Trainer Coordinator, Student Support Section, at (808) 735-6225.

PH:DH:lc

Attachment



07-2143 DOE Game Coverage Guidelines 07-08.doc

Hawaii State Department of Education
COVERAGE GUIDELINES FOR ATHLETIC EVENTS BY ATHLETIC HEALTH CARE TRAINERS

Scheduling Conflicts

Scheduling conflicts between games and practices are inevitable. Therefore, communication among the Athletic Health Care Trainers (AHCT), Athletic Directors (AD), and Coaches are vital for an efficiently run athletic department. The following are guidelines for your athletic department to follow. It is acknowledged that each school and league has its own unique circumstances which should be discussed amongst the AHCTs, ADs and league Executive Directors. Resolving coverage conflicts will be determined at the discretion of the AHCT. It is strongly recommended that the AHCTs and ADs discuss these guidelines with their coaches prior to the start of the season to avoid any misunderstandings.

Home Games

Home events and higher-risk sport practices are the first priority of the AHCT. The host/home school is responsible for providing game coverage, and the visiting school can expect such coverage. Game coverage is expected even if the home/host school does not have an AHCT on staff. It is that school's AD responsibility to arrange coverage either with another league AHCT or another health care professional e.g., physician or Emergency Medical Technician (EMT). The host school should expect to provide monetary compensation to the AHCT, physician or EMT unless the visiting team's AHCT is present with their team, and has given prior consent that he/she will be responsible for game coverage.

Coverage Guidelines

These guidelines were determined with the aid of the American Academy of Pediatrics recommendations, National Athletic Trainer Association, and DOE Injury and Treatment Report, School Year 1998-2007.

Weekday (Monday - Thursday) coverage priorities:
1. Collision event and practices
2. Home contact event
3. Home contact practices
4. Away contact event if host ATC not at event site
5. Non-Contact event or practices

Weekend (Friday-Saturday) coverage priorities:
1. Collision event
2. Home contact event
3. Away contact event
4. Non-Contact event

During the weekend, the AHCT is expected to cover the higher risk sport contests (away events) over home practices.

Non-Regular season event priorities:
1. Home post-season event
2. Home pre-season event
3. Away post-season event
4. Away pre-season event

Post Season Game Coverage

Schools with second AHCTs are responsible for providing additional coverage to post season tournaments. However, it is still the host school's responsibility (phone calls, or emails) to schedule coverage with tournament schools and schools with two AHCTs. Host schools may call League Representative or AHCT Coordinator for assistance in arranging coverage for these events. Host schools need to notify the League Representative or the AHCT Coordinator at least two (2) days prior to the beginning of a tournament to request assistance.

Football Exception

Football is an exception to the above priority list, in part because the teams are so large and the risk of catastrophic injury is greater. The school, league or HHSAA is expected to cover the cost of the AHCT travel and lodging for pre-season and/or post season football games. The home site AHCT should not be expected to cover a visiting team unless previously agreed upon by both the home and visiting AHCT. An AHCT should cover their team at away football games before covering home practices or home games involving other lower-risk sports.

Emergency Action Plan

In the event that an AHCT is not present, the coaches will follow the emergency action plan established at their school in case of an injury or illness. Coaches should provide immediate first aid and notify their AHCT of the injured or ill athlete.

Prioritization by Season (In order of Priority)

	Fall	Winter	Spring
Collision	Football		
Contact		Wrestling Soccer, Girls Basketball, Girls Basketball, Boys Soccer, Boys	Judo Water Polo +
Limited Contact	Volleyball JV Softball	JV Baseball	Softball Baseball
Non Contact	Cross Country Cheerleading Soft Tennis Air Riflery Bowling	Swimming JV Tennis Paddling	Track Tennis Golf

+ Water Polo has fewer injuries than baseball and track, therefore coverage should be ranked below these two sports.

Collision/contact		Limited Contact		Non Contact	
Basketball *	Boxing	Baseball *	Bicycling	Archery	Badminton
Diving	Field Hockey	FB Flag	Fencing	Body Building	Cheerleading*
Football *	Ice Hockey	Handball	Floor Hockey	Crew/Rowing	Cross Country*
Lacrosse	Judo *	Racquetball	Gymnastics	Curling	Dancing
Rodeo	Rugby	Skiing	Horseback Riding	Discuss *	Javelin
Ski Jump	Soccer *	Snowboarding	Skating	Shot Put *	Golf *
Team Handball	Water polo *	Squash	Skateboard	Power Lifting	Race Walking
Wrestling *		Volleyball *	Softball *	Riflery *	Swimming *
		Surfing	Ultimate Frisbee	Running	Sailing
			Windsurfing	Table Tennis	Scuba Diving
				Track *	Weight Lifting

* Sports DOE currently participates
Source: American Academy of Pediatrics 2001

Hawaii State Department of Education
PHYSICAL EXAMINATION FOR ATHLETES

Student's Name _____ M/F____ Date of Birth_____/_____/_____ Grade _____
(Print) Last First MI Month Day Year

Address_____ Home Phone_____ Student Resides With _____
Street No. City State Zip Code

Fall Sport _____ Winter Sport _____ Spring Sport _____

Father's/Guardian's Name _____ Bus. Phone _____ Cell or Pager_____

Mother's/Guardian's Name _____ Bus. Phone _____ Cell or Pager_____

Emergency Contact _____ Bus. Phone _____ Cell or Pager_____
Name & Relationship

Health and/or Insurance Carrier _____ Policy # _____

To be completed by Physician only

Height _____ feet & inches Weight _____lbs Blood Pressure_____/_____ Pulse_____ bpm
Vision: R 20/_____ L 20/ _____ Corrected: Yes No Pupils: Equal ____ Unequal ____
Asthma _____ (Medication Used) Diabetes _____ (Medication Used) Allergies _____ (Medication Used)

MEDICAL	NORMAL	COMMENTS	INITIALS
Appearance			
Eyes/ears/nose/throat			
Hearing			
Lymph nodes			
Heart/Murmurs			
Pulses			
Lungs			
Abdomen			
Skin			
Genitalia			
MUSCULOSKELETAL			
Neck			
Back/Spine			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Calf/ankle			
Foot/toes			
Other			

Clearance:

A. Cleared for all sports _____
B. Cleared after completing evaluation/rehabilitation for _____
C. Not cleared for: ❑ Collision
❑ Contact
❑ Non contact ❑ Strenuous ❑ Moderately Strenuous ❑ Non-strenuous

Due to _____

Physician's Recommendation _____
Name of Physician _____ Date of Physical Exam _____
Address _____ Telephone _____
Signature of Physician _____ Fax Number _____

(Over)

RS 06-1385 (Rev. of RS 03-0094)

Parent/Guardian and Student to fill out before Physical Examination

Explain "Yes" answers below. Circle question you don't know the answer to.

		Yes	No
1.	Has a doctor ever denied or restricted your participation in sports for any reason?	❑	❑
2.	Do you have an ongoing medical condition (like diabetes or asthma)?	❑	❑
3.	Are you currently taking any prescription or nonprescription (over the counter) medicines or pills?	❑	❑
4.	Do you have allergies to medicines, pollens, foods or stinging insects?	❑	❑
5.	Have you ever passed out or nearly passed out DURING exercise?	❑	❑
6.	Have you ever passed out or nearly passed out AFTER exercise?	❑	❑
7.	Have you ever had discomfort, pain or pressure in your chest during exercise?	❑	❑
8.	Does you heart race or skip beats during exercise?	❑	❑
9.	Has a doctor ever told you that you have: (circle all that apply) High blood pressure A heart murmur High Cholesterol A heart infection	❑	❑
10.	Has a doctor ever ordered a test for your heart? (for example, ECG, echocardiogram)	❑	❑
11.	Has anyone in your family died for no apparent reason?	❑	❑
12.	Does anyone in your family have a heart problem?	❑	❑
13.	Has any family member or relative died of heart problems or of sudden death before age 50?	❑	❑
14.	Does anyone in your family have Marfan Syndrome?	❑	❑
15.	Have you ever spent the night in a hospital?	❑	❑
16.	Have you ever had surgery?	❑	❑
17.	Have you ever had an injury, like sprain, muscle or ligament tear, or tendonitis, that caused you to miss a practice or game? If yes, list affected area: _____	❑	❑
18.	Have you had any broken or fractured bones or dislocated joints? If yes, list affected area: _____	❑	❑
19.	Have you have a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, list affect area: _____	❑	❑
20.	Have you ever had a stress fracture?	❑	❑
21.	Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability?	❑	❑
22.	Do you regularly use a brace or assistive device?	❑	❑
23.	Has a doctor ever told you that you have asthma or wheezing?	❑	❑
	EXPLAIN "YES" answers here: **(Add additional pages if necessary)**		

		Yes	No
24.	Do you cough, wheeze or have difficulty breathing during or after exercise?	❑	❑
25.	Have you ever used an inhaler or taken asthma medicine?	❑	❑
26.	Were you born without or are you missing a kidney, an eye, a testicle, or any other organ?	❑	❑
27.	Have you had infectious mononucleosis (mono) within the last month?	❑	❑
28.	Do you have any rashes, pressure sores, or other skin problems?	❑	❑
29.	Have you had a herpes skin infection?	❑	❑
30.	Have you ever had a head injury or concussion?	❑	❑
31.	Have you been hit in the head and been confused or lost your memory?	❑	❑
32.	Have you ever had a seizure?	❑	❑
33.	Do you have headaches with exercise?	❑	❑
34.	Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?	❑	❑
35.	Have you ever been unable to move your arms or legs after being hit or falling?	❑	❑
36.	When exercising in the heat, do you have severe muscle cramps, or become ill?	❑	❑
37.	Has a doctor told you that you, or does someone in your family have sickle cell trait or sickle cell disease?	❑	❑
38.	Have you had any problems with your eyes or vision?	❑	❑
39.	Do you wear glasses or contact lenses?	❑	❑
40.	Do you wear protective eyewear, such as goggles or a face shield?	❑	❑
41.	Are you happy with your weight?	❑	❑
42.	Would you like to lose weight?	❑	❑
43.	Would you like to gain weight?	❑	❑
44.	Has anyone recommended you change your weight or eating habits?	❑	❑
45.	Do you limit or carefully control what you eat?	❑	❑
46.	Do you have any concerns that you would like to discuss with a doctor?	❑	❑
	FEMALES ONLY	❑	❑
47.	Have you ever had a menstrual period?	❑	❑
48.	How many periods have you had in the last 12 months?	____	

I hereby verify to the best of my knowledge that the answers which have been provided to the above questions are correct.

Signature of Student_____ Signature of Parent/Guardian _____Date _____

The student and parent/guardian consent and authorize school officials through an Athletic Health Care Trainer (AHCT), qualified coach/staff, or physician as determined by the school, to provide any first aid and/or emergency care as well as follow-up first aid or medical treatment that may be reasonably necessary for the student as determined by a school official in the course of athletic practice, competition or travel.

The student and parent/guardian further consent and authorize the school's AHCT to provide appropriate therapeutic modalities in order to return student to athletic competition, such care to be conducted under the direction of a physician.

The student and parent/guardian hereby consent to the release of medical information by physician to school to obtain information regarding the medical history, records of injury or surgery, serious illness, and rehabilitation results of the student from his/her physician(s). We understand that the purpose of this request for medical information is to assist the school in the management or rehabilitation of an injury/illness. This information is confidential and except as provided in this release will not be otherwise released by the parties in charge of the information. This release remains valid until revoked by the adult student or parent/guardian in writing.

Signature of Student_____ Signature of Parent/Guardian _____Date _____

Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk Form

This consent, release, and assumption of risk agreement is made and entered into by and between _____ (Minor Student), born _____ (Birthdate), and _____ (Parent/Guardian) as parent/guardian of _____ (Minor Student), and the Department of Education, an agency of the State of Hawaii, this _____ day of _____, 20____.

OR

This consent, release, and assumption of risk agreement is made and entered into by and between _____ (Adult Student) (i.e. Adult student is 18 years old or older at the time of this agreement), born _____ (Birthdate), and the Department of Education, an agency of the State of Hawaii, this _____ day of _____, 20____.

WITNESSETH

Whereas _____ (Student) is a minor or an adult student (hereafter referred to as "student) attending _____ (School).

Whereas, student is a member of the school's _____ (Sport(s)) interscholastic athletic team;

Whereas we, the student & parent/guardian, understand that competition in interscholastic athletics activities is entirely voluntary on our part. We fully understand that we must comply with the rules and regulations of the Department, League, and the Hawaii High School Athletic Association (HHSAA).

Whereas, student has been evaluated by the athletic staff of the school as well as by student's physician or therapist and has been informed of the risks associated with his/her participation in interscholastic athletic competition;

Whereas, student and parent/guardian have been apprised that no protective equipment can prevent head, neck, brain, or other bodily injury that may result from athletic competition;

Whereas, student and parent/guardian acknowledge that equipment such as football helmets must not be used to butt, spear or ram opposing players and to do so is a violation of the rules of the game and can result in serious injury to self and others; and

Whereas, student and parent/guardian, after having been informed of the risks to student, affirm that student has had full disclosure of the risks involved explained to student by the Department of Education, understand the risks, and agree to assume those risks as their own and make this decision as their own free will and not by coercion or influence from anyone.

NOW, THEREFORE, based upon the above understanding, student, for himself/herself, his/her heirs, executors, administrators and assigns, and _____ (Parent/Guardian of Minor Student), as parent/guardian of student, hereby acknowledge that they have been appraised of the risks inherent in student's participation in interscholastic athletic competition, which could result in serious bodily injury and even death, and hereby consent to the participation of student in such athletic activity and competition, agree to assume these risks as their own and hereby release the Department of Education, State of Hawaii, its officials and agents of any and all claims and liabilities whatsoever from or by reason of any athletic injury to student, while participating as a member of the _____ (Sport) interscholastic athletic team in sports activities that are sanctioned by the HHSAA, including travel.

Whereas student and parent/guardian understand that the Department of Education strongly recommends that the student have medical/health insurance coverage prior to participating in interscholastic sports activities and further understand that all insurance and medical costs related to any injury are the sole responsibility of the parent/guardian. The Department of Education will not assume and is not responsible for any of these costs.

The student and parent/guardian further consent to allow the student to travel as a team member in local, inter-island and out-of-state athletic events. The student and parent/guardian further authorize the school officials through a certified athletic health care trainer (AHCT), qualified coach/staff, or a physician as may be determined by school officials, to provide any emergency care and/or follow-up medical treatment that may be deemed by school officials to be necessary for the student in the course of such athletic practice, competition or travel.

The student and parent/guardian further consent and authorize the school's AHCT to provide appropriate therapeutic modalities in order to return student to athletic competition, such care to be conducted under the direction of a physician.

The student and parent/guardian hereby consent to the release of medical information by physician to the school for purposes of allowing the school to obtain information regarding the medical history, records of injury or surgery, serious illness, and rehabilitation results of the student from his/her physician(s). We understand that the purpose of this request for medical information is to assist the school in management or rehabilitation of an injury/illness. This information is normally confidential and except as provided in this release will not be otherwise released by the parties in charge of the information. This release shall remain valid until revoked by the adult student or parent/guardian in writing.

The student and parent/guardian expressly agree that this assumption of risk and release agreement is intended to be as broad and inclusive in favor of the State of Hawaii as permitted by the laws of the State of Hawaii and that if any provision herein is held to be invalid, it is agreed that the remaining provisions shall, notwithstanding, continue in full force and effect.

The parties understand and agree that this agreement is made with full knowledge of the facts and legal implications of entering into such an agreement and they further agree that this agreement contains the entire agreement between the parties, hereto, and that the terms of this agreement are contractual and not mere recitals.

The laws of the State of Hawaii shall control this agreement.

IN WITNESS WHEREOF, the parties hereby execute this agreement, effective the date first indicated in this agreement.

_____ _____

Signature of Student Signature of Adult Student

_____

Signature of Parent/Guardian

EMERGENCY INFORMATION:

Student's Name _____ Home Telephone _____

Father's/Guardian's Name _____ Bus. Phone _____ Cell or Pager # _____ Employer _____

Mother's/Guardian's Name _____ Bus. Phone _____ Cell or Pager # _____ Employer _____

Medical Condition (allergies, prescription medicine, etc.) school should know about my child _____

_____

Health and/or Insurance Carrier _____ Policy # _____

When the listed student becomes ill or incurs an injury during a school-sponsored activity and I am unable to be contacted, the school authorities have my permission to contact and release the student to the custody of any of the following persons:

Name	Relationship	Home Telephone	Business Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Family Physician _____ Phone _____

Preferred hospital/clinic _____

To ensure prompt attention to your child, PLEASE NOTIFY SCHOOL ATHLETIC DEPT. OF ANY CHANGE IN PHONE NUMBERS OR ADDRESS.

Signature of Parent/Guardian or Adult Student _____ Date _____

ALL INFORMATION ON THIS CARD MUST BE COMPLETED FOR PARTICIPATION ELIGIBILITY.

TRAVEL FOR ATHLETICS[1]

The recommended modes of transportation are: (1) safety inspected school-owned buses or vans; (2) chartered or public bonded carriers; and (3) private vehicles driven by coaches and/or adults, with school administration and parental approval.

The "Student Participation and Parent/Guardian Approval Form" must be completed in its entirety, including an attached schedule of events.

Principals and athletic directors should give serious attention and consideration regarding transportation for all athletic events. For information relative to inter-island and intra-state travel, please refer to the Student-Transportation Guide, Volume II-A, 1992.

As such, the athletic director should ensure that:

1. Before travel related to public high school athletic activities, each student shall have the appropriate forms, which includes the following:
    a. Parent Authorization for Student Travel
    b. Application for Use of Private Vehicle to Transport Student
    c. Request for Intra-State or Out-of-State Travel

[1] STUDENT TRAVEL, Policy, Regulations, and Procedures, RS 03-0915, January 2003; DOE Policy 2250, Field Trips and Student Travel; DOE Regulations 2250.2, Student Travel

USE OF DOE STAFF AND VOLUNTEERS PRIVATE VEHICLES TO TRANSPORT STUDENTS[1]

Use of private vehicles to transport students for the purpose of athletic practices and/or events is permissible only when: (1) the principal has determined circumstances are such that it would be impractical to charter a bus to transport students on trips; and (2) written approval is secured from the administration and the student's parent or legal guardian, prior to the transportation.

Approval for trips under this policy shall be limited to trips: (1) where the volunteer or school employee is acting in an official capacity on behalf of the school by providing transportation for students for athletic purposes; or (2) when the school accepts responsibility to provide transportation to the activity.

Note – under "Parent's or Legal Guardian's Permission," permission for transportation to athletic contests is by commercial or school-owned vehicles only. Thus, whenever private vehicles are used to transport athletes to any sporting activity, the following must be completed:

a. Request for Intra-State and Out-of-State Travel, Form 437a;
b. Parent Authorization for Student Travel, Form SA-1; and
c. Application for Use of Private Vehicle to Transport Students, Form BO-4.

The program shall be administered in accordance with the guidelines set forth in the regulations on the Use of Private Vehicles in Volume II-A, Business Office Handbook series.

As such, the Athletic Director should comply with the following:

1. **Approval.** All trips must have prior written approval by the administration.

2. **Driver.** The vehicle's driver shall be appropriately licensed with current State of Hawai'i licensing regulations.

3. **Vehicle Insurance.** All private vehicles shall be insured under the driver's personal No-Fault insurance policy, as outlined in Hawai'i Revised Statutes Chapter 294. A current No-Fault insurance card for the vehicle shall be evidence of coverage and a copy shall be given to the athletic director prior to transportation.

4. **Inspection.** The vehicle shall have a current safety sticker. The coach or athletic director shall pre-check the vehicle, using a copy of the safety inspection certificate as guidance, and shall not transport students if there are defects which may endanger the passengers.

5. **Adult Supervision.** There shall be adequate adult supervision of students in the vehicle as determined by the principal or athletic director.

6. **Vehicle Expenses.** Vehicle expenses are the sole responsibility of the vehicle's owner.

---

[1] *See* BOE Policy 6620.

7. **Accident Procedure.** Prior to travel, the driver of the vehicle should observe the following accident procedures, and inform passengers of these procedures in the event the driver is incapacitated.

   Thus, in the event of an accident:
   (a) Immediately stop the vehicle and evacuate if there is a danger of fire, or if the vehicle is stopped in an unsafe position. If evacuation is necessary, see that students are in a safe location away from traffic.
   (b) Give reasonable assistance to any injured person, and call an ambulance as needed.
   (c) Report the accident to police.
   (d) Complete an accident report as required by the vehicle's insurance company.
   (e) If the vehicle is damaged to the extent that it cannot be operated safely, the driver shall arrange alternate transportation.

8. **Traffic Violation.** The driver of the vehicle shall be responsible for any fines assessed against the driver in relation to any traffic violations.

9. **Non-DOE Transportation.** When the DOE does not provide transportation to an event because it would be impractical to charter a bus, the parent or legal guardian of the student-athlete shall be responsible for his or her child's transportation to and from the event. The DOE does not encourage the use of student drivers to transport other students and it is the parent or legal guardian who will be solely responsible for the student-athlete's transportation to and from the event.

10. **Workers' Compensation.** Department employees who transport students on a trip authorized by the DOE may be covered by Worker's Compensation, as allowed by law. Non-department employees who transport students on trips authorized by the DOE in an unpaid or voluntary capacity may have certain rights and benefits as allowed under law or policy.

Form 437a, Rev 6/01, RS 01-1385 (Rev. of RS 99-0994)

Department of Education
Request/Approval for Intra-State or Out-of-State Student Travel

☐ Intra-State Travel ☐Out-of-State Travel Destination: _____

School or Branch	**Dist. or Div.**	**Trip No.**
No. & Name of Student Traveler(s) (Attach list as necessary)	**Name/Title of School Chaperones** (Attach list as necessary)	
	Name of Adult Non-school Chaperones (Attach list as necessary	
Purpose of Travel: (Attach program agenda)		

Travel Itinerary (Specify dates, times, and destination):

Date	Departure Time	Date	Arrival Time	Destination (City, State)

Duration of Travel:

	No. of Days	Dates From	Dates To
School Days			
Non-School Days			
Total Travel Days			

Cost of Trip:

	Per Student x No. = Total	Per Adult x No. = Total	Group Totals
Plane Fare			
Ground Transportation			
Per Diem (meals/lodging)			
Conference/Registration Fee			
Other (Specify):_____			
Total			

Source of Funds:

Type of Fund	Program ID/Program Title (Title of Fund)	Org ID	Student	Adult	Total
General Fund					
Federal Fund					
Special Fund					
Trust Fund					
Other (Specify):_____ (E.g. fundraising/ donations/personal/ local school account)					

TOTAL: _____+_____ = _____

Compensation: (For signature of chaperones who are DOE employees)
I certify that no additional compensation will be requested because of my participation in this activity.

Name	Date	Name	Date
Name	Date	Name	Date
Name	Date	Name	Date

Substitutes:

Dates

No. of Subs	No. Days Per Sub.	From	To

Substitute charges are made to: _____ (Leave Code #) _____ (Program ID)

Safety and Other Considerations:

☐ Describe safety procedures and guidelines to be followed during field trips to natural and water environments, if applicable. If more space is needed, attach separate sheet.

☐ Safety procedures and guidelines will be shared with students and chaperones.
☐ The guidelines/procedures for field trips/student travel have been reviewed and will be shared with students and chaperones.
☐ Appropriate ground and air transportation guidelines have been reviewed and will be shared with students and chaperones.
☐ Approval from receiving school is on file, if applicable.

Authorization for Trip: **(INTRA-STATE ONLY)**

☐ Approved ☐ Disapproved _____ (Principal) _____ (Date)

COMPLETE THIS PORTION FOR OUT-OF-STATE TRAVEL ONLY. SUBMIT THE ORIGINAL TO THE DISTRICT OFFICE FOR APPROVAL.

Request for trip approval:
I request approval of this out-of-state travel. _____ (Principal) _____ (Date)

Authorization for Trip: **(OUT-OF-STATE ONLY)**

☐ Approved ☐ Disapproved _____ (CAS or Assist. Superintendent) _____ (Date)

Distribution of out-of-state trips: Original—School, to be submitted to vouchering for payment if applicable; Copy—District Office.

Distribution for overnight or off-island travel:
Original—Chaperone
1 copy each to Principal and Parent

Department of Education's Parent/Legal Guardian Authorization for Student Participation and Travel

This completed form and payment (if applicable) are due on or before: _____ to: _____.
(Date) (Advisor/Teacher)

Permission is requested for your child to participate in the following:

Activity: _____

School: _____ Organization: _____

Place: _____ Teacher/Advisor: _____

Dates: _____ Times: _____

Mode of Transportation: _____

a. Transportation ($_____)
b. Entrance Fee ($_____)
c. Other Costs ($_____)
d. Total Cost ($_____)

****

Parental Permission

(To be completed by Parent/Legal Guardian)

Name of Student: _____ Home Phone: _____

Emergency Contact: _____ (Please include relationship) Phone: _____

Check as appropriate:

___ My son/daughter has permission to attend the above activity.

___ My son/daughter DOES NOT have permission to attend the above activity.

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.

Private Vehicle Usage

____ My son/daughter may drive to the activity alone. (Form BO-4, "Application for Use of Private Vehicle to Transport Students" must be completed and attached to this form.)

____ My son/daughter may ride in a vehicle driven by an adult to the activity.

I/We grant permission for the above named student to participate in the activity/activities listed above, and to travel by private or commercial car, bus, train, airplane, and other means of transportation as required. I further give permission to travel by the mode indicated above. I release the State from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

In the case of illness or injury to above named student, I/We hereby consent to and authorize such treatment as deemed necessary, and agree to pay for such medical and dental costs if incurred.

Print or Type Parent/Guardian's Name	Parent/Guardian's Signature	Date

Form SA-1. Rev. 6/01. RS 01-1387 (Rev. of RS 99-0995)

Distribution for overnight or off-island travel:
Original—Chaperone
1 copy each to Principal and Parent

Teacher Acknowledgment for Student Travel

(To be completed by subject teachers, if applicable)

Your student has requested to participate in the following activity:

Student Name: _____

School: _____ Activity: _____

Place: _____ Teacher/Advisor: _____

Dates: _____ Times: _____

Organization: _____

Please sign below to acknowledge that the above student will be missing class because of the activity mentioned above. He/she understands that all class work shall be made up at YOUR convenience.

Home Room: _____

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

Period 7: _____

Form SA-1. Rev. 6/01. RS 01-1387 (Rev. of RS 99-0995)

Rev. 9/08, Form BO-4, RS 09-0385 (Rev. of RS 03-1258)

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. Box 2360
Honolulu, Hawaii 96804

APPLICATION FOR USE OF PRIVATE VEHICLE TO TRANSPORT STUDENTS

PART I To be completed by DOE employee or volunteer driver:

1. Name of Driver: _____

2. Purpose of Trip: _____

_____

3. Travel Points: From: _____ To: _____

Date(s) of Trip: _____

Departure Time: _____ Estimated Arrival Time: _____

Return Time: _____ Estimated Arrival Time: _____

4. Name of Adult in Charge: _____ Department: _____
(Teacher, advisor, coach, etc.)

5. Provisions for Supervision (describe): _____

_____

I, the undersigned, certify that I will be in compliance with the policy and regulations pertaining to the use of private vehicles to transport students as stated in the back of this application.

Signature of Driver: _____ Date: _____

Address: _____ Phone: _____

Insurance Company: _____

Policy No.: _____ Expiration Date: _____

PART II: To be completed by principal:

☐ APPROVED Comment, if any: _____

_____

☐ DISAPPROVED Reason: _____

_____

_____ _____ _____
Signature of Principal or Designee School Date

(Over)

POLICY ON USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

POLICY

When circumstances are such that it would be impractical to charter a bus to transport students on trips approved by the principal, private vehicles may be utilized.

DEFINITIONS

"Bus" means any motor vehicle with a gross vehicle weight of over 10,000 pounds designed to transport persons.

"Private vehicle" means any motor vehicle with a gross vehicle weight of 10,000 pounds or less which is not owned by the State.

LIMITATIONS

Approval of trips under this policy shall be limited to trips: (1) where the volunteer or school employee is acting in an official capacity on behalf of the school by providing transportation for students, (2) when the school accepts responsibility to provide transportation to the activity.

REGULATIONS

1. **Approval**
   All trips must be approved by the principal.

2. **Driver**
   a. The driver shall be at least 21 years of age.
   b. The driver of the vehicle shall be appropriately licensed in accordance with current State of Hawaii licensing regulations.

3. **Vehicle Insurance**
   All private vehicles shall be insured under a No-Fault policy meeting coverage requirements as outlined in Chapter 294, Hawaii Revised Statutes. A current No-Fault insurance card for the vehicle shall be evidence of coverage.

4. **Inspection**
   a. The vehicle shall have a current safety sticker.
   b. The driver shall precheck the components of the vehicle utilizing a copy of the safety inspection certificate which is required to be kept in the car at all times. The driver's precheck shall be of the nature that shall not require a safety inspector's expertise to perform.

      If the vehicle is found to have defects that may endanger the passengers, the driver shall not transport students until the defects are corrected.

5. **Adult Supervision**
   When necessary, there shall be adequate adult supervision (as determined by the principal) of students in the vehicle.

6. **Vehicle Expenses**
   When private vehicles are used under this policy, it shall not be used for compensation unless the vehicle insurance provides such coverage; however, operating expenses may be reimbursed by the school or passengers. As a general guideline, the reimbursement may be in accordance with the State of Hawaii policy.

7. **Accident Procedure**
   Driver shall observe the following accident procedure in case of an accident and shall also orient passengers on the procedures in the event he/she is incapacitated.

   a. Stop the vehicle immediately and evacuate if there is a danger of fire, or if vehicle is stopped in an unsafe position. If evacuation is necessary, see that students are in a safe location away from traffic.

   b. Render any person injured in the accident reasonable assistance and call ambulance if the person needs medical assistance.

   c. Report accident to police.

   d. Complete accident report as required by the insurance company that the car is insured.

   e. If the vehicle is damaged to the extent that it cannot be operated safely, the driver shall arrange alternate transportation.

8. **Traffic Violation**
   The driver of the vehicle shall be responsible for paying any fines assessed against him.

9. **Parental Permission**
   Student passengers must obtain the written permission of their parents or guardians before riding in the vehicle.

10. **Workers' Compensation**
    Department employees who transport students on a trip authorized by the principal are fully covered by Workers' Compensation.

    Non-department employees who transport students on trips authorized by the principal in an unpaid or voluntary capacity are limited to medical and hospital coverage under Workers' Compensation.

Policy/Regulations: BOE adopted 9/16/71, Rev. 9/17/08 (eff. 9/17/08)

POSITION DESCRIPTION – ATHLETIC DIRECTOR

Duties Summary:

The athletic director will develop, coordinate, and implement the DOE's policies and procedures as it relates to operating a thriving athletics program. The athletic director will also evaluate and strive to improve the school's public high school athletics programs.

Duties and Responsibilities (Essential Functions):

1. Plan, coordinate, organize, and administer the school's overall public high school athletics program.

2. Provide a variety of individual and team sports to fulfill the educational expectations for male and female athletes.

3. Develop and administer the school's athletic budget and operational expenditure plan, with assistance from school support personnel, in accordance with departmental rules and regulations, and with input from coaches. Maintain complete and accurate financial records.

4. Maintain a current inventory of supplies and equipment.

5. Develop rules and regulations, as well as physical and academic eligibility requirements for the school's athletics program.

6. Ensure that the school's athletics program complies with Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable federal and state laws, regulations, and Department of Education policies and regulations.

7. Encourage and promote high standards of conduct, fair play, and good sports conduct, as well as scholastic achievement for students participating in athletic activities.

8. Assist in the implementation of athletic policies, programs, and activities designed to assist with curbing and controlling student violence and vandalism on campus through participation in athletics.

9. Prepare eligibility and participation lists of students for all sports to submit to the principal. Monitor students' scholastic achievement and conduct eligibility throughout the year, and revise the lists, as needed.

10. Organize, conduct and supervise all athletic awards programs.

11. Train and provide orientation to all coaches regarding their role and responsibilities to students, school staff, parents, and the community. Provide or coordinate training workshops for coaches in their respective sports.

12. Refrain from coaching and advising public high school and intercollegiate athletic activities whether on an informal or formal basis. (Exception: emergency or unusual situations at the athletic director's own school.)

13. Plan, coordinate, and supervise the execution of arrangements for public high school scheduled games and matches in all sports, including pre-season and inter-school practice contests.

14. Assist with the public high school counseling program in seeking athletic scholarships and in planning post-high school experiences for student athletes.

15. Plan, arrange and supervise all trips for athletic teams, including those to the neighbor islands and out-of-state travel. A designee may assist with the above, but the athletic director is ultimately responsible for this job function. Accompany, or assign a designee to accompany, all athletic teams on neighbor-island and out-of-state trips.

16. Maintain a current report-filing system on athletic department matters such as financial records, league rules, student rosters, athletic awards, accident and injury reports, and other related documentation.

17. Authorize, in the absence of an athletic trainer, the re-entry of injured athletes who have been given written permission by a medical doctor to return to athletic competition.

18. Maintain and distribute a copy of the Athletic Manual to all coaches and staff.

19. Arrange transportation needs for all athletic teams and ensure that certified drivers are utilized for purchased transportation and that with use of personal vehicles, that drivers have the necessary clearances.

20. Ensure that all athletes have parental or legal guardian consent, and physical examinations before the athlete participates in tryouts or practices with the athletic team or participates in any preseason or league contest.

21. Foster a program designed to support athletic teams and school spirit.

22. Supervise, or assign a designee to supervise, all ticket sales and fund-raising events for athletics.

23. Recommend athletic coaches and staff members, with the approval of the principal, and conduct evaluations.

24. Promote and foster good school-community relations by informing the community of news releases about the athletics program, responding to the news media, and meeting with various interest groups.

25. Coordinate the provision of game support services, such as officials, team physicians, and police officers. Assume general responsibility for the proper supervision of home games, and serve as tournament director when their respective school hosts state tournaments.

26. Coordinate any pre-game or post-game meal requests for athletics with the school food services manager.

27. Coordinate the provision of appropriate school support services for visiting teams.

28. Coordinate with the principal decisions concerning booster groups, parents, and community volunteers who are involved in the school's athletic program.

29. Supervise and coordinate appropriate personnel in the use of facilities to ensure the proper maintenance and preparation for athletic and instructional purposes.

30. Schedule and direct the use of athletic facilities, fields and equipment and coordinate scheduling with appropriate school officials.

31. Coordinate with the principal on matters concerning physical education or athletic equipment and facilities maintenance requests and repairs.

32. Evaluate the adequacy of existing athletic facilities. Prepare and submit assessments and formal requests for new facilities. Assist in the planning of new and additional facilities.

33. Meet with sports equipment sales representatives and serve as liaison in the contract bidding process.

34. Assist in the development and implementation of school emergency and disaster plans.

35. Follow all DOE polices, regulations, and procedures.

36. Perform duties as required or assigned by the principal.

Supervision of the Athletic Director:

The Principal has direct supervisory responsibility over the school athletic director.

The school athletic director has supervisory responsibility over the assistant athletic director, coaches, and other athletics program staff.

The athletic health care trainer, however, is directly supervised by the Principal.

OTHER EXPECTATIONS FOR ATHLETIC ADMINISTRATORS

The position of the athletic director carries a great deal of responsibility and a high degree of accountability and visibility in the school and community. It is paramount that the athletic director's duties be conducted in an exemplary manner.

Athletic Directors Are Expected To:

1. Strive to develop and maintain a comprehensive athletics program that seeks to develop all participants, and teaches each student about respecting the individual dignity of every athlete.

2. Consider as fundamental, the well being of the entire student body when making decisions and taking action.

3. Support the principle of due process and adhere to the civil and human rights of all individuals participating and employed in the athletics program.

4. Organize, direct, and promote a public high school athletic program that is in harmony with the total school program.

5. Cooperate with staff and school administration in establishing, implementing, and supporting school policies, rules, and regulations.

6. Act impartially in the execution of basic policies and the enforcement of league and state high school association rules and regulations.

7. Fulfill professional responsibilities with honesty, integrity, and uphold the honor of the profession in all relations with students, colleagues, coaches, administrators, and the general public.

8. Not use the position of athletic director for personal gain or influence.

9. Seek to improve the professional status and effectiveness of the public high school athletic administrator through participation in local, state, and national training programs.

10. Maintain high standards of ethics, fair play, and good sports and personal conduct.

11. Expect that coaches and athletes represent their school with dignity.

GUIDELINES FOR HIRING COACHES

The following guidelines, procedures, and regulations ensure consistent and fair employment practices in the recruiting, hiring, employment, and compensation of athletic coaches.

I. Legal References:

Hawaii Revised Statutes

§846-2.7	Criminal History Record Checks.
§302A-601.5	DOE Employees Criminal History Record Check.

Administrative Rules of the Department of Education

Title 8, Chapter 7	Public School Personnel: Criminal History Record, Employment History and Background Checks.

School Code-Certificated Personnel Policies and Regulations (5000 Series)

Regulation 5104-4	General Conditions of Recruitment, Selection and Appointment. Administrative Regulations-Recruitment and Employment of Coaches.
Regulation 5204-D	Compensation. Administrative Regulations-Pay Schedule for Coaching Athletics.

II. Recommended Qualifications:

A. To qualify for employment as a coach, it is recommended that the applicant have preparation in each of the following areas:

1. A course, workshop or proof of competency in First Aid.
2. A certificate of completion of a class in CPR.
3. A course or workshop in the prevention and care of athletic injuries
4. A course, workshop or clinic in the specific sport, or one season of verified internship under an experienced head coach (head coaches only).
5. National Federation Coaches Education Program Certification

B. It is recommended that all Head Coaches and Assistant Coaches, listed on the Form 435 (Application for Public High School Coaching Allotments), be certified in the NFHS Coaches Education Program. This certification requirement should be completed within two years of initial hire.

III. Recruitment:

A. Head Coaches

1. Head coach positions will be advertised by the following methods: School bulletin, DOE website, and local newspaper.

2. During the recruitment process, it is recommended that the best qualified school faculty or staff are considered for the head coach position. Non-faculty or staff with the best qualifications will be recommended by the Athletic Director for consideration thereafter.

B. Assistant Coaches

1. Assistant coach, along with junior varsity head coach positions will be recruited on an on-going application process basis at each individual school.

2. During the recruitment process, head coaches recommend qualified school faculty or staff for the assistant coach positions. Non-faculty or staff with the best qualifications will be recommended by the head coach for consideration thereafter.

C. Selection

1. Interviews will be conducted at the individual schools by the Athletic Director and/or selection committee.

2. Copies of the interview assessment should be kept at the school for at least 2 years from date of the interview. Head coaches of a sport shall be included in the interview and selection process of all assistant coaches in that respective sport.

IV. Non-Discrimination Policy:

The Department of Education adheres to all Board of Education policies, regulations, and guidelines related to non-discriminatory hiring practices.[1]

V. Employment:

A. Each individual must meet the following requirements prior to employment:

1. Immigration Reform and Control Act of 1986
2. Criminal History Record
3. Background Check
4. TB Clearance

[1] *See* BOE Policy 1110-11

B. Additional employment considerations:

1. The employment agreement shall be for one calendar year, from July 1 to June 30 of any given year, unless the employee is terminated from the position or resigns prior to June 30.

2. An evaluation of each coach's performance should be completed after the completion of the coach's respective sports season.

3. Coaches must re-apply for the coaching position each year.

4. Resignations will be accepted by the Athletic Director and Principal.

5. Coaches will be listed on Form 435 or 435B for payroll.

VI. Roles and Responsibilities For Hiring Coaches:

A. Athletic Director:

1. Advertise vacancies for coaching positions.

2. Recruit, consider, interview, recommend, assign, and supervise coaches.

3. Keep on file a list of qualified applicants for assistant coach positions.

4. Submit Forms 435 or 435B to District Athletics Specialist.

5. Enter information from Form 435s into Casual Personnel System.

6. Require TB clearance (TB clearance is valid for two years from the test date). (Note: If there is no break in service, the test is not needed every two years)

7. Process background checks on applicants for coaching positions PRIOR to the coach beginning work with students.
   a. Review Personnel Form 90
   b. Schedule fingerprinting with complex office
   c. Review I-9 Form

8. Supervise and evaluate coaches.
   a. Complete evaluation of coaches using evaluation form.
   b. Conduct evaluation meeting after completion of sport season.

9. Require coaches to view the Blood Borne Pathogen and Shana S. video, and other administrative training material.

RESPONSIBILITIES OF THE HEAD COACH

The head coach reports to the athletic director, who with the public high school principal provides overall objectives and final evaluations. In some instances, the head coach may advise, coordinate, and support a staff of public high school assistant coaches in conjunction with the athletic director and respective principal.

I. The Head Coach Should Have:

1. A valid State of Hawaii teacher certification;
2. Current employment as a teacher in the Department of Education;
3. The ability to organize and supervise a total sports program;
4. Previous successful coaching experience in assigned sports program; and
5. Substantial knowledge of the technical aspects of the sport and the ability to examine new theory and procedures pertinent to the field.

II. Head Coach Responsibilities:

1. Have a thorough knowledge of all policies, regulations and procedures approved by the Board of Education, and be responsible for the implementation of all policies, regulations and procedures.
2. Have knowledge of existing system, state, and league regulations, and implement these regulations consistently and interpret them for staff.
3. Understand the proper administrative chain of command and refer all requests or grievances through proper channels. Be aware of all public, staff, and departmental meetings that require attendance.
4. Establish the fundamental philosophy, skills, and techniques taught by the staff.
5. Train and inform staff, encourage professional growth by encouraging clinic attendance according to local clinic policy.
6. Delegate specific duties to assistant coaches, supervise assistant coaches and athletes. At the season's end, analyze staff effectiveness and evaluate assistants.
7. Maintain discipline among assistant coaches and athletes, work to resolve grievances and to increase morale and cooperation.
8. Perform other duties assigned by the athletic director or principal.

9. Assist the athletic director in scheduling, arranging transportation, and fulfilling requirements for tournaments and special sport events.

10. Assist in necessary preparation to hold scheduled sports events or practices and adhere to scheduled facility times. Coordinate athletics program with maintenance and other school employees.

11. Provide and maintain documentation to fulfill state requirements concerning physical examination, parental consent, and eligibility.

12. Provide proper safeguards for maintenance and protection of equipment sites.

13. Coaches must, at all times, have a copy of each student athlete's "Student Participation and Parent/Guardian Consent, Release and Assumption of Risk Form."

14. Coaches organizing pre-season contests should submit, in writing, schedules for which officials will be needed, no less than seven days prior to the event. If a pre-season game is cancelled, the officials' association must be notified no less than three days prior to the cancellation or the school will be assessed the agreed fees.

15. Head coaches should attempt to handle all problems within their own programs. The athletic director should immediately be informed of any problem relating to athletics.

16. The head coach should refrain from using negative motivational techniques to inspire a team. Such techniques are detrimental to overall sportsmanship and are inappropriate in school athletics.

17. The head coach should develop a productive relationship with the various individuals and groups including but not limited to the student athletes, student body, staff, parents and legal guardians of the student athletes, the community, officials, fellow coaches, and the media.

18. The head coach should dress appropriately for contests and practice.

III. Head Coach Responsibilities Related to Student Athletes:

1. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.

2. Constantly monitor student athlete's grades and conduct.

3. Attend all practices, games, and travel to provide assistance, guidance, and safeguards for the student athletes.

4. Work with athletic trainer to initiate programs and policies to respond to injuries, medical attention, and emergencies.

5. Complete and submit paper work on all athletic injuries, using proper forms, to athletic trainer or athletic office within 24 hours of the incident. If the incident occurs on a Friday or weekend, then head coach must submit paper work on the next school day.

6. Provide direction to student managers, assistants, and statisticians.

7. Determine discipline and outline due process procedures when the enforcement of discipline is necessary, and contact parents when a student is dropped or becomes ineligible from an athletic team.

8. Assist athletes with the selection of colleges or higher education pursuits.

9. Head coaches are responsible for athletic team members, including student managers, during athletic contests.

IV. Head Coach Responsibility for Preventative Procedures:

1. The head coach's conduct at athletic events should model proper citizenship.

2. Athletes should be taught to avoid physical confrontations with members of the opposing team.

3. Athletes should be informed that, even if teammates become involved in a physical confrontation during an athletic contest, the athletes should avoid involvement in the physical confrontation. This includes attempting to separate athletes involved in the physical confrontation.

4. Coaches and officials are responsible for separating individuals involved in a confrontation during an athletic contest.

5. Head coaches should direct the assistant coaches to assume immediate responsibility for those athletes on the bench or sideline who are not involved in the physical confrontation.

6. Coaches should inform all athletes that involvement in a physical confrontation will result in removal from that particular sporting event, and possibly suspension from subsequent contests.

7. A coach should not use provocative language or engage in any unsportsmanlike actions. A coach must avoid actions or remarks that could incite the displeasure of spectators or provoke disorderly behavior. If a coach cannot exercise emotional control under stress, then such control cannot be expected from student athletes or spectators.

8. A coach should immediately discipline any player who intimidates or attempts to intimidate an official, or who displays unsportsmanlike behavior.

9. Coaches should control their emotions by concealing any outrage or discontent over an official's call.

10. Coaches should never seek out an official during half-time or at the conclusion of a contest to dispute an official's call.

V. Head Coach Responsibilities Related to Finance, Equipment, and Facilities:

1. Work with the athletic director in creating the athletic equipment budget by establishing requirements for the next season. Recommend equipment type, style, color, and technical specifications. Operate within budget allocations.

2. Be accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange the issuing, storing, and reconditioning of equipment. Submit an annual inventory and current records.

3. Properly mark and identify all equipment before issue and storage.

4. Check and deliver new equipment to the proper storage area.

5. Coaches receiving athletic equipment that has been repaired must keep all documentation relating to the repair, e.g. invoices, packing slips, etc. These documents should be given to the athletic director immediately.

6. Monitor equipment rooms and coaches' offices; authorize who may enter, and issue or requisition equipment.

7. Permit athletes to be in authorized areas of the building only at appropriate times.

8. Examine locker rooms before and after practices and games, and check on general cleanliness of the facility. Be responsible for the cleanliness and maintenance of specific sport equipment.

9. Secure all doors, lights, windows, and locks before leaving building.

10. Promote respect, care, and proper use for equipment and school property.

VI. Head Coach Public Relations Responsibilities:

1. Organize parents, coaches, players, and guests for pre-season meetings.

2. Promote the sport within the school by recruiting athletes who are not in other sports programs. Promote the sport outside the school through news media, little league programs, or in any other feasible manner.

3. Responsibility for the quality, effectiveness, and validity of any oral or written release to local media.

4. Responsibility for maintaining good public relations with news media, booster clubs, parents, officials, volunteers, and fans.

5. Present information to athletic director and news media concerning schedules, tournaments, and results of contests.

RESPONSIBILITIES OF THE ASSISTANT COACH

The assistant coach reports to the head coach, who works in conjunction with the athletic director and respective principal. The assistant coach carries out the aims and objectives of the sport program as outlined by the head coach and instructs athletes in individual team fundamentals, strategy, and physical training necessary for the athlete to realize a degree of individual and team success.

I. The Assistant Coach Should Have:

1. A valid State of Hawaii teacher certification;

2. Current employment as a teacher or substitute teacher in the Department of Education;

3. Prior coaching experience in the assigned sport; and

4. A background and knowledge in the assigned sport.

II. Assistant Coach Responsibilities:

1. Have a thorough knowledge of all policies, regulations, and procedures approved by the Board of Education and implement such policies, regulations and procedures.

2. Have knowledge of the existing system, state, and league regulations and implement them consistently.

3. Understand the proper administrative chain of command and refer all student and parent requests or grievances through the proper channels. Be aware of all public, staff, and departmental meetings that require attendance.

4. Maintain discipline and work to increase morale and cooperation within the school athletics program.

5. Assist the head coach in scheduling and providing transportation to tournaments and special athletic events.

6. Assist in the preparation for scheduled sport events or practices and schedule facility times. In addition, coordinate athletic events, such as practices or contests with maintenance and other school employees.

7. Provide documentation to the athletic director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.

8. Provide proper safeguards for maintenance and protection of assigned equipment sites.

9. Provide training rules and other unique regulations of the sport to each athlete who will be a participant.

10. Be present at all practices, games, and travel to provide assistance, guidance, and safeguards for each participant.

11. Direct student managers and statisticians on respective teams.

12. Determine discipline and delineate procedures concerning due process when the enforcement of discipline is necessary. Contact parents when a student athlete is dropped from the team or becomes ineligible to participate.

13. Be accountable to the head coach for all equipment. Collect the cost of any equipment lost or not returned. Arrange for issuing and storing of equipment and submit an annual inventory and current records to the head coach.

14. Recommend to the head coach budgetary items for the coming year.

15. Monitor equipment rooms and coaches' offices and authorize who may enter.

16. Permit the athletes to only be in authorized areas of the building at the appropriate times.

17. Examine locker rooms before and after practices and games. Check on the general cleanliness of the facility, and be responsible for cleanliness and maintenance of specified sports equipment.

18. Secure all doors, lights, windows and locks before leaving the athletics building.

19. Instill in each player a respect for equipment and school property, its care and proper use.

20. Assist the head coach in carrying out his or her responsibilities.

21. Prepare press releases and school announcements.

22. Instruct team members of changes in the rules and teach fundamentals of the sport as outlined by the head coach.

23. Maintain a record of team statistics and requirements for lettering, which should be submitted to both the head coach and athletic director.

24. Work within the basic framework and philosophy of the head coach of the sport.

25. Attend all staff meetings, and carry out scouting assignments as outlined by the head coach.

26. Arrive before practices, contests, and meetings to adequately prepare, and remain after to help players with problems or be involved in staff discussions.

27. Help in the planning and implementation of in-season and off-season conditioning and weight programs.

28. Avoid criticizing, admonishing, or arguing with head coach or any staff member in the presence of athletes, parents, or others.

29. Strive to improve skills by attending clinics and using resources made available by the head coach.

30. Assistant coaches receiving athletic equipment that have been repaired must retain all documentation relating to the repair, e.g. invoices, packing slips, etc. These documents should be given to the athletic director immediately.

31. Assistant coaches organizing pre-season contests should submit, in writing, schedules for which officials will be needed no less than seven days prior to the event. If a pre-season game is cancelled, the officials' association must be notified no less than three days prior to the cancellation or the school will be assessed the agreed fees.

32. Assistant coaches should refrain from using negative motivational techniques to inspire a team. Such techniques are detrimental to overall sportsmanship and are inappropriate in school athletics.

33. The assistant coach should develop a productive relationship with the various individuals and groups including but not limited to the student athletes, student body, staff, parents and legal guardians of the student athletes, the community, officials, fellow coaches, and the media.

34. The assistant coach should dress appropriately for contests and practice.

III. <u>Assistant Coach Responsibilities for Preventative Procedures</u>:

1. The assistant coach's conduct at an athletic event should model proper citizenship.

2. Athletes should be taught to avoid physical confrontations with members of the opposing team.

3. Athletes should be informed that, even if teammates become involved in a physical confrontation during an athletic contest, the athletes should avoid becoming involved in the physical confrontation. This includes attempting to separate athletes involved in the physical confrontation.

4. Coaches and officials are responsible for separating individuals involved in a confrontation during an athletic contest.

5. If a physical confrontation occurs, assistant coaches are to assume immediate responsibility for those athletes on the bench or sideline who are not involved in the physical confrontation.

6. Assistant coaches should inform all athletes on their respective teams that involvement in a physical confrontation will result in removal from that particular sporting event, and possibly suspension from subsequent contests.

7. Assistant coaches should not use provocative language or engage in any unsportsmanlike actions or tactics. Assistant coaches must avoid actions or remarks that could incite the displeasure of spectators or provoke disorderly behavior. If assistant coaches cannot exercise emotional control under stress, then such control cannot be expected from student athletes or spectators.

8. Assistant coaches should immediately discipline any player who intimidates or attempts to intimidate an official, or who displays unsportsmanlike behavior.

9. Assistant Coaches should control their emotions by concealing any outrage or discontent over an official's call.

10. Assistant Coaches should never seek out an official during half-time or at the conclusion of a contest to dispute an official's call.

RESPONSIBILITIES OF THE VOLUNTEER COACH

A volunteer coach shall not be deemed a DOE employee for purposes of athletics, and is not entitled to compensation or other benefits like DOE employees. Notwithstanding, the volunteer coach is still a volunteer of the DOE, and therefore must comply with all DOE rules and regulations, including all policies for the athletic department and its coaches. The volunteer coach may not serve as the head coach of any athletic team.

SUBSTITUTE TEACHERS FOR FACULTY WHO ARE ATHLETIC COACHES

A substitute teacher may be authorized by the CAS, or by a designee of the CAS, to substitute for a teacher who is contracted as an athletic coach for the school when the coach is unable to teach his or her class, because of a contest or travel involving the athletic team which he or she coaches.

In view of the Department's budgetary constraints, however, schools are requested to make every effort to seek coverage for the coach from within the school personnel roster. Based on the criteria provided above, request for substitute teachers will be permitted by the CAS for the following events:

1. Hawaii High School Athletic Association (HHSAA) Championships
2. League Play-off and Championships
3. School sanctioned out-of-state competitions

Substitute teachers may be permitted only in situations when the athletic event is being held during school hours or when travel time is required for any competition.

[School Name]
Athletic Department Employment Agreement

This Agreement is made and entered into this _____ day of _____, 20_____, by and between [Name of School] School ("School") and [Fill in name of Coach]_____ ("Coach").

In consideration of the mutual promises set forth below in this Employment Agreement ("Agreement"), the parties agree to the following:

1. DURATION OF AGREEMENT AND TERMINATION

   a. The School hereby agrees to employ the Coach, subject to the terms of this agreement, for the period _____ to _____.

   b. The parties agree that the Coach's employment under this Agreement shall terminate on _____, and may be earlier terminated by the School for cause.

   c. The Coach acknowledges that "cause" includes, but is not limited to:

      (1) any material breach of the provisions of this agreement by the Coach

      (2) theft, fraud, or dishonesty by the Coach;

      (3) incompetence on the part of the Coach;

      (4) participation in illegal activity;

      (5) inappropriate conduct of a coach; and/or,

      (6) insubordination.

2. COMPENSATION

   a. The Coach's salary shall be $_____ for the period of the contract.

3. COACHING DUTIES and EXPECTATIONS:

   The following is a list of duties and expectations that the Principal and Athletic Director has for the Coach. The Coach is supervised and works under the direction of the Principal and Athletic Director. This list is not meant to be an exhaustive list, but a list of some of the duties and expectations required by the Coach:

   a. The Coach is required to faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform these duties at all times. As long as he/she is employed by the School, the Coach will perform his/her duties in a manner which is in the best

interest of the School and Athletic Department, and in accordance with the Department of Education (DOE) objectives and administration procedures.

b. The Coach shall not solicit money from any source, or purchase, rent, or commit anything in the name of the School or the DOE without first obtaining written approval from the School Principal, Athletic Director, or the DOE.

c. As part of his or her professional development, the Coach should maintain current First Aid and CPR certification and/or training.

d. The Coach should seek to develop and improve the skills of student athletes.

e. The Coach should develop and employ safety practices for all participants to include, but not be limited to, the inspection of sports gear and the reporting of any known hazardous facility conditions.

f. The Coach is expected to be on time for all games and practices and should make arrangements for other commitments that he or she may have.

g. The Coach should promote good sports conduct, professionalism, and character on and off the field.

h. The Coach should become familiar, and is responsible for compliance with the Hawaii Administrative Rules Chapter 19, "Student Misconduct, Discipline, Searches & Seizures," NFHS, HHSAA, League Policies, DOE and School policies, and should adhere to The Athletic Handbook and the Student-Athlete Athletic Handbook.

i. The Coach is responsible and accountable to the School and the DOE. The Coach is required to conform to and abide by any applicable policies, rules and regulations of the School, the DOE, and any conference, league, or association to which the School may belong.

j. Other duties as assigned by the Athletic Director or Principal.

4. SEVERABILITY

The parties agree that in the event that any provision, clause, article, or attachment herein, or part thereof, which forms part of this agreement, is deemed void, invalid, or unenforceable by a court of competent jurisdiction in the State of Hawaii, it shall be severed and the remaining provisions, clauses, articles, attachments, or parts thereof, shall be and remain in full force and effect.

5. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Hawaii.

6. MODIFICATIONS OF AGREEMENT

Any modification to this agreement must be in writing and signed by the parties, or it shall have no effect and shall be void.

7. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, except for the duties and expectations of the coach. This agreement cancels and supersedes any prior understandings and agreements between the parties with respect thereto. There are no representations, warranties, conditions, undertakings or collateral agreements, express, implied or statutory between the parties other than as expressly set forth in this agreement.

By signing below, both parties agree that they understand all the elements of this agreement. They further agree to deliver and implement according to the contents of this Agreement. This Agreement is binding, effective immediately upon signature of both parties.

_____

[Coach's Name] Date

_____

[Athletic Director's Name] Date

APPROVED BY:

_____

[Principal's Name] Date

FUNDING FOR THE ATHLETICS PROGRAM

The public high school athletics program is funded by State general funds and the school athletics trust fund (27200 account). State general funds are used to provide full subsidy for salaries of athletic directors, assistant athletic directors, athletic trainers and coaches. In addition, state general funds provide partial subsidy for transportation, equipment, and supplies. School athletic trust funds are used to absorb the rest of the transportation, equipment, and supplies costs.

The school athletics trust fund is a self-sustaining account. It is important that schools remain within the funds available in their athletic trust funds to subsidize their athletics program. Schools must adhere to established budgetary practices and maintain accurate records and accounting of school athletic trust funds.

RECOMMENDED GUIDELINES FOR BUDGET AND FISCAL CONTROL OF THE ATHLETIC PROGRAM

I. General Guidelines For Budgeting:

Overview of Process

After Season (2 weeks)	May 15	June 1
COACH & ATHLETIC TRAINER	ATHLETIC DIRECTOR	PRINCIPAL
Inventory, requests, & plans for next year	Confer with Coach and Athletic Trainer: Inventory Requests Plans for Next Year General Administration Budget Athletics Budget	Review budget with Athletic Director

A. Coaches' and Athletic Trainer's Responsibilities – After Season:

1. Inventory Request for Equipment
   Complete Inventory Request for Equipment Form (Financial Form 2).
   a. Inventory uniforms, equipment and supplies.
   b. Order replacements or new uniforms, equipment and supplies.
   c. Submit request to the athletic director within two weeks after the season.

2. Confer with Athletic Director
   One week after submitting Inventory Request for Equipment Form confer with Athletic Director.
   a. Discuss requests.
   b. Discuss plans for following season: Staffing, Pre-season games, Trips, and/or Fund-raising activities.

B. Athletic Director's Responsibilities:

1. Inventory Request for Equipment
   a. Confer with Coaches and Athletic Trainer within a week after submittal of the Inventory Request for Equipment Form (Financial Form 2).
   b. Discuss and review requests and ensure completion of inventory.

2. Expenditure Request for Individual Sport
   a. Confer with Coaches and discuss requests.
   b. Complete the Expenditure Request for Individual Sport (Financial Form 3) with the Coach.

3. Expenditure Request for General Administration of Athletic Program
   a. Complete the Expenditure Request for General Administration of Athletic Program Form (Financial Form 4), by May 15.

4. Form 435, Application for Public High School Coaching Allotments
   a. Complete Form 435, Application for Public High School Coaching Allotments, by the due date indicated on the form.

5. Athletic Budget
   a. Complete the composite athletic budget (Financial Form 1) by June 1.

6. Submit a copy of the following, to the principal, by June 1st of each school year:
   a. Expenditure Request for Individual Sport Form
   b. Expenditure Request for General Administration of Athletic Program Athletic Budget Form

C. Principal's Responsibilities:

1. Review and approve the athletic budget with the athletic director.

2. Submit the athletic budget to the complex area superintendent, by June 10th of each year.

II. Fiscal Control:

Overview of Process

Approved budget for individual sport			
	Athletic Director		Principal
Purchase Order Log	Record of Allotment and Expenditure	Athletic Fund Monthly Report	Review with Athletic Director as necessary
Invoices			
Receipts			

A. Athletic Director's Fiscal Responsibility:

Manage the athletics program's account effectively by maintaining adequate records at all times to control expenditures.

1. Maintain Requisition/Purchase Order Logs for each sport. (Financial Form 5)

2. Process requisitions and invoices.

3. Maintain a log of receipts.

4. Maintain the Record of Income and Expenditures (Financial Form 6) for the athletics program. The previous year's balance may be obtained from FMS printout.

5. Confer with Coaches on expenditures and balances as necessary. (Financial Form 7)

6. Utilize *FMS Reports to verify status of financial condition:

7. DARMR 451 School Cash Control Ledger (Deposits & Disbursements to Trust Account)

8. DAFM Z032 Payroll Detail Transaction Report (Payroll of Coaches by Month)

9. DAFR 4470 School Allotment & Disbursement of Supplies &

Equipment of Appropriated Funds

10. DAFR 389A — Expenditure Status by Program ID (Allotment and Disbursement of Appropriated Funds by Object Code).

*FMS Reports, with the exception of Payroll, can be found on-line.

III. Procedures for Purchasing:

All athletic equipment purchases SHALL be coordinated by the athletic director and must be approved by the principal to be within budget. State procurement laws and regulations shall be followed. The Procurement Guidelines for the purchasing of goods and/or services, such as athletic equipment and supplies are to be followed. A copy of the entire Procurement Guideline is available from the Procurement and Contracts Branch, or can be requested to be placed on your Lotus Notes.

ATHLETIC EQUIPMENT AND FACILITIES

I. Issuing Athletic Equipment:

Each head coach is directly responsible for the care and control of all equipment used in his or her program.

A. The head coach will be responsible for ensuring that all equipment is numbered and inventoried upon receipt and prior to equipment issue.

B. An equipment monitoring system should be established, implementing the use of "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Check-Out" sheet to record and track the issuance of equipment. The "Player Equipment Information Cards" and "Master Athletic Equipment Check-Out" sheet should be submitted to the athletic office upon completion.

1. The athletic equipment monitoring system should be kept current by coaches at all times.
2. The head coach should retain the "Player Equipment Information Cards" for end of the season equipment check in.

C. Coaches should carefully select student equipment managers and thoroughly explain to them their duties. These student managers are essential to good equipment control and maintenance.

D. The head coach, although he or she may delegate the issuing of athletic equipment, is responsible for all matters concerning equipment. The head coach must ensure that properly fitted equipment is issued to each individual athlete.

E. Players are to be instructed by the head coach in the proper use of equipment and responsible for the equipment issued. If equipment is lost or has had abnormal usage, the athlete will be charged accordingly.

F. Coaches shall periodically inspect equipment and facilities throughout the season.

1. Helmets, bats, nets, supporting poles, etc. may break or deteriorate and become unsafe during the course of the year.
2. Unsafe or defective equipment should be replaced immediately.
3. Facility hazards should be reported to the Athletic Director immediately.

G. When using county facilities, the athletic director and/or coaches shall inspect the facilities before each use.

II. Use of Athletic Equipment:

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities, and to report any abuses to their coach or the athletic director. Unnecessary replacement of equipment and repair to facilities will divert funds that could be used elsewhere in the athletic program.

A. Athletic department issued equipment shall be worn only during practice sessions and high school contests, or by permission of coaches and the athletic director. Athletes may not wear school-issued uniforms for gym classes, work or job, social occasions, or as school wear.

B. Varsity level teams may wear uniform tops or game jerseys on certain game days only, with permission by coaches and the athletic director. Normally, the wearing of school athletic items will be reserved for special occasions.

C. In particular sports, where athletes personally buy a portion of their practice or game uniforms, these uniforms may be worn at the discretion of the athlete.

D. Warm-up jackets (baseball, softball, cheerleaders, etc.) may be worn to and from school, but only on contest days. Basketball shoes, if supplied by the school, shall not be worn as a school item.

E. School district athletic equipment shall not be loaned to outside groups.

III. Collection and Storage of Athletic Equipment:

Coaches are responsible for collecting all equipment that has been dispersed during the year. If equipment is collected immediately after the season, more of it will be returned and with less effort. Coaches are encouraged to collect uniforms and other equipment on the day of, and directly after, their last contest.

A. The head coach shall supervise the collection, inventory, and storage of all the equipment issued within his or her sports program.

B. As athletes turn in their equipment, it should be checked off of his or her equipment card, noting the condition of all returned equipment. Returned equipment should be checked off the athlete's equipment card as the athlete turns in the equipment. In addition, the coach receiving the equipment should check and note the condition of the equipment.

C. If any equipment is lost or appears to have had abnormal usage, the athlete shall be charged replacement costs.

1. The coach shall inform each athlete that he or she will not receive any athletic awards until all financial obligations are met.

2. Coaches should inform the athletic director of any such outstanding financial obligations. The athletic director shall in turn inform the appropriate school personnel.

D. Within two weeks of the sports season's end, all equipment is to be collected and maintained in a designated central storage area.

1. No equipment is to be discarded without receiving the approval of the athletic director.

2. Equipment to be repaired or reconditioned shall be marked appropriately and stored in the central storage area, and the athletic director shall be informed.

3. All clothing equipment (game and practice uniforms) should be either laundered or dry cleaned, and repaired prior to storage.

E. The head coach shall submit his or her equipment inventory to the athletic director. The equipment inventory shall be submitted at the end of the season evaluation conference, which is held two weeks after the last respective sports contest.

1. The inventory shall include: the number of equipment items; the description of the equipment and cost of the equipment (in new condition); and the condition of the equipment (For condition: excellent, good, fair, poor, discarded). The number of discarded items must also be listed. In addition, outstanding athlete obligations for lost or damaged equipment and the following year's budget request for equipment shall be included.

2. Equipment should be clean, repaired, and in a single controlled and secure area when not in use.

The ideal way to store athletic equipment is in a central athletic equipment room. The athletic director will be able to issue equipment to coaches and receive issued equipment when the sports season is over. A central athletic equipment room also helps the athletic director to keep an active and current inventory over all equipment. If a central area is not available, each head coach should maintain and submit an accurate inventory at the beginning and ending of each sports season to the athletic director. This will keep coaches accountable for their equipment.

COMPENSATION FOR COACHING ATHLETICS AND OTHER SERVICES RELATED TO THE ATHLETICS PROGRAM

Compensation guidelines and procedures for coaching athletics and other services related to the athletics program are found in DOE Policy 5204. Athletic directors should check with the school administration for the most current copy of Policy 5204. Athletic directors should provide a copy of Policy 5204 to the coaches if requested.

Efforts will be made by the school administrators to process all personnel forms in a timely manner to ensure prompt payment relating to payroll to coaches.

Verify coaches' payroll by utilizing FMS report DAFM Z032, Payroll Detail Transaction Report, located in the SASA/Account Clerk Office. If discrepancies are discovered, it is imperative that they are rectified immediately.

HEALTH, WELLNESS, AND SAFETY

POLICY

The Board of Education (Board) is committed to supporting a safe and healthy work and learning environment that is conducive to student and employee well-being. The Board recognizes that schools play an integral part in educating and exposing students to wellness practices, health-enhancing behaviors, good nutrition, and physical and other school-based activities that lend to student achievement and learning.

The Department of Education (Department) has a fundamental responsibility to provide a safe and healthy work and learning environment for all public school students, employees, and persons under its jurisdiction. The Department shall establish regulations or guidelines to implement this policy. The regulations or guidelines shall include, but shall not be limited to, the establishment of:
(1) goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness, as deemed appropriate by the Department; (2) nutrition guidelines for all foods that are available on each school campus during the school day, with the objectives of promoting student health and reducing childhood obesity; and (3) a plan for measuring implementation of the wellness policy.

The Department shall also maintain a Safety and Accident Prevention Program that complies with federal and state laws, safety standards, and rules.

Approved: 11/16/95
Amended: 08/17/06

FUND-RAISING

All fund-raising activities must be approved by the principal. In addition, all such activities with anticipated revenues exceeding $25,000 must be approved by the complex area superintendent. Each school, however, may have its own set of procedures, approved by the principal, regarding the approval of an organization or sports team's requests for fund-raising. This may include the placement of the activity on the master calendar, the number of fund-raising projects allowed, times when items may be sold, and the items selected for sale.

All groups and teams are expected to thoroughly plan and consider the following questions before beginning any fund-raising activity:

A. Are the additional funds necessary?

B. Are we making the best possible decision relating to spending student funds and dues?

C. Have we done thorough research on our fund-raising project to ensure the best price, quality, and service?

D. What is the impact of our project on our school or community? (e.g. Are there too many groups selling chili tickets at the same time? Will the school allow us to sell food items during school hours? What kind of food are we allowed to sell?)

E. Is there adequate supervision or security for our students and the funds being collected?

F. Will there be adequate student and adult participation in our project?

G. Are we following state and school rules regarding fund-raising?

Athletic directors are responsible to ensure that staff uses the Money-Raising Activity Form to record items that are sold to students to generate spirit and not to raise funds. This may include items such as Homecoming T-shirts, dance tickets, spirit buttons, etc. It is important to state that the project is not intended to be a fund-raising project. Care should be taken to ensure that item pricing is consistent with this purpose.

The DOE also has certain policies and regulations that govern solicitations, sale of merchandise, and competitive food sales. Athletic directors should be in compliance with these policies and regulations and go over them with their coaches and parents or legal guardians.

SOLICITATIONS

I. Solicitations By Department Personnel And Students:

BOE Policy 1710-5, "Solicitations by Department Personnel and Students," states that, "[s]olicitations of any kind within the school and in the community by department personnel and students shall not be permitted except for activities approved by the department."

DOE Regulations 1710-5.1, "Solicitations by Department Personnel and Students," specify that:

A. There shall be no soliciting of funds, goods or services in school and in the community by department personnel and students for school or community sponsored activities except for those approved by the department.

B. Money-raising activities may be sponsored by a school or school-affiliated organizations for specific purposes.

C. Specific purposes and needs shall be the determining criteria for the nature and scope of any fund-raising activity.

D. All money-raising activities shall be approved by the principal. In addition, all such activities with anticipated revenues exceeding $25,000 shall be approved by the district superintendent and a final report shall be submitted to the superintendent within 15 days after completion of the activity.

E. Games of chance, lotteries, raffles and the promotion of ticket sales, such as by queen contests, shall be prohibited.

F. The superintendent shall report periodically on fund-raising activities to the Board.

II. Solicitations By Non-Department Personnel:

BOE Policy 1710-6 governs solicitations by non-department personnel and states that, "[s]olicitations of any kind of the department by non-department personnel shall be in accordance with the rules and regulations of the department and the state of Hawaii."

DOE Regulations 1710-6.1, "Solicitations by Non-Department Personnel," specify that:

A. There shall be no solicitation of any kind from pupils and employees of the department in the public schools except those solicitations related and necessary to the school, such as:

1. For cafeteria food, supplies and equipment in which case the solicitor may call upon the principal of the school cafeteria manager;

2. For educational materials, supplies and equipment in which case solicitors may call upon the principal and the teachers, if it appears warranted in the

judgment of the principal and during such time when it will not interfere with the operations of the school;

3. For solicitations approved by the state comptroller and the department.

B. Representatives of agencies or organizations approved by the comptroller and the department may, with the approval of the principal and at such time as the principal feels it will not interfere with the operations of the school, call upon the school to assist with solicitations from the school personnel.

C. Under no circumstances shall solicitors be permitted to contact students directly, except that agents for school accident insurance may be permitted, on school, during days designated by the principal, for the purpose of receiving premium payments and not for soliciting business.

SALE OF MERCHANDISE

BOE Policy 1710-7, "Sale of Merchandise," states that, "[n]o public school will be allowed to operate a school store or to sell merchandise of any kind without the written permission of the district superintendent except as follows:

A. School lunches, milk, ice cream and candy served as a part of the school lunch.

B. Things made or grown at the school as part of the educational program.

C. Special school equipment or supplies not regularly carried in stock by local stores.

D. Sanitary napkins."

Approved: 8/70

DOE Regulations 1710-7.1, "Sale of Merchandise," specify that:

A. Schools may sell items for the refreshment of its staff and students.

B. School stores, run by students as an adjunct of the school's business training program, and selling only to students in the particular school, may be operated only after receiving written permission from the district superintendent.

The district superintendent will grant or refuse permission to operate a school store after considering the policies, rules, laws, and community conditions and upon the following information, which shall be included with any request for permission to operate a school store:

1. A description of the business training program, its desired objectives, plans of operation, supervision, and evaluation.

2. The grades, class, and names of students participating in the program.

3. The financing and accounting of the money and merchandise and the use of any profits.

4. The list of items to be sold.

5. The beginning and ending dates of the school store and the schedule of hours of operation.

C. The following list of items are special school equipment or supplies not regularly carried in stock by local stores, and therefore may be sold by the school:

1. Supplies required for projects in shops, crafts, art, and homemaking.

2. Book covers, decals, and pennants with the school names.

3. Workbooks which are not provided by school funds.

4. Special drafting pencil and paper.

5. Physical education shorts and blouses.

6. Athletic clothing of a personal nature not supplied by school funds.

7. Paperback books not supplied by local schools.

COMPETITIVE FOOD SALES
BOE POLICY 6810

The sale of food to students in all elementary and secondary schools shall be limited to the School Breakfast Program, School Lunch Program, approved cafeteria supplementary food items, and food prepared by culinary arts classes as part of their educational program. Schools shall not permit the sale of other foods to students from the beginning of the school day to the end of the school day, except certain beverages through vending machines and all-school events approved by the principal. Beverage selections from school vending machines that are available to students shall contain only healthy beverages as deemed appropriate by the Department of Education. Beverages, other than water, shall not be sold during meal serving periods.

Approved: 4/80

Last Amended: 12/07

ETHICS COMMISSION GUIDELINES FOR DONATIONS

I. Gifts:

The Athletics Program shall not solicit or accept any gifts if it can be reasonably inferred under the circumstances that the gift is intended to influence the performance of state duties or reward the Athletic Director, coaches, or other school employee in their capacity as an employee of the state. (Hawaii Revised Statutes § 84-11 (2006)).

The Athletic Director, coaches, or other school employee involved in the athletics program must file a gifts disclosure statement with the State Ethics Commission if:

1. The employee, employee's spouse, or employee's dependent children receive from a source any gift or gifts whose aggregate value exceeds $200;

2. The source of the gift(s) has interests that may be affected by official action that you take; and

3. The gift is not exempted by law from this reporting requirement. (HRS § 84-11.5)

II. Receiving/Gifts/Grants/Bequests:

1. Schools are allowed to receive designated gifts, grants, and bequests on behalf of the athletics department.

2. Schools shall maintain a record of all gifts, grants, and bequests by date, name of donor, description, purpose, and amount for which it is to be used. The revised Form 434, Rev. 9/94 will be used for this purpose. This form need not be submitted with the quarterly Principal's Financial Report. See Exhibit IX-R.

3. The Superintendent must be presented and accept any gifts, grants, and bequests intended for a school which exceed $500.00. The request by the school to the Superintendent to accept the gift, grant, or bequest shall include a letter of acceptance and a letter of acknowledgement to the donor.

4. Schools shall maintain a file of letters and memorandum or copies of checks for all gifts and bequests received by the school. These documents should be filed together with the form "Report of Gifts, Grants and Bequests", Form 434, Rev. 9/94.

5. The donor shall establish the value of gifts, grants, and bequests. By accepting the donor's value of the property, the schools will not incur liability. If the school does not want to accept the value of the property established by the donor, the school should not accept the gift. A receipt shall be issued by the administrator for all monetary donations. A letter of acknowledgement shall be issued by the administrator for all other non-monetary donations less than $500.00 by listing in detail the items received.

6. Equipment, textbooks, and library books received by schools from donors become the property of the school, and are to be accounted for as such in the school's inventory.

7. All gifts, grants, and bequests may be deposited to the school's Non-Appropriated Local School Funds. However, if funds are used for personnel services (hiring of temporary positions, etc.) or when payroll costs are involved, the funds shall be deposited into the Department's Trust and Agency Fund (State Treasury).

COMMERCIALISM
BOE POLICY 6340

The Board of Education believes that corporate involvement in the school and library systems can be a positive and welcome contribution to public education and library services. Business-education and business–library partnerships based on sound principles can contribute to high quality education and library services. However, in the case of schools, compulsory attendance confers an obligation to protect the welfare of all students as well as the integrity of the learning environment. And in the case of the public libraries, it is important to maintain the unaligned, democratic nature of publicly funded institutions.

When considering corporate opportunities, schools, districts, and libraries shall focus on their educational mission and engage in decision-making practices that facilitate, in the case of schools, student attainment of the Hawaii Content and Performance Standards, and in the case of libraries, the open and unbiased provision of services and access to information.

Positive business-education and business-library partnerships, in order to be ethical, should be structured in accordance with the following principles:
(1) Corporate involvement shall support the educational mission, goals and objectives of the schools and libraries;

(2) Programs of corporate involvement shall be structured to meet an educational or instructional need identified by the school, district, or library system, not a commercial motive, and shall be evaluated for effectiveness by the Department of Education or the Hawaii State Public Library System, as appropriate;

(3) Schools, educators, and library staff shall hold sponsored or donated materials to the same standards used for selection and purchase of curriculum or library materials;

(4) Corporate programs and materials shall be used at the discretion of the schools or libraries;

(5) Selling or providing access to a captive audience in the classroom or library for commercial purposes is prohibited;

(6) Corporate involvement shall not require students or library patrons to observe, listen to or read commercial advertising;

(7) Selling or providing free access to advertising on school or library property is prohibited, except for approved school or library fundraisers or activities; and

(8) Corporate logos are permissible for sponsor recognition.

Approved: 11/01

Revised: 12/07

Inventory/Request for Equipment

School:_____

Date:_____ Sport:_____

Item Description	Beginning Inventory Count	Inventory Acquired During Season	Present Inventory Count			Inventory to be Replaced			Unit Cost	Total Cost
			Useable	Useable but Need to Repair	Total Available for Next Season	Lost or Stolen	Discarded	Total New Items Needed		

_____ _____

Coach (Print Name) Athletic Director (Print Name)

_____ _____

Coach Signature Athletic Director Signature

Requisition/Purchase Log

Account Number:_____

Sport:_____

School:_____

Fiscal Year:_____

Date	P.O. Number	Vendor	Description	P.O. Amount	Unencumbered Balance

_____ _____

Athletic Director (Print Name) Date

_____

Signature

Record of Income and Expenditures
Athletic Program

Fiscal Year:_____ Sport:_____

Expenditures					**Income**		
Date	P.O. Number	Vendor	P.O. Amount	Adust on P.O.	Sport	Amount	Balance

_____ _____
Coach Print Name Date

_____
Signature

_____ _____
AD Print Name Date

_____
Signature

FORM 435, APPLICATION FOR HIGH SCHOOL COACHING ALLOTMENTS Revised 07/2008

State of Hawaii
Office of Human Resources
Department of Education
Certificated Personnel
P. O. Box 2360
Honolulu, HI 96804

Important:
1. Only one person can be entered on one line (names and Social Security Numbers must be correct).
2. Two Head coach positions are the maximum for each regular teacher.
3. FOR ALL NEW NON-DOE EMPLOYEES, SUBMIT A COPY OF THEIR SOCIAL SECURITY CARD WITH THIS FORM.
4. For DOE Teacher coaches, please indicate by placing an X in the DOE Teacher column.

Important:
5. Immediately input data into the Casual On-Line Personnel System after completing and sending this form to District Athletics Specialist.

**Pay Rate: Maximum rate divided into 4 equal parts (to input on Casual on-Line Personnel System)

Due: One month after the start of the school year

Distribution: Send original to District Athletics Specialist

SUB.DIV: **P/R No.: EC3** **SCHOOL YEAR:** **2008-09 SCHOOL:**

Occ Grp Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)	Soc. Sec. No.	Pay Rate **	DOE TCHR	Reg. Teacher at Another School Name of School
R1100	00501	1. Asst. Director*	G010E	709	271			347.50		
		*Regular teacher, school completes Form 102B in order to be paid through Form SF-5A.								
		VOLLEYBALL:								
R1110	00502	2. Senior Head, Boys	G010E	709	271			550.75		
R1111	00503	3. Sr. Asst., Boys	G010E	709	271			330.75		
R1120	00504	4. Senior Head, Girls	G010E	709	271			550.75		
R1121	00505	5. Sr. Asst. Girls	G010E	709	271			330.75		
R1130	00506	6. Senior Head, Boys/Girls	G010E	709	271			598.75		
R1140	00507	7. Junior Head, Boys	G010E	709	271			358.00		
R1141	00508	8. Jr. Asst., Boys	G010E	709	271			275.50		
R1150	00509	9. Junior Head, Girls	G010E	709	271			358.00		
R1151	00510	10. Jr. Asst., Girls	G010E	709	271			275.50		
R1152	00702	10a. Developmental, Girls	G010E	709	273			358.00		
		BOWLING:								
R1160	00511	11. Senior Head, Boys	G010E	709	271			311.25		
R1170	00512	12. Senior Head, Girls	G010E	709	271			311.25		
R1180	00513	13. Senior Head, Boys/ Girls	G010E	709	271			359.25		
R1181	00610	13a. Junior Head, Girls	G010E	709	273			227.25		
		CROSS COUNTRY:								
R1190	00514	14. Senior Head, Boys	G010E	709	271			311.25		
R1191	00515	15. Sr. Asst.. Boys	G010E	709	271			186.75		
R1200	00516	16. Senior Head, Girls	G010E	709	271			311.25		
R1201	00517	17. Sr. Asst. Girls	G010E	709	271			186.75		
R1210	00518	18. Senior Head, Boys/Girls	G010E	709	271			359.25		

SUB.DIV: P/R No.: EC3 SCHOOL YEAR: 2008-09 SCHOOL:

Occ Group Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)	Soc. Sec. No.	Pay Rate	DOE TCHR	Reg. Teacher at Another School Name of School
		FOOTBALL:								
R1220	00519	19. Senior Head	G010E	709	271			718.00		
R1221	00520	20. Sr. Asst.	G010E	709	271			431.00		
R1222	00521	21. Sr. Asst.	G010E	709	271			431.00		
R1223	00522	22. Sr. Asst.	G010E	709	271			431.00		
R1224	00523	23. Sr. Asst.	G010E	709	271			431.00		
R1225	00524	24. Sr. Asst.	G010E	709	271			431.00		
R1226	00525	25. Sr. Asst.	G010E	709	271			431.00		
R1230	00526	26. Junior Head	G010E	709	271			466.75		
R1231	00527	27. Jr. Asst.	G010E	709	271			359.25		
R1232	00528	28. Jr. Asst.	G010E	709	271			359.25		
R1233	00529	29. Jr. Asst.	G010E	709	271			359.25		
R1234	00530	30. Jr. Asst.	G010E	709	271			359.25		
R1235	00531	31. Jr. Asst.	G010E	709	271			359.25		
		SOCCER:								
R1240	00532	32. Senior Head, Boys	G010E	709	271			550.75		
R1241	00533	33. Sr. Asst., Boys	G010E	709	271			330.75		
R1250	00534	34. Senior Head, Girls	G010E	709	271			550.75		
R1251	00535	35. Sr. Asst., Girls	G010E	709	271			330.75		
R1260	00536	36. Junior Head, Boys	G010E	709	271			358.25		
R1261	00537	37. Jr. Asst., Boys	G010E	709	271			275.50		
R1270	00538	38. Junior Head, Girls	G010E	709	273			358.00		
R1271	00539	39. Jr. Asst., Girls	G010E	709	273			275.50		
		SWIMMING & DIVING:								
R1280	00540	40. Senior Head, Boys	G010E	709	271			550.75		
R1281	00541	41. Sr. Asst., Boys	G010E	709	271			330.75		
R1290	00542	42. Senior Head, Girls	G010E	709	271			550.75		
R1291	00543	43. Sr. Asst., Girls	G010E	709	271			330.75		
R1300	00544	44. Senior Head, Boys/Girls	G010E	709	271			598.75		

SUB.DIV: P/R No.: EC3 SCHOOL YEAR: 2008-09 SCHOOL:

Occ Group Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)	Soc. Sec. No.	Pay Rate	DOE TCHR	Reg. Teacher at Another School Name of School
		RIFLERY:								
R1310	00545	45. Senior Head, Boys	G010E	709	271			311.25		
R1320	00546	46. Senior Head, Girls	G010E	709	271			311.25		
R1330	00547	47. Senior Head, Boys/Gilrs	G010E	709	271			359.25		
		BASKETBALL:								
R1340	00548	48. Senior Head, Boys	G010E	709	271			550.75		
R1341	00549	49. Sr. Asst., Boys	G010E	709	271			330.75		
R1350	00550	50. Senior Head, Girls	G010E	709	271			550.75		
R1351	00551	51. Sr. Asst., Girls	G010E	709	271			330.75		
R1360	00552	52. Junior Head, Boys	G010E	709	271			358.00		
R1361	00553	53. Jr. Asst., Boys	G010E	709	271			275.50		
R1370	00554	54. Junior Head, Girls	G010E	709	271			358.00		
R1371	00555	55. Jr. Asst., Girls	G010E	709	271			275.50		
R1380	00556	56. Jr/Sr. Head, Boys	G010E	709	271			598.75		
R1381	00557	57. Jr./Sr. Head, Girls	G010E	709	271			598.75		
		WRESTLING:								
R1390	00558	58. Senior Head, Boys	G010E	709	271			550.75		
R1391	00559	59. Sr. Asst., Boys	G010E	709	271			330.75		
R1400	00560	60. Senior Head, Girls	G010E	709	271			550.75		
R1401	00561	61. Sr. Asst., Girls	G010E	709	271			330.75		
R1410	00562	62. Jr. Head, Boys	G010E	709	271			358.00		
R1420	00563	63. Junior Head, Girls	G010E	709	271			358.00		
		GOLF:								
R1430	00564	64. Senior Head, Boys	G010E	709	271			311.25		
R1440	00565	65. Senior Head, Girls	G010E	709	271			311.25		
		TENNIS:								
R1450	00566	66. Senior Head, Boys	G010E	709	271			311.25		
R1460	00567	67. Senior Head, Girls	G010E	709	271			311.25		
R1470	00568	68. Senior Head, Boys/Girls	G010E	709	271			359.25		
R1465	00701	68a.Junior Head, Girls	G010E	709	273			227.25		

SUB.DIV: P/R No.: EC3 SCHOOL YEAR: 2008-09 SCHOOL:

Occ Group Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)		Pay Rate	DOE TCHR	Reg. Teacher at Another School Name of School
		BASEBALL:								
R1480	00569	69. Senior Head	G010E	709	271			550.75		
R1481	00570	70. Sr. Asst.	G010E	709	271			330.75		
R1482	00571	71. Sr. Asst.	G010E	709	271			330.75		
R1490	00572	72. Junior Head	G010E	709	271			358.00		
R1491	00573	73. Jr. Asst.	G010E	709	271			275.50		
R1492	00574	74. Jr. Asst.	G010E	709	271			275.50		
		TRACK & FIELD:								
R1500	00575	75. Jr./Sr. Head, Boys	G010E	709	271			550.75		
R1501	00576	76. Asst., Boys	G010E	709	271			330.75		
R1502	00577	77. Asst., Boys	G010E	709	271			330.75		
R1503	00578	78. Asst., Boys	G010E	709	271			330.75		
R1510	00579	79. Jr./Sr, Head, Girls	G010E	709	271			550.75		
R1511	00580	80. Asst. Girls	G010E	709	271			330.75		
R1512	00581	81. Asst. Girls	G010E	709	271			330.75		
R1513	00582	82. Asst. Girls	G010E	709	271			330.75		
R1520	00583	83. Jr./Sr. Head, Boys/Girls	G010E	709	271			598.75		
		GIRLS SOFTBALL:								
R1530	00584	84. Senior Head	G010E	709	271			550.75		
R1531	00585	85. Sr. Asst.	G010E	709	271			330.75		
R1532	00586	86. Sr. Asst.	G010E	709	271			330.75		
R1540	00587	87. Junior Head	G010E	709	273			358.00		
R1541	00588	88. Jr. Asst.	G010E	709	273			275.50		
R1542	00589	89. Jr. Asst.	G010E	709	273			275.50		
		GYMNASTICS:								
R1550	00590	90. Head, Boys	G010E	709	271			311.25		
R1560	00591	91. Head, Girls	G010E	709	271			311.25		
R1570	00592	92. Head, Boys/Gilrs	G010E	709	271			359.25		

SUB.DIV:			P/R No.: EC3			SCHOOL YEAR: 2008-09 SCHOOL:				
Occ Group Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)	Soc. Sec. No.	Pay Rate	DOE TCHR	Reg. Teacher at Another School Name of School
		SOFT TENNIS:								
R1580	00593	93. Head, Boys	G010E	709	271			311.25		
R1590	00594	94. Head, Girls	G010E	709	271			311.25		
R1600	00595	95. Head, Boys/Girls	G010E	709	271			359.25		
		JUDO:								
R1610	00596	96. Head, Boys	G010E	709	271			550.75		
R1611	00597	97. Asst., Boys	G010E	709	271			330.75		
R1620	00598	98. Head, Girls	G010E	709	271			550.75		
R1621	00599	99. Asst., Girls	G010E	709	271			330.75		
R1630	00600	100. Head, Boys/Girls	G010E	709	271			598.75		
		PEP SQUAD:								
R1640	00601	101. Sr. Head	G010E	709	271			550.75		
R1650	00602	102. Jr. Head	G010E	709	271			358.00		
		STRENGTH:								
R1660	00603	103. Power Coach	G010E	709	271			550.75		
		PADDLING:								
R1670	00604	104.Sr. Head, Boys	G010E	709	273			550.75		
R1680	00605	105.Sr. Head, Girls	G010E	709	273			550.75		
R1690	00606	106.Jr. Head, Boys	G010E	709	273			358.00		
R1700	00607	107.Jr. Head, Girls	G010E	709	273			358.00		
		WATER POLO								
R1710	00608	108.Sr. Head, Girls	G010E	709	273			550.75		
R1720	00609	109.Sr. Asst., Girls	G010E	709	273			330.75		

SUB.DIV: P/R No.: EC3 SCHOOL YEAR: 2008-09 SCHOOL:

Explanation for Pay Rate column:
Must be the MAXIMUM amount of compensation to be paid to the individual . If more than one individual or session, list the position on the next line with the MAXIMUM amount.
Rate of pay must be entered with the following codes: H=Hour; G=Game; S=Season

Occ Group Code	Pos. No.	SPORT Line No./ Pos. Title	Apprn	Func. (Obj.)	Proj.	NAME (Name used on Social Security Card) (Last, First Middle)	Soc. Sec. No.	Pay Rate **	DOE TCHR	Reg. Teacher at Another School Name of School
R0900	00800	Athletic Trainer								
R0901	00801	Account Clerk								
R0902	00802	Cafeteria Manager								
R0903	00803	Cafeteria Worker								
R0904	00804	Dr./Trainer/Team Physician								
R0905	00805	Driver								
R0906	00806	Equipment Manager								
R0907	00807	Emergency Medic								
R0908	00808	Finance Chairperson								
R0909	00809	Game Site Personnel								
R0910	00810	Medic								
R0911	00811	Medic Trainer								
R0912	00812	Paramedic								
R0913	00813	Miscellaneous								

RECOMMENDED BY:

Principal:

Print Name / Signature / Date

Dist. Athletic Specialist:

Print Name/ Signature / Date

REVIEWED BY:

Personnel Officer's Signature

Date

FORM 435B, REQUEST FOR REPLACEMENT, DELETION, OR ADDITION OF COACHES and/or ADDITION TO OTHER LIST OF SERVICES RELATED TO THE ATHLETIC PROGRAM

Revised 7/01/07

State of Hawaii
Department of Education
Office of Human Resources
Certificated Records and Transactions
P. O. Box 2360
Honolulu, HI 96804

Important:
1. Only one person can be entered on one line (names and social security numbers must be correct).
2. Two head coach positions are the maximum for each regular teacher.
3. FOR ALL NEW NON-DOE EMPLOYEES, SUBMIT A COPY OF THEIR SOCIAL SECURITY CARD WITH THIS FORM.
4. For DOE Teacher coaches, please indicate by placing an X in the DOE TCHR column.

Important:
5. Immediately input data into the Casual On-Line Personnel System after completing and sending this form to Dist. Athletic Specialist.

**Pay Rate: Maximum rate divided into 4 equal parts (to input on Casual on-Line Personnel System)

Distribution: Send original to the District Athletic Specialist

SUB.DIV: **P/R No.: EC3** **SCHOOL YEAR:** **SCHOOL:**

Add	Delete	Occ. Group Code	Pos. No.	SPORT Line No./Pos. Title	Apprn.	Func. (Obj.)	Proj.	NAME (name used on social security card) (Last, First, Middle)	Soc. Sec. No.	Pay Rate **	DOE TCHR	Reg. Teacher at Another School Name of School

RECOMMENDED BY:

Principal:

Print Name / Signature / Date

Dist. Athletic Specialist:

Print Name / Signature / Date

REVIEWED BY:

Personnel Officer's Signature

Date

School Application No. _____
District Application No. _____

Department of Education Fundraising--Request for Approval

School: _____ School Year:_____ Date: _____

I. Requested by: _____ Gen. Excise No.: _____

II. Place of Activity: _____ Date of Activity: _____

III. Detailed Plan of Program to Be Supported By Profit from Activity: Planned Program

Description	Estimated Amount Needed
1)	
2)	
3)	
4)	
Total [Must reflect same total as C) Net Profit]	

IV. Means of Raising Funds (Describe in detail--Ticket Sales, Hot Dog Sales, etc.)

A) Revenue

Description	Anticipated Revenue
1)	
2)	
3)	
4)	
Total Revenue	

B) Expenditures

Description	Estimated Expenditures
1)	
2)	
3)	
4)	
Total Expenditure	

C) Net Profit

Net profit [A) Revenue - B) Expenditures]	

V. Action

Submitted By: _____ _____ _____
Officer or Organization Advisor Date

Approved By: _____ _____
Principal Date

If request is for more than $25,000, CAS appproval is REQUIRED.

Approved By: _____ _____
Complex Area Superintendent Date

School Application No. _____
District Application No. _____

Department of Education Post Fundraising--Financial Report

School: _____ School Year:_____ Date: _____

I. Requested by: _____ Gen. Excise No.: _____

II. Place of Activity: _____ Date of Activity: _____

III. Detailed Plan of Program to Be Supported By Profit from Activity: Planned Program

Description	Amount Allotted
1)	
2)	
3)	
4)	
Total [Must reflect same total as C) Net Profit]	

IV. Means of Raising Funds (Describe in detail--Ticket Sales, Hot Dog Sales, etc.)

A) Revenue

Description	Revenue Realized
1)	
2)	
3)	
4)	
Total Revenue	

B) Expenditures

Description	Actual Expenditures
1)	
2)	
3)	
4)	
5) General Excise Tax (4.7%)	
6) Use Tax % (Unlicensed mainland vendor)	
Total Expenditure	

C) Net Profit

Net profit [A) Revenue - B) Expenditures]	

V. Action

Financial Report is due no later than 15 days after date of activity.

_____ _____
Signature of Advisor Date

Received By: _____ _____
Principal Date

If amount recieved is more than $25,000, Financial Report must also be sent to CAS.

Received By: _____ _____
Complex Area Superintendent Date

Fundraising Schedule Request

Organization: _____

Sponsoring Advisor: _____

Fundraising Items: _____

Proposed Dates to Sell: (Limited to one week at a time per group.)

1st choice: _____

2nd choice: _____

Alternative Dates: _____

Location of Sales: _____

As advisor, I agree not to sell food items during school hours and to have an adult supervising during sale. I understand that all moneys must be deposited at the end of the school day to the account clerk unless sale is after hours, then moneys will be deposited the next school day. I agree not to sell during any time outside of the agreed time frame.

_____	_____	_____
Date	Print Name	Advisor's Signature

[Print on School Letterhead]

Parent/Legal Guardian Consent & Waiver Form for Fundraising Activity

I, _____, [Name of Parent/Guardian], authorize my child, _____ [Child's Name], to participate in _____ [Fundraising Activity] to be sponsored by _____ [Class/Club/Organization] and _____ [Name of Advisor/Teacher] during the next few weeks. I understand that this is a fundraising activity sponsored and approved by the school, and my consent and waiver is required for my child to participate.

By signing this form, I am also agreeing to indemnify and hold harmless the school, its teachers, administrators, and staff, for any costs, injuries, or liabilities which may be incurred as a result of my child's participation in the above named fundraising activity. Furthermore, by signing this form, I agree to release, hold harmless, and discharge the State from all liability in connection with this fundraising activity.

_____ _____

Parent/Guardian's Signature Date

No child will be permitted to participate in a fundraising activity without a signed statement of consent and waiver from the parent or guardian on file in the school office.

Record of Monetary Collection

Name of School: _____

Activity: _____ Date: _____

Teacher/Advisor: _____ Club/Class: _____ Acct #: _____

Seller: _____ Item Cost: _____

	Name	Receipt No.	Amount		

Total Collected: _____

_____ _____

Print Name Date

_____

Signature

Upon completion, send a copy to Principal.

Record of Ticket Distribution To Individuals

Name of Activity: _____

Person In Charge: _____

Name, Homeroom, Phone	Teacher/ Staff	Student	Begin No.	End No.	# of Tickets Issued	Price Per Ticket	Total Cost	Initial	Tickets		Amount Rec'd	Comments
									No. Return	No. Sold		

_____ _____

Print Name Date

_____

Signature

Send signed copy to Principal

STATE OF HAWAII ATHLETICS CROWD CONTROL

I. Introduction

All public high school administrators with a public high school athletics program should have a well-planned crowd control program in place before the start of each school year. Personnel who should be included in developing the plan are school administrators, athletic director, coaches, cheerleading supervisor, band director, security personnel, the game announcer, and any other staff who is involved with the coordination and/or facilitation of such events.

Printed copies of the crowd control procedures shall be distributed to personnel involved with the coordination or facilitation of the game or contest. The procedures should be developed to regulate three stages of the event: (1) before the contest; (2) during the contest; and (3) after the contest. Specific responsibilities and expectations should be outlined for each person involved, including addressing respective areas of responsibility.

It is an expectation that the athletic director will incorporate into the plan steps that show a concern for the welfare of the fans and the student body. Since most public high schools are in need of additional revenue from gate receipts for financing the athletic program, all efforts must be focused on making attendance to these events an enjoyable experience. Therefore, an organized and well-thought out set of procedures ensures that fans return to future contests.

A. Before the Contest - Important pre-planning steps include but are not limited to:

1. Athletic director will check to see that the facilities are clean and as comfortable as possible.

2. Athletic director will adequately staff concession stands. If possible, provide one concession stand for home and one for visitors.

3. Athletic director will make necessary game information available to visiting schools; including directions for parking, location of ticket booths, seating arrangement chart, ticket prices, game time, and directions for reaching the site.

4. Athletic director will discuss with the student body the need to demonstrate good sports conduct to visitors, and to cooperate with the team, band, and others to ensure that the activity is kept safe and fun for all.

5. Athletic director will inform the cheerleaders of the importance of proper timing of yells, display of good sports conduct to visitors, and cooperation with team, band, and others involved with the activity.

6. Athletic director will arrange for adequate police supervision.

7. Athletic director will post, in plain sight at the entrance to the stadium or gym, a copy of the reasons for expulsion from the contest, e.g., use of alcohol, drugs.

8. Athletic director, or assistant athletic director will coordinate and plan for reasonable modifications to assist disabled individuals with access to the event.

9. Athletic director, in conjunction with the principal will develop a procedure for emergency situations, including an evacuation plan.

B. During the Contest

1. Athletic director will provide adequate supervision of students and the facilities.

2. Athletic director will coordinate and assure that visiting school officials assume responsibility for supervising their own students and staff.

3. Athletic director will arrange for securing the facilities to prevent fans from going onto the field, getting near the players' bench area, or going directly into areas of competition.

4. Athletic director will provide a first-aid room for emergencies, coordinate to have a doctor in attendance at home football games, where feasible, and assure access to a telephone for emergencies during the contest.

C. After the Contest

Planning for after contest procedures is probably the most important of the three stages in crowd control. Most incidents and encounters occur after the game when the fans are on their way home. Some of the most important considerations include but are not limited to the following:

1. Athletic director will develop a procedure for the exit of teams, officials, and spectators and communicate this to the necessary staff, officials, and safety personnel.

2. Athletic director will inform visiting athletic director or designee of the route for movement of all visiting school buses and all home team buses. (Include band, pep club buses, etc.)

3. Using the public address system, the athletic director or designee will inform the attendees of the following: (1) caution spectators about not walking on the floor or field; (2) give directions for leaving the area; and (3) ask people to drive safely.

4. Athletic director will facilitate orderly movement of the traffic line by providing direct (local police may help) supervision for cars leaving the parking area.

II. Responsibilities

A. Administrators:

1. Principal will assign and delegate to the proper school official, his or her respective responsibility and authority for crowd control.

2. Principal will convey the seriousness of crowd control to the delegated authority.

3. Principal will review with the athletic director the responsibilities of the police before, during, and after a contest. The athletic director in turn will advise the police of such information.

4. Principal will re-affirm good sports conduct and that it is essential for the athletic director to work with the student body to inform them of their responsibility at these events to conduct themselves in an appropriate manner. These discussions or announcements may be conducted at assemblies and through the school's public address system.

5. Principal will advise the athletic director to remind his or her coaches to conduct themselves in a manner that models a good example and that they are a representative of the school.

B. Athletic Director

1. Prepare a plan for the safety of guest school athletes and fans.
   a. Inform visiting school as to where they should park their buses and ensure that the guests are greeted and escorted to the game site. Inform the guest cheerleaders and reserve athletes to stay at the game site (with security) until the varsity athletes are ready to leave. Escort cheerleaders, athletes, and coaches to their bus. As the fans leave the game site after the contest, have security move with the flow. After the fans are to their automobiles, see that traffic flow is organized and moving quickly. Statistics show that most problems involving crowds occur within a couple blocks of the game site.

   b. Guest cheerleaders should be greeted and escorted to their accommodations by the host school cheerleaders. Conversation can include a greeting, telling where dressing or restroom facilities are located, which group will cheer, and in which two quarters (1 & 3 or 2 & 4) and the procedure to follow at half-time.

2. Courtesy and Protection of Game Officials.
   a. Provide for parking and have a host (Manager or Athletic Director) greet the officials and escort them to their dressing facilities. These facilities should be private and include a shower. The officials' dressing room is off limits to all players, coaches, fans, and news media personnel.

b. After the game is over, see that security personnel go on to the playing area and escort the officials directly to their dressing room.

3. Both the Athletic Director and the Principal must insist that the coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics. The coach is the leader. His or her actions play a big part in maintaining good crowd control. The coach must insist that the players are courteous to the officials.

4. Provide for Basic Crowd Control.
   a. Remember, it takes very little to incite an already "up tight" crowd.

   b. Provide visible security. This security force should have radio equipment permitting communications at all times. Security personnel need to know what you expect of them before, during, and after the contest. They should have the philosophy of being there to provide a service – not just to look for a problem. A gentle but firm attitude is very helpful.

   c. Make arrangements to prevent fans from going on to the playing area after a contest.

C. Cheerleading Supervisor

1. Cheerleaders, coaches, advisors, and band directors should set an example by being cooperative and helpful to each other.

2. Instruct Cheerleaders to:
   a. Have positive cheers at all times.

   b. Divert the crowds' attention from booing, by starting a positive cheer immediately.

   c. Lead the crowd in a round of applause when an injured player leaves the playing area.

   d. Remain at the game after the contest and only go to the buses with an escort.

   e. Travel in pairs or small groups whenever going to the restroom, drinking fountain, or refreshment stand.

3. Each school should establish a policy for entering and leaving an athletic event; especially in game situations of high rivalry.

4. During basketball games, instruct cheerleaders to:
   a. Set up a scheduled rotation of floor cheers (after quarters 1 & 3 or 2 & 4, and also after time-outs).

   b. Remain silent when the opponent's squad is on the floor for a cheer.

c. Do their dance routines prior to the games where they will not interfere with the athletes' pre-game warm-up.

d. Set a visible link with the other school, e.g., meet in the middle of the floor for the national anthem.

D. Band Director

1. Help in crowd control with music at the appropriate times.

2. Encourage band members to stay in groups of at least 3-5 when they are not performing at football games.

3. During the football season, the guest band director should make a courtesy call to the host band director and exchange information consisting of:
   a. Whether or not the guests are planning to attend.
   b. The length of the half-time performances.
   c. Number and location of seating required. Number of band parents or helpers attending.
   d. Whether or not there are any special events planned.

4. Provide faculty supervision for all pep or marching bands at all athletic events.

E. Coach

1. Coaches influence not only the conduct of the players under their direction but also that of the student spectators, school faculties, parents of squad members, and members of the community who attend athletic contests. Since the coach is influential in setting the tone of conduct, he or she must visibly demonstrate the values of self-restraint and fair play.

2. The behavior of the coach must at all times be marked by dignity and self-control. The coach should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He or she must avoid any actions or remarks that would incite displeasure or provoke disorderly behavior.

3. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team or from the spectators in the stands.

4. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.

5. Deliberate attempts to humiliate an opponent should not be tolerated by school officials, e.g., running up the score. Coaches are encouraged to substitute whenever possible, especially when the outcome of the game has more or less been decided, to provide all student athletes an opportunity to participate in contests.

6. Coaches must control their emotions by eliminating any show of outraged discontent over an official's call.

D. Security Personnel

1. Schools must have adequate, uniformed police officers, licensed private security, or school safety personnel, at athletic contests as deemed necessary.

2. Schools must have written instructions for the security people, e.g., develop the instructions with the cooperation of the security personnel being used.
   a. Areas of supervision outside and inside the facility (identify trouble areas).
   b. Traffic control both entering and leaving the contest site.
   c. Identify the police contact person.
   d. The time prior to an event when security personnel are to report for duty.
   e. Procedure to follow to insure the safety of officials.
   f. The time after an event that security personnel are to remain on duty until.

3. Security personnel should report to the Game Manager.

G. Game Announcer

The Game Announcer should:

1. Be impartial. Do not show favoritism to particular teams or players.

2. Use proper language.

3. Be enthusiastic but calm.

4. Refrain from anticipating out loud: plays, first down, time-outs, touchdowns, etc.

5. Be aware of what is going on in the entire stadium or gym so that directions can be given calmly in an emergency. Serious situations can be avoided if the announcer will caution the crowd against coming down to the field or floor, throwing things or causing other disturbances.

6. Do not let anyone, except those in charge of the event, use the public address system. The announcer is responsible for any remarks made into the microphone.

7. Never criticize officials' decisions directly or indirectly on the public address system.

8. Explain the procedure for pre-game introductions of players.

9. Explain DOE policy regarding the use of alcohol and tobacco.

PRACTICE SESSIONS

I. Responsibilities of Coaches:

A. Requirements for Student Athletes Prior to Participation in Athletics

1. All eligibility requirements must be satisfied.

2. Physical examination form completed and submitted to coach and a copy kept in the athletic trainer's and/or athletic director's office.

3. "Student Participation and Parent/Guardian Consent, Release, and Assumption of Risk" form completed and submitted to the coach and a copy kept on file in the athletic director's office. The coach should have a copy of each student's form at all athletic events.

4. Fees must be paid (if any).

B. Practice Guidelines

1. Each coach should submit a "squad roster" to the athletic director, listing the names of each student athlete who is trying out for the squad. This roster should be submitted to the athletic director on the morning following the first official practice.

2. Practice sessions should be scheduled to create the least amount of conflict with normal family activities of the participating student athletes.

3. Practice sessions should be well-planned and well-structured.

4. In sports where scheduling of separate consecutive practices in one day is necessary due to limited facilities, the last practice session must be concluded by 9:30 p.m.

5. Coaches and managers should be the first to arrive and the last to leave all practice sessions. At no time are athletes to practice unsupervised during scheduled practice hours.

6. Coaches should ensure that all equipment used in practice sessions is returned to its proper storage areas at the end of each practice, and that the practice area is policed and secured.

7. A student absent from school may not practice on the day absent, unless:
   a. The student returns to school before the end of school; and
   b. Permission to practice is granted by the principal

LOCKER ROOM AND RELATED FACILITIES

I. Locker Room Responsibilities – Security

A. Security

1. Each coach is responsible for the actions of athletes on his or her squad from the time the student reports to the locker room for practice, until the student leaves the building after practice.

2. Coaches should make sure that lights and showers are turned off, that the locker room doors are locked and secured, that equipment is locked and stored, and that the locker room is left as neat as possible.

3. Each coach should make an effort to keep the locker room office area as neat and clean as possible.

4. Each coach should maintain a record of the locks and lockers used by his or her squad. This record should include lock combinations. A copy of this record should be provided to the athletic director.

B. Control of Keys

1. All keys to athletic buildings, locker rooms, equipment rooms, etc., will be issued to the coaches by the athletic director. All coaches shall return their keys to the athletic director at the end of the season, unless permission has been granted by the athletic director for off-season use of athletic areas.

2. Coaches are not to give athletes school keys at any time. Student managers may use coach's keys during practice sessions, but student managers shall not to have their own keys, and must return the coach's keys by the end of the activity.

3. If a coach loses or misplaces keys to athletic buildings, locker rooms, equipment rooms, etc., the coach should report this loss to the athletic director immediately. The cost of replacement keys may be assessed to the coach at the discretion of the principal or athletic director.

II. Locker Room Responsibilities – Rules:

A. Athletic Rules

1. Coaches and the athletic director shall not allow any "rough housing," throwing of towels or other objects, or other inappropriate behavior in the locker room. Hazing of student athletes is also strictly prohibited.

2. Coaches are responsible for ensuring that all showers are turned off after an event.

3. Only coaches and assigned student athletes are allowed in the locker room.

4. Coaches are to ensure that no glass containers are permitted in locker rooms.

5. Coaches shall ensure that all spiked or cleated shoes are put on and removed outside of the locker room in extreme or muddy weather conditions. Except for the locker room, metal or hard-plastic spikes or cleats shall not be allowed in any part of the school building.

6. Coaches shall ensure that equipment must be removed from all lockers by the end of the first school day following the conclusion of each respective sports season.

7. Coaches must convey to student athletes that they may only use the phone in the locker room offices to call home after receiving permission from a coach. Athletes should pre-arrange for their transportation home at the end of their scheduled practice time.

8. Coaches should control the use of locker room beverage machines. All empty plastic bottles and aluminum cans are to be deposited in recycling containers in the locker rooms.

III. Weight Room Responsibilities:

A. Objectives for the Use of the Weight Room

1. To provide student athletes with a clean and safe facility where they can learn proper technique in weight training and physical conditioning.

2. To provide a facility to support the student athlete in athletic competition.

3. To provide program alternatives for achieving specific physical results for the student athlete.

4. To ensure that proper safety measures are taught and employed during all training sessions.

5. To teach proper care of equipment.

6. To provide weight training consultation for all athletic squads and physical education instructors.

7. To provide opportunities for students to enjoy the benefits of a sound weight training program on a year round basis.

8. To reduce sport connected injuries through physical conditioning.

9. To present a program for self-improvement equally accessible to all students.

B. Oversight

1. Each coach is responsible for making sure that the equipment room is locked at all times, except when equipment is being issued or received.

2. The weight room shall be under the supervision of the strength coach. Both in-season and out-of-season coaches may supervise the weight room on a schedule as established by the strength coach when he or she is not available. At no time are athletes to use the weight room without authorized supervision by either the coach and/or athletic director.

C. Weight Room Rules

1. Proper shirt, shorts, and covered shoes are required at all times. Shoes with metal or hard-plastic spikes or cleats are not allowed.

2. Student athletes should not be in the weight room without authorized supervision by either a coach or the athletic director.

3. All students must be under the supervision of the strength coach or authorized coach assigned to the weight room. Anyone using the weight equipment must work with a partner.

4. Anyone who uses the weight room shall replace all weights on racks immediately following use.

5. Students who use the weight room should be taught to know their limitations. The student shall work with an instructor in determining what limits are suitable for that student.

6. Students who use the weight room should be taught proper weight lifting techniques, warm-up procedures, and proper stretching exercises.

7. Students who use the weight room should remember that strength training is not only a supplement to other athletic programs, but also a highly skilled activity that needs to be learned from someone with the proper background and experience.

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

DATE 07/09/2008

Due Date:

TO: Principals

CC: Board of Education
Superintendent
Assistant Superintendents
Complex Area Superintendents
Superintendent's Office Directors
Administrative Services Assistants
OSFSS Directors

FROM: Randy Moore, Assistant Superintendent
Office of School Facilities and Support Services

SUBJECT: Use of Facilities Fee Schedule Updates

If there are any questions, please contact Jan Boyce/FACILITIES/HIDOE at .
This memo will not be distributed in paper form.

By way of background, Chapter 39 of the Hawaii Administrative Rules requires the Department to periodically update facilities fees to reflect current building replacement costs, energy costs, and custodial wages.

Attached are revised rental and utilities fees for the use of school facilities. Please apply these fees to all new facilities requests. These fee schedules and the procedure for calculating custodial charges are posted at http://fssb.k12.hi.us/forms.htm.

Please email or call Ken Kajihara of the Facilities Development Branch Planning Section at 377-8301 if any assistance is needed.

RGM:KK:jmb

Attachments – Utility Fee Schedules


Rental Fees with 25% admin costs July 08f.pdf


Utilities Charges July 2008 with 25%.pdf

Part 1 of 3. Rental Charges

Basis: 40 year amortization @ 248 business days/year @ 8 hours/day @ current replacement value
The rental charges include a 25% fee for administrative costs.

Facility	Hourly Rent (facilities with air conditioning)	Hourly Rent (facilities without air conditioning)
Auditorium I (more than 750 seats)	$341	$332
Auditorium II (500 to 750 seats)	$273	$265
Auditorium III (less than 500 seats)	$204	$199
Gymnasium I (more than 750 seat capacity including floor)		$117
Gymnasium II (500 to 750 seat capacity including floor)		$94
Gymnasium III (less than 500 seat capacity including floor)		$70
Multi-purpose Room	$38	
Classroom/Computer Room	$20	$11
Teacher Workroom	$8	$4
Video Conference Room	$49	
Band Room (Secondary-entire facility)	$49	
Band Area	$28	
Choral Area	$16	
Practice Room	$1	
Ensemble Room	$3	
Dining Room (3,600 s.f. or less)		$31
Dining Room (3,601 s.f. to 6,600 s.f.)		$47
Dining Room (6,601 s.f. or more)		$63
Library (Elementary)	$58	
Library (Middle)	$68	
Library (High)	$75	

Facility	Hourly Rent (facilities with lights)	Hourly Rent (facilities without lights)
Baseball Field	$46	$17
Football Field/Track Field	$128	$57
Outdoor Courts	$12	$5
Parking Lot (for 1 to 50 stalls)	$8	$3
Covered Playcourt	$18	
Playfield/School Grounds		$8
Swimming Pool	$140	$69
Stadium	$181	

Part 2 of 3. Utility Charges

See attached table of hourly utility charges. The charges include the 25% fee for administrative costs.

Part 3 of 3. Custodial Charges

Calculate the hourly custodial charges based on actual pay of the custodian (2 hour minimum) at time-and-a-half*, plus 40% for fringe.
Then add an additional 25% for administrative costs. This is for work done beyond the custodian's normal 8 hour school day with a 2 hour minimum.

* for work done during the custodian's normal work day, do not charge time-and-a-half.

Custodial Charge Calculation Example at a Base Hourly Rate of $10/hour

Base Hourly Rate	$10.00
Base Hourly Rate at time-and-a-half (base hourly rate times 1.5)	$15.00
40% Fringe (time-and-a-half times .40)	$6.00
sub-total	$21.00
add 25% for administrative costs (sub-total times .25)	$5.25
Adjusted Hourly Rate	$26.25

FACILITY	Utility Charges Per Hour (includes 25% administrative fees)					
	OAHU	HAWAII	KAUAI	LANAI	MAUI	MOLOKAI
Auditorium I (more than 750 seats)	$ 26.38	$ 37.71	$ 42.46	$ 38.50	$ 34.29	$ 48.79
with A.C.	$ 103.79	$ 148.41	$ 167.09	$ 151.53	$ 134.93	$ 192.01
Auditorium II (500 to 750 seats)	$ 21.01	$ 30.06	$ 33.85	$ 30.69	$ 27.33	$ 38.87
with A.C.	$ 82.66	$ 118.20	$ 133.07	$ 120.70	$ 107.46	$ 152.92
Auditorium III (less than 500 seats)	$ 15.80	$ 22.60	$ 25.45	$ 23.08	$ 20.55	$ 29.23
with A.C.	$ 62.15	$ 88.88	$ 100.05	$ 90.75	$ 80.80	$ 114.98
Gymnasium I (more than 750 seat capacity, including floor)	$ 28.31	$ 40.50	$ 45.59	$ 41.33	$ 36.78	$ 52.35
Gymnasium II (500 to 750 seat capacity)	$ 22.54	$ 32.25	$ 36.31	$ 32.92	$ 29.29	$ 41.70
Gymnasium III (less than 500 seat capacity)	$ 16.95	$ 24.25	$ 27.30	$ 24.75	$ 22.03	$ 31.35
Multi-purpose	$ 6.35	$ 9.08	$ 10.23	$ 9.28	$ 8.25	$ 11.75
with A.C.	$ 24.95	$ 35.68	$ 40.18	$ 36.43	$ 32.43	$ 46.15
Classroom	$ 0.95	$ 1.35	$ 1.53	$ 1.38	$ 1.23	$ 1.75
with A.C.	$ 3.73	$ 5.33	$ 6.00	$ 5.45	$ 4.85	$ 6.90
Computer Room	$ 7.30	$ 10.37	$ 11.68	$ 10.59	$ 9.34	$ 13.43
with A.C.	$ 10.25	$ 14.56	$ 16.40	$ 14.86	$ 13.12	$ 18.86
Ext. Walkway* lights per 50 linear ft.	$ 0.38	$ 0.53	$ 0.60	$ 0.54	$ 0.48	$ 0.69
Teacher Workroom	$ 0.48	$ 0.68	$ 0.78	$ 0.70	$ 0.63	$ 0.88
with A.C.	$ 1.88	$ 2.68	$ 3.00	$ 2.73	$ 2.43	$ 3.45
Video Conference Room	$ 6.35	$ 9.08	$ 10.23	$ 9.28	$ 8.25	$ 11.75
Band Room (Secondary-entire facility)	$ 0.95	$ 1.35	$ 1.53	$ 1.38	$ 1.23	$ 1.75
Band Area = 57%	$ 0.54	$ 0.77	$ 0.87	$ 0.78	$ 0.70	$ 1.00
Choral Area = 33%	$ 0.31	$ 0.45	$ 0.50	$ 0.45	$ 0.40	$ 0.58
Practice Room = 3%	$ 0.03	$ 0.04	$ 0.05	$ 0.04	$ 0.04	$ 0.05
Ensemble Room = 7%	$ 0.07	$ 0.09	$ 0.11	$ 0.10	$ 0.09	$ 0.12
Dining Room (more than 6,601 sq. ft.)	$ 9.10	$ 13.00	$ 14.65	$ 13.30	$ 11.85	$ 16.85
Dining Room (3,601 to 6,600 sq. ft.)	$ 6.83	$ 9.75	$ 10.99	$ 9.98	$ 8.89	$ 12.64
Dining Room (3,600 sq. ft. or less)	$ 4.55	$ 6.50	$ 7.33	$ 6.65	$ 5.93	$ 8.43
Library (Elementary)	$ 5.88	$ 8.40	$ 9.45	$ 8.58	$ 7.65	$ 10.88
with A.C.	$ 23.08	$ 33.00	$ 37.15	$ 33.70	$ 30.00	$ 42.70
Library (Middle)	$ 6.87	$ 9.83	$ 11.06	$ 10.03	$ 8.95	$ 12.72
with A.C.	$ 27.00	$ 38.61	$ 43.47	$ 39.43	$ 35.10	$ 49.96
Library (High)	$ 7.64	$ 10.92	$ 12.29	$ 11.15	$ 9.95	$ 14.14
with A.C.	$ 30.00	$ 42.90	$ 48.30	$ 43.81	$ 39.00	$ 55.51
Baseball Field (night)	$ 41.05	$ 58.70	$ 66.10	$ 59.93	$ 53.38	$ 75.95
Football Field/Track Field (night)	$ 41.05	$ 58.70	$ 66.10	$ 59.93	$ 53.38	$ 75.95
Outdoor Courts (night)	$ 2.28	$ 3.25	$ 3.68	$ 3.33	$ 2.95	$ 4.20
Parking Lot (for 1 to 50 stalls) (night)	$ 1.15	$ 1.65	$ 1.85	$ 1.68	$ 1.50	$ 2.13
Covered Playcourt (night)	$ 2.28	$ 3.25	$ 3.68	$ 3.33	$ 2.95	$ 4.20
Playfield/School Grounds	$ 4.55	$ 6.50	$ 7.35	$ 6.65	$ 5.90	$ 8.40
Swimming Pool	$ 2.28	$ 3.25	$ 3.68	$ 3.33	$ 2.95	$ 4.20
Stadium	$ 41.05	$ 58.70	$ 66.10	$ 59.93	$ 53.38	$ 75.95

* Use this fee when exterior lighting is used for user safety.

Chapter 39, Use of School Buildings, Facilities, and Grounds

HAWAII ADMINISTRATIVE RULES

TITLE 8

DEPARTMENT OF EDUCATION

SUBTITLE 2
EDUCATION
PART 1
PUBLIC SCHOOLS
CHAPTER 39
USE OF SCHOOL BUILDINGS, FACILITIES, AND GROUNDS

§8-39-1 General rule
§8-39-2 Applications
§8-39-3 Categories of use
§8-39-4 Approvals
§8-39-5 Fees and service charges
§8-39-6 Collection, disposition, and use of fees and charges
§8-39-7 Other requirements
§8-39-8 Use of auditoriums by groups employing union workers
§8-39-9 Alcoholic beverages and tobacco substances
§8-39-10 Use of buildings as sleeping quarters
§8-39-11 Use of buildings by organizations for political purposes
§8-39-12 Subleasing
§8-39-13 Loss of rental privileges
§8-39-14 Appeal process

Historical Note: This chapter is based substantially upon Department of Education "Rule 6, Relating to the Use of School Buildings, Facilities, and Grounds." [Eff. 9/23/63; am 9/4/70; am 5/16/71; am 3/20/75; R Nov 17, 1984]

§8-39-1 General rule. All public school

buildings, facilities, and grounds shall be available for general recreational purposes and for public and community use whenever these activities do not interfere with the normal and usual activities of the school and its pupils as provided by law. This general rule shall be carried out within the policy of the department of education that no available public school building, facility, or grounds shall be denied for use by the public and community on the grounds of race, color, religion, sex, age, national origin, or disability. The department of education shall not assist any public or community group which discriminates on the basis of sex by making available for use public school buildings, facilities, and grounds, except for groups specifically exempted by the provisions of 20 U.S.C. 1691, 1682 (Title IX, Education Amendments of 1972), or exempted by the Secretary of the U.S. Department of Education. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: 20 U.S.C. 1681 et seq., 901; Title IX, 34 C.F.R. 106; Title VI, 42 U.S.C. 200d et seq., 601-603; 34 C.F.R. 100; 42 U.S.C. 6101, 302; 42 U.S.C. 6102, 303; 45 C.F.R. 90; 29 U.S.C. 794; 34 C.F.R. 104; Hawaii Const. Art. 1, 3; HRS §302A-1101; Hawaii Const. Art. X, 3; HRS §§302A-1112, 302A-1001, 302A-1149, 302A-1147, 302A-1148, 302A-1150)

§8-39-2 Applications. Applications for the use of buildings, facilities, or grounds shall be submitted in writing in accordance with the department's rules. [Eff. 11/17/84; comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §§302A-1128, 302A-1112, 302A-1147, 302A-1148)

§8-39-3 Categories of use. Use of school buildings, facilities, or grounds shall be classified as follows:

(1) Type I. Department of education, school sponsored and school-related activities.

(2) Type II. Governmental agencies, not for profit community educational or recreational activities, youth clubs, athletic teams, labor organizations or service clubs conducting general recreational activities, community affairs, or public hearings for which no admission charge is made, collection taken or offering received during the use of school facilities. Student child-care activities conducted by non-profit organizations who have received tax exemption from the State department of taxation shall be classified as Type II use even if there is a charge.

(3) Type III. Governmental agencies, community groups, churches, busines enterprises, labor unions or individuals who:

(A) Charge participants a fee, tuition, collect donations, contributions or offerings; or

(B) Conduct fund raising activities, or meetings or services to promote a business, product, or religion; or

(C) Do not meet the criteria as a Type I or Type II user. (Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §§302A-1112, 302A-408, 302A-1147, 302A-1148, 302A-1149, 302A-1150)

§8-39-4 Approvals.

(a) For periods of use not exceeding twelve consecutive months:

(1) Applications for Type I, II, and III uses shall be filled out by applicant and shall be approved or

disapproved by the school's principal or a designee;

(b) For periods of use exceeding twelve consecutive months, all applications shall be initially processed by the school and final approval given by the land board of the department of land and natural resources. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §§302A-1112, 302A-1148)

§8-39-5 Fees and service charges.

(a) The rental fees and service charges applicable to the use of school facilities shall be determined by the superintendent of education to recover costs.

(b) The fees and charges shall be revised by the superintendent of education when necessary during the odd year of a fiscal biennium based on the following criteria:

(1) The rental fees for the use of school facilities shall be calculated on the basis of current average construction costs for classrooms and support facilities or average cost estimates provided by the department of accounting and general services. The daily charge shall be determined by amortizing the cost over forty years and multiplying by a common factor determined by the department.

(2) The utility charges shall be assessed according to the type of facility and the number of hours the facility is used. The utility charge shall be calculated by the department based on the actual amount charged by the utility company of the appropriate island. The charge shall cover costs which would not have been incurred if the facility was not utilized.

(3) The custodial charges shall be based on the current average negotiated wages at the start of the fiscal biennium.

(c) Fees and charges required by this section shall be determined by type of user.

(1) Type I user:

(A) No rental fee for use of school facilities.

(B) The service charge for custodial services if required beyond the school day shall be for a minimum of two hours. The total service charge shall be the current wages multiplied by the number of hours the custodian(s) is on duty.

(C) No service charge for the use of utilities.

(D) Examples of Type I users: school related activities, school parent-teacher-student organizations, school community based councils, department of education in-service workshops and meetings, all A+ programs, county department of parks and recreation use of facilities per joint-use agreement, primary and general elections including trainingn for election officials, and school directed after school, night, or weekend activities.

(2) Type II user:

(A) No rental fee for use of school facilities.

(B) The service charge for custodial services if required beyond the school day shall be for a minimum of two hours. The total service charge shall be the current wages multiplied by the number of hours the custodian(s) is on duty.

(C) A service charge for the cost of utilities shall be assessed.

(D) Examples of Type II users: federal, state, and county agencies, nonprofit community organizations, youth athletic teams, private preschool and after school programs endorsed by the department of education, public hearings and meetings, and other educational or recreational activities approved by the school where no fees are assessed or collected.

(3) Type III user:

(A) A rental fee shall be assessed.

(B) The service charge for custodial services when required by the school shall be for a minimum of two hours. The total custodial charge shall be the current wages multiplied by the number of hours the custodian(s) is on duty.

(C) A service charge for the cost of utilities shall be assessed.

(D) Examples of Type III users: organizations, groups, or individuals who do not belong to Type I or Type II category; churches, private schools, universities, business enterprises, special interest classes, and other individuals, organizations, or activities utilizing school facilities and charging a fee or tuition, or collecting a donation or offering. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §296-12) (Imp: HRS §§296-12, 298-23)

§8-39-6 Collection, disposition, and use of

fees and charges.

(a) The school principal or designee shall be responsible for the collection of fees and charges from the users of school buildings, facilities, or grounds. The moneys collected shall be deposited into a special fund. Statutory special fund assessments shall first be deducted from rental fees collected. Seventy per cent of the rental fees collected shall then be credited to the school and thirty per cent shall be credited to the district. One hundred per cent of charges for custodial services and utilities shall be deposited to reimburse the custodial and the utilities account of the school.

(b) Each school and district may expend the net proceeds of rental fees collected. The expenditures shall not be limited to:

(1) Replacement of custodial and janitorial supplies; and

(2) Repairs, maintenance and replacement of equipment. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1148) (Imp: HRS §302A-1148)

§8-39-7 Other requirements.

(a) Applicants shall comply with state laws and county ordinances and state and county rules including, but not limited to:

(1) Fire code;

(2) Fieldhouse and gym rules;

(3) Police protection rules; and

(4) Rules of the state department of health.

(b) Applicant agrees to assume cost of repairs for damages incurred to buildings, grounds, and equipment whether accidental or otherwise at the time of use.

(c) Applicants shall be required to execute a

release form as provided by the department releasing the State of Hawaii from any responsibility or claim arising out of injuries or damages, or both, incurred during the use of buildings, facilities, or grounds to conduct applicant's activities.

(d) Carnivals and fairs, and non-department sponsored athletic events which involve large crowds or greater risk, or both, for personal injury to participants due to the type of activity shall be required to carry general liability coverage in the amount of $1,000,000 per incident of personal injury with the State of Hawaii named as the additional insured. A fair organizer or promoter who charges participants for the use of parts of a facility or tables in a facility shall assure that each of the participants carries adequate liability insurance for an amount determined by the State of Hawaii.

(e) Police protection shall be provided as follows:

(1) Except as determined by the principal or the district superintendent, a minimum of one police officer shall be on duty for events using the gymnasium, auditorium, cafetorium or for swimming meets, carnivals, and fairs;

(2) Applicant shall arrange to hire and to pay for police protection and shall submit the names of officers hired to the school prior to the event.

(f) Electrical service lines and meters for carnivals, fairs, and other large activities shall be dealt with as follows:

(1) Applicants shall provide and pay for the installation of necessary electrical service lines and meters;

(2) Connection of electrical lines to a school's system shall be prohibited.

(g) Swimming pool use requirement:
(1) A certified lifeguard shall be on duty at all times that the pool is in use;
(2) The organization using the pool shall provide one responsible adult for every twenty-five swimmers:

(h) Alterations, modifications, and renovations: all alterations to school facilities shall be approved by the department of accounting and general services and the department of education. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-8 Use of auditorium by groups employing union workers. When school auditoriums or similar facilities are made available to public or community groups and the groups employ union stage workers or machine operators, or both, one or more school staff selected and assigned by the principal or the principal's designated assistant shall be present at each performance to run school-owned equipment and shall be paid going rates for the type of service performed. Payments shall be made by those renting the auditorium. In addition, skilled stage workers such as operators of projectors, stage lights, sound equipment, and spotlights shall be employed by the sponsor as needed. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-9 Alcoholic beverages and tobacco substances. Alcoholic beverages and tobacco substances shall not be sold, consumed or used on school grounds or in school buildings or facilities. [Eff. 11/17/84; am and comp JUN 22,

1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-10 Use of buildings as sleeping quarters. In the event of a public emergency, the superintendent or a designated representative may authorize school facilities to be used as sleeping quarters. Under any other circumstances, the district superintendent may entertain and approve applications for use of school facilities as sleeping quarters by Types I, II, and III users. [Eff. 11/17/84; comp JUN 22, 1996] (Auth: HRS §296-12) (Imp: HRS §§27-9, 296-12)

§8-39-11 Use of buildings by organizations for political purposes. When school facilities are used for campaign purposes, organizations shall pay the appropriate fees as a Type III user. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-12 Subleasing. Users of school buildings, facilities, and grounds shall not sublease the property to other individuals, groups, or organizations, provided that this restriction shall not apply to craft fair promoters or organizations who rent school facilities for a fair and, in turn, charge participating vendors or sellers a fee for the use of sections or tables as long as the fair promoters or organizations maintain adequate liability insurance coverage which includes the liabilities of each of the individuals or organizations licensed by the fair promoters or organizations. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-13 Loss of rental privileges. Applicants

who have outstanding accounts with the school or department, or both, have fraudulently subscribed to erroneous information on the use of facilities application form, or have previously misused the department's property, grounds or facilities may be denied the use of school facilities. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

§8-39-14 Appeal process. Applicants who have been denied the use of school buildings, facilities, and grounds may appeal the decision with the district superintendent. The district superintendent's decision shall be final. [Eff. 11/17/84; am and comp JUN 22, 1996] (Auth: HRS §302A-1112) (Imp: HRS §302A-1112)

FORM BO-1, Rev. 6/09

Application No. _____ (School)

DEPARTMENT OF EDUCATION - STATE OF HAWAII

APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS

(Application must be received by the School at least 10 working days prior to requested date of use.)

Date _____ 20 _____

WE RESPECTFULLY REQUEST THE USE OF: ☐ CLASSROOM ☐ AUDITORIUM ☐ LIBRARY ☐ DINING ROOM ☐ GYMNASIUM ☐ OTHER _____

AT _____ **SCHOOL ON THE FOLLOWING DATE(S):** _____ (month/day/year)

FROM _____ **a.m./p.m. TO** _____ **a.m./p.m. :**

FOR THE PURPOSE OF (GIVE INFORMATION ON USE): _____

APPLICANT'S NAME AND ORGANIZATION: _____

ADDRESS: _____ **PHONE: Home:** _____ **Bus.:** _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

1. **IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER:** _____) ..... ☐ YES ☐ NO
2. **IS THIS A GOVERNMENT SPONSORED ACTIVITY? (SPONSORING AGENCY:** _____) ..... ☐ YES ☐ NO
3. **IS THIS A SCHOOL/DOE SPONSORED ACTIVITY ? (SCHOOL ADMINISTRATION:** _____) ..... ☐ YES ☐ NO
4. **HAS YOUR ORGANIZATION LEASED THIS SITE REGULARLY IN THE PAST?** ..... ☐ YES ☐ NO

   If "yes", you are hereby notified that leases may be renewed annually but not exceeding five (5) years. You are expected to make a good faith effort to retain a more permanent or alternative location for your activities during the period of the lease. If such a good faith effort is lacking, your lease may not be renewed.
   Total number of years your organization has been using the school's facilities: _____

5. **IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY?** ..... ☐ YES ☐ NO
6. **IS THERE A FEE, TUITION, OR DONATION COLLECTED?** (AMOUNT: $_____ PER DAY/PER HOUR)..... ☐ YES ☐ NO
7. **DO YOU PLAN TO SUBLEASE THE FACILITY?** (Craft Fairs and Carnivals) ..... ☐ YES ☐ NO

   IF SUBLEASING, ARE ALL SUBLESSEES TO BE COVERED BY APPLICANT'S LIABILITY INSURANCE? ..... ☐ YES ☐ NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, the State of Hawaii Department of Education will deny further use of school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities the activity being conducted shall be lawful. Should disabled persons wish to participate in the requested use, applicants must make reasonable modifications and/or programmatic accommodations to permit such participation.

_____ Signature _____ Date

(To be filled in by the school

ACTUAL FEES AND CHARGES: TYPE OF REQUEST:	TYPE I	TYPE II	TYPE III	CODES FOR CASH RECEIPTS: Org. I.D.	Source/Object	Program I.D.
RENTAL:	$ N/A	$ N/A	$ _____	_____000	1240	37307
CUSTODIAL*:	$ _____	$ _____	$ _____	_____468	2209	42113
UTILITIES:	$ N/A	$ _____	$ _____	_____000	5001	37326
TOTALS:	$ _____	$ _____	$ _____	**(Checks payable to: DEPARTMENT OF EDUCATION)**		

POLICE AND/OR LIFEGUARD REQUIRED: (NUMBER OF POLICE AND/OR LIFEGUARDS REQUIRED: _____) ..... ☐ YES ☐ NO

LIABILITY INSURANCE REQUIRED: ($1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events)

Policy No. _____ ..... ☐ YES ☐ NO

YOUR REQUEST FOR USE OF SCHOOL FACILITIES OR GROUNDS IS HEREBY: ☐ **APPROVED** ☐ **DISAPPROVED**

Signature: _____ Date: _____

(Principal /Designee)

REASON FOR DISAPPROVAL: ☐ **FACILITY REQUESTED NOT AVAILABLE** ☐ **OTHER** _____

☐ **CUSTODIAN/STAFF NOT AVAILABLE** _____

DISTRIBUTION: ORIGINAL-School, COPY-Requestor

FORM BO-2, Rev. 9/05

Application No. _____(Complex)

Application No. _____(School)

DEPARTMENT OF EDUCATION—STATE OF HAWAI'I

STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM; CIVIL DEFENSE EMERGENCY NOTICE; SPECIAL PROVISIONS; AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) NOTICE

(Application for Use of School Buildings, Facilities or Grounds)

School: _____

INDEMNIFICATION STATEMENT

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawai'i Department of Education permitting and allowing the use of the designated school rooms, buildings, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawai'i Department of Education against any and all loss, liability, demands, claims, suits, action or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawai'i Department of Education for or an account of any inquires or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

CIVIL DEFENSE NOTICE

In the event of a Civil Defense declared emergency during non-school hours, the undersigned is responsible for the safety of their program participants. The Department of Education is not obligated to provide for Civil Defense emergencies during non-school hours except when the applicable school is designated for use as a shelter by the American Red Cross.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) NOTICE

The National Pollutant Discharge Elimination System (NPDES) is a regulatory program administered by the United States Environmental Protection Agency that calls for the control and management of storm water pollution. In Hawaii, our storm water drainage systems were designed to prevent flooding by channeling storm water into drains that discharge through outlets along the coastline.

However, the storm water drainage systems were not designed for the disposal of waste or pollutants. In order to protect the environment and fulfill our pollution prevention (P2) responsibilities, the Department of Education must implement best management practices (BMPs) as part of a storm water management plan (SWMP).

By signing this agreement, the undersigned will prevent waste or pollution from going into our storm drains by preventing and cleaning litter, illegal dumping, minimizing auto use by carpooling or walking, and proper storage and disposal of materials that could contribute pollutants.

SPECIAL PROVISIONS

(to be completed by school administrator as needed)

_____

_____

_____

_____

ACCEPTANCE AND ACKNOWLEDGEMENT BY USER

The undersigned hereby accepts and acknowledges the above (statement, notices, and special provisions).

_____ _____

Signature Date Name of Organization

NOTARIZATION OR SCHOOL ADMINISTRATOR SIGNATURE

Subscribed and sworn to before me this _____day of _____, _____, _____ Judicial Court.

Notary Name: _____ Notary License No.: _____

Notary Signature: _____ Commission Expiration Date: _____

-OR-

_____

School Principal or Vice-Principal Date

DISTRIBUTION: ORIGINAL-School, COPY-Requestor

RECOMMENDED GUIDELINES FOR PRINCIPALS REGARDING THE ESTABLISHMENT OF SCHOOL BOOSTER CLUBS

Introduction

School booster clubs generally support and benefit various school organizations and provide them with funds through donations and fundraising activities. To provide good management and accountability, school booster clubs must be established and guided by its charter, bylaws, or other governing instruments or written policy statements. In considering whether to allow the formation of a booster club or to allow an existing club to use the name of a public high school, the administrator must be satisfied that the booster club meets or will meet the following requirements. An already existing club must provide satisfactory proof to the administrator that the following exist:

Established By-laws and Policies

Bylaws and policies that address and include information regarding the following:

a) Name of the booster club
b) Purpose of the booster club
c) Members of the Board of Directors of the organization
d) Terms of the officers
e) Duties of the officers
f) Membership
g) Meeting schedules
h) Minutes of meeting
i) Election of officers
j) Amendments of Bylaws
k) Financial Reports and Audits

System of Accounting for Funds

The booster club has an adequate system of internal control for the collection of monies from dues, fundraisers, donations, etc., and the disbursing of funds.

Budget

1. The existence of a budget to guide the financial activities of the club, to facilitate proper accounting practices and ensure solvency.

Rules for Cash Collections

1. Existence of an individual who has been designated to be responsible for all cash collection and depositing activities.

2. Existence of pre-numbered cash receipt book exists for all collections received.

3. Existence of procedures for cash receipts to be deposited in the bank daily.

Bank Account

1. Existence of an established bank account for depositing the monies collected by the club.

2. Existence of signature cards of personnel authorized to sign checks on file at the bank.

3. Existence of procedures that require two signatures approved by the Board of Directors for all checks and bank transactions.

4. Existence of procedures that require monthly bank statements, deposit slips, and canceled checks to be retained together for audit purposes.

5. Existence of or completed paperwork necessary to apply for a federal identification number (IRS Form SS-4, *Application for Employers Identification Number).*

Disbursement of Funds

1. Existence of procedures that confirm that the authorization for expenditures is based on the budget.

2. Existence of procedures for prior approval of all purchases and expenditures by the officer or officers with authority to approve such purchases and expenditures.

3. Existence of procedures that require all purchase orders, invoices, receipts, etc., to be kept on file.

Booster Club Ledger

1. Existence of procedures for the posting/recording of all transactions to the club ledger to properly show the detailed financial transactions and the financial conditions of the club.

Financial Report

1. Existence of procedures for the submission of periodic financial reports to the Board of Directors and/or members.

Internal Audit

1. Existence of procedures for periodic internal audits of the club's financial records.

Fundraising Activities

Booster clubs are not exempt from payment of the general excise tax or State and Federal income taxes. Although the name of the public school may be added or used together with the particular support group, the club is subject to payment of the general excise tax or income taxes on their fundraising activities, whether or not the net proceeds are to be turned over to the public school.

1. Existence of procedures for the booster club to file for a General Excise Tax License (Form GEW TA3, *Application for General Excise Business Application,* filed with or to be filed with the State of Hawaii, Department of Taxation).

2. Existence of procedures for the booster club to inform the school prior to initiating any fundraising activities to coordinate fundraising efforts in their community.

The administrator's approval of a school booster club may be revoked at any time should the school booster club fail to maintain proper procedures, including but not limited to the procedures specified herein.

An individual or a group seeking to form a booster club must provide satisfactory evidence to the administrator that all of the above requirements are either in the process of being met or a plan on how the requirements are intended to be met. In such instances, the administrator may give preliminary approval subject to the booster club presenting satisfactory proof that all of the requirements above exist. Upon receipt of satisfactory proof, the administrator may approve the booster club as a School Booster Club.

Linda Lingle
Governor

PATRICIA HAMAMOTO
Superintendent

STATE OF HAWAII
DEPARTMENT OF EDUCATION

DATE: 03/24/2009

MEMO TO: Assistant Superintendents
Complex Area Superintendents
Principals

Priority:

CC: Dwight Toyama, Athletics Administrator - OIA
Susan Sato, Educational Specialist, Student Activities
Holly Shikada, Deputy Attorney General
Superintendent's Office Directors
Office of Fiscal Services Directors
Complex Area Business Managers
Administrative Services Assistants
School Support Section, ASB

FROM: Patricia Hamamoto, State Superintendent
Office of the Superintendent

SUBJECT: Directive to Cease Signing Checks on Behalf of Independent Organizations

Booster clubs and parent teacher organizations, such as the PTA and PTSO, are considered independent entities from the Department of Education (DOE). Consequently, these clubs have been outside of the auspices and scrutiny of Departmental and DAGS financial audits.

In recent years, we received complaints about financial irregularities from concerned citizens about a few of these organizations. Upon further investigation, we discovered that many financial disbursements and receipts were controlled by DOE employees, rendering the independent nature of these organizations suspect.

In order to protect the DOE and our employees from allegations of financial misconduct, and to preserve the independent integrity of these organizations, this memorandum re-emphasizes that all DOE employees shall not sign checks or other negotiable instruments for independent clubs and organizations. DOE employees, however, may serve in other capacities in these organizations, as long as they do not directly approve or disapprove financial disbursements. Be further advised that this pertains to all DOE employees, i.e., both casual and fulltime employees.

On a final note, please be informed that we strongly request that booster organizations that utilize a school's name follow the attached guidelines. This will ensure that these organizations are being operated as clubs, as opposed to those who may have only the veiled appearance of a booster club and are instead being controlled and operated by a

few individuals. We also require that before any fundraising efforts are initiated, that the school principal be informed to ensure better coordination of fundraising efforts in the community.

In addition, be aware that all schools must prepare and maintain a report of all gifts, grants, and bequests received from any donor, including independent clubs and organizations. The acceptance and reporting requirements for the schools receiving the donations are outlined in the FMS User Policy and Process Flow Guide.

We appreciate your immediate attention to this matter, and thank you in advance for your cooperation.

If you have any questions, please contact Edwin Koyama, Director of Administrative Services Branch, via e-mail or at 808-586-3450.

PH:JMB:ls

Attachment



Recommended Guidelines for the Establishment of School Booster Clubs, 3-2009.PDF

ATHLETIC AWARDS BANQUET

The appropriateness of expending funds from the Athletic Trust Fund 27200 for an awards banquet has been determined by the State Comptroller's Office. The authorization allows for attendance and payment for students, athletes, adult State employees and any non-state employees who are extended invitations by the school officials organizing the banquet.

A list of attendees should be prepared and attached to the State Purchase Order form. The list should indicate the type of attendee, whether it is a student, athlete, school official, and/or invited guest(s). The maximum state subsistence for banquets must not exceed the following costs:

Breakfast	$6.00
Lunch	$10.00
Dinner	$16.00

Purchase and consumption of alcoholic beverages and use of tobacco substances are strictly prohibited during any school-related activity.