



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

OFFICE OF THE SUPERINTENDENT

Dear Volunteer:

Thank you for participating in our school activities. As an integral part of our public school system, you are helping to better the education and welfare of our children through your volunteer efforts.

As a volunteer, please be sure that you have registered with the school and that the activity for which you are volunteering is accepted as an official function of the school. Also, please be aware that all volunteers are expected to exhibit appropriate behavior while participating in all school activities on and off the school campus.

You are subject to the Department of Education's Drug-Free Workplace Policy (see attachment). The policy prohibits the "unlawful manufacture, distribution, dispensation, possession, or use of illicit substances on school premises or as a part of any school activity" and also "on work time, anywhere on Department of Education property regardless of work time, and while performing employment services outside the workplace." "Illicit substances" refer to "drugs, intoxicating compounds or liquors, or substances which are illegal to possess, use, or sell." Volunteers who violate this policy will be referred for prosecution, may forfeit their volunteer status, and may risk denial of legal representation by the State in the event of any legal action resulting from this violation.

Thank you again for your support of public education. Let us continue to provide a nurturing environment for our children.

Very truly yours,

A handwritten signature in cursive script that reads "Patricia Hamamoto".

Patricia Hamamoto
Superintendent

PH:wh

Attachment