



Student Handbook
Grades 7-12
School Year 2021-2022

MESSAGE FROM THE PRINCIPAL – 2021-2022

We have “weathered many storms” for the past year and a half ... a vicious world-wide pandemic, national and international unrest, unstable economic situations, and medical breakthroughs which still require study. However, as we prepare to return to school and work, I challenge you to remember:

- *live* with a grateful heart,
- *study* with focus and determination,
- *work* hard with commitment and
- *rest* with peace and fulfillment.

Our school logo includes a powerful motto for all MBTA stakeholders...”Equity and Excellence in Education.” Allow me to focus on the “excellence” part of this motto by quoting Dr. Chuck Swindoll:

Excellence is a difficult concept to communicate because it can easily be misread as neurotic perfectionism or snooty sophistication. But it is neither. On the contrary, it is the stuff of which greatness is made. It is the difference between just getting by and soaring—that which sets apart the significant from the superficial, the lasting from the temporary.

A commitment to excellence is neither popular nor easy. But it is essential. Excellence in integrity and morality as well as ethics and scholarship. Excellence in physical fitness and spiritual fervor just as much as excellence in relationships and craftsmanship.

As we strive towards excellence let us remember to live righteously and with humility. Get ready to rev-up the brain waves and engage in physical and social opportunities using kind words, helping hands and a smiling heart. I eagerly await extraordinary accomplishments from all of you. Have a great school year!

[VERY IMPORTANT INFORMATION ON THE OPENING OF SCHOOL YEAR 2021-2022](#)

VISION

Kaulike a me Kūpono

“Equity and Excellence in Education”

The vision of Thompson Academy is to create a standards-based, student-centered school that provides equity and excellence for all learners, anywhere, anytime.

MISSION

To provide a rigorous, engaging learning environment in which all learners accept responsibility for their learning, work together, are involved in complex problem solving and recognize and produce quality work.

GOALS

The ultimate goal of Thompson Academy is to empower all of our students to become valuable members of society. The school’s goal is to improve student achievement by providing a curriculum that is based on state and national performance standards and by integrating thematic content with real world problem solving strategies. The specific goals are:

1. Promote challenging standards that assist statewide systemic reforms,
2. Develop curricula and teaching strategies that can be replicated in other school strategies and communities,
3. Integrate new technologies which enhance teaching, training and student achievement into frequently updated curriculum,
4. Offer intensive professional development for teachers and staff on the use of recent technology in all learning environments,
5. Develop new learning environments for disadvantaged and technologically underserved students in order to better serve all students.

THE LIFE OF MYRON B. THOMPSON (1924-2001)

Mr. Myron B. "Pinky" Thompson is remembered as "a man full of life and laughter, a warrior opposing social injustice and a tireless advocate for Native Hawaiians challenging the status quo."



Pinky at Keauhou Forest, Moku o Hawai'i, June 1999. Photo by Monte Costa

What is constantly on my mind, whether I'm on a plane headed for Washington, D.C., or at a canoe practice, is 'How can I do more to influence the process that will affect the future of our Hawaiian people?'
Myron B. Thompson (1974)

Robert J. Pfeiffer Medal

In 2002, the Bishop Museum recognized Mr. Myron B. Thompson as the Robert J. Pfeiffer medalist. The medal is conferred each year on an individual who has demonstrated exceptional dedication to the advancement of maritime affairs and the perpetuation of maritime heritage in Hawaii and the Pacific. The medal commemorates the life and deeds of Robert J. Pfeiffer who was honored as a symbol of community devotion and civic leadership.

This [video](#) tells the story of Uncle "Pinky" Thompson's life of service.

Myron B. Thompson School of Social Work

In 2008, the School of Social Work at the University of Hawai'i at Mānoa was named the Myron B. Thompson School of Social Work to honor Mr. Thompson, a 1953 graduate, for his leadership. Read more about [Myron B. Thompson's compassionate legacy](#) in the March 2009 edition of Mālamalama, the magazine of the University of Hawai'i.

"Visions in the Dark: The Life of Pinky Thompson"

In 2014, the world premiere of "Visions in the Dark: The Life of Pinky Thompson" took place at the historic Hawai'i Theater in downtown Honolulu.

Read more about Mr. Thompson and the feature-length film in this [October 29, 2014 post on Kamehameha Schools' I Mua Newsroom](#).

MYRON B. THOMPSON ACADEMY

Opening of School Year 2021-2022

School year 2021-2022 will open in conjunction with written guidance from the Hawaii Department of Health (DOH) and Department of Education (DOE). MBTA will cautiously and purposefully continue to implement our established health and safety procedures developed during school year 2020-2021 for the resumption of its blended learning educational environment (in-person and virtual). Updates of key topics with MBTA's planned response and action follows:

I. Access to School and Health Checks

- a. Continued adherence to the SY 2020-2021 written procedure for health check screening for employees, students and campus visitors. (note: general announcement has been placed in the Faculty Handbook and will also be re-posted on the website and Canvas LMS on July 28, 2021)
- b. Parents, public, vendors and other visitors must continue to make an appointment with the administration at least 24 hours prior to the requested visit with a confirmed response by the administration. No walk-in visitors will be allowed. This requirement will be lifted when the Governor and appropriate state and national agencies (HDOH, CDC) provide the necessary statement of clearance.
- c. Daily mail delivery will be made to the YWCA central lobby area and MBTA staff will continue to retrieve all mail each afternoon from that site. FedEx and armored car delivery will proceed as usual. However, deliveries will be met by MBTA staff outside of room 220. In addition, strict adherence to the YWCA's mask policy in all common areas will be followed.
- d. Students, staff, or school-approved external visitors who appear ill and test 100.4 or higher on the external no-touch thermometer in the main or elementary offices will be asked to leave campus. Students who are ill will be kept in a separate room designated by the office until parents are contacted and come to pick up the child. The designated wait room will be sanitized regularly and especially after use.
- e. School faculty, staff, or student who test positive for COVID-19 will be required to provide medical clearance from their physician prior to their return to work/school.

II. Social and Physical Distancing

- a. Each classroom, office and tech room will have adequate supplies to support healthy hygiene which includes hand sanitizer for staff and older students (with at least 60 percent alcohol), paper towels, tissues, no-touch trash cans, and air purifiers. Younger elementary students will have routine daily visits to the nearby restroom facilities where regular hand washing can occur (2nd floor restrooms)
- b. Free standing hand sanitizers will be placed in all offices and in certain designated teacher rooms and tech rooms.
- c. A return to the hybrid delivery method will allow for no more than 10 students per elementary classroom with appropriate student chairs/desks three feet plus apart (Oahu students – F2F; neighbor island – Virtual)
- d. Secondary face-to-face Oahu classes will adhere to the 3 feet distance between student desks/chairs.
- e. Student bathroom breaks will occur before entering the classroom, midway through the morning instructional period with students collectively walking in a row three feet apart.
- f. All MBTA students attending face to face classes will wear masks in class as directed by the Governor of the State of Hawaii in a signed AMENDMENT TO NINETEENTH PROCLAMATION RELATED TO THE COVID-19 EMERGENCY dated May 25, 2021. Changes to or termination of said directive will be made by the Governor in conjunction with the CDC and HDOH. All face to face classes for Oahu-based students will resume as was the norm pre-COVID.
- g. All MBTA students, parents, and staff must be masked in the common areas of the facility.

- h. Secondary face to face labs and classes will have designated start and finish times. No student will be allowed to be on campus sooner than 15 minutes prior to the start of class and/or 15 minutes after the end of class without teacher approval.
 - i. Elementary physical education elective classes will be suspended until further notice.
 - j. Should off campus (open aired) field trips be planned, appropriate information and safety/health protocols will be sent to all students and parents for their response and approval/disapproval.
 - k. All administrator-scheduled parent conferences, IEP meetings, and 504 meetings will continue to be held via phone conference call or Webex/Zoom. Other counselor-coordinated, in-person parent/guardian conferences will be held in larger office spaces in the main office for all Oahu students. Recommended rooms include secondary VP Office, the College and Career Office and the Curriculum Office.
- III. Personal Protective Equipment (PPE)
- a. All individuals (employees, students, and campus visitors) will be required to wear masks in the common areas of the facility. Students assigned to a classroom for the day will be required to wear masks during the class period until the Governor’s mandate is lifted. Exception to this requirement will be allowed when eating and/or drinking.
 - b. Parents of very young students (K-2) or students with specific medical conditions (i.e. respiratory illness, compromised immune disease, etc.) verified by a physician may request an exception to the required mask requirement. However, everyone must be masked in common areas while moving in and out of the facility.
 - c. Designated staff performing drop off and pick-up curbside duty will be provided with personal face shield and masks to be used during this duty.
- IV. Cleaning and Disinfecting
- a. Teacher who choose not to clean or disinfect desks, tables and chairs after daily sessions, must inform their level administrator who will perform that duty or find a designated maintenance personnel who will complete the task.
 - b. All MBTA offices, classrooms and tech spaces will be cleaned and disinfected routinely and frequently by the YWCA maintenance staff.
 - c. Doors may be left open but windows, due to safety concerns must remain closed. The YWCA ventilation system is routinely check and maintained. New air purifiers have been placed in all classrooms and designated offices.
 - d. No external use of MBTA space will be allowed by any external MBTA affiliated organization.
- V. Supports for Teachers and Continuity of Learning
- a. Given the blended educational environment and delivery of instruction at MBTA, no major changes to direct, virtual, asynchronous and synchronous instruction will be made.
 - b. Teachers requesting additional tech, curriculum or instructional support will be provided school-wide, division-specific, discipline-specific or grade level support by the administration, curriculum, director, technology director and system support personnel (e.g. registrar, SSC, SPED. etc.)
 - c. The first day of work for teachers and staff will be July 28, 2021
 - d. Middle school training will take place the first week of school.
 - e. Instruction for secondary students will begin on August 3, 2021. Pre-assessment and diagnostic review of all elementary students will take place during the month of August.
- VI. Instructional Models for SY 2021-2022
- a. Instruction is done through a blended learning model (virtual & face-to-face) with modifications that address current health and safety requirements.
 - b. Course content and skills development will be assessed and graded.
- VII. Safeguards and Assurances
- a. Proposed safeguards and assurances listed in the MOU regarding the following will be honored
 - i) No BU positions will be eliminated because of a model change

- ii) Teachers' privacy, health and personnel records will be protected in compliance with HIPA.
- iii) Teachers' instructional practices will be periodically observed and monitored openly and with prior notification to teachers by the administration.
- iv) No sharing of personal emails and phone numbers with students, parents, or colleagues will be allowed.
- v) Annual teacher evaluation schedules in the fall and spring will continue as usual.

The "new normal" established in SY 2020-2021 will, once again, be transformed in SY 2021-2022. A return to an enhanced blended environment that takes the teaching and learning successes of a pre-COVID time to a richer, new technology-supported educational adventure awaits our students and teachers. This document has been prepared to ensure continuity of education to meet the needs of the whole child at MBTA.

[Link to COVID 19 Guidance for Schools Updated](#)

SEMESTER 1 2021-2022 CAMPUS RULES AND PROCEDURES

– SUBJECT TO RE-EVALUATION

Grades 7-12 Student Campus Rules and Procedures

1. Arrive on campus (including YWCA property) no earlier than 15 minutes before a scheduled class or confirmed appointment; leave campus immediately after your class or appointment
2. Maintain 6-foot distance from others at all times
3. Wear a mask over your nose and mouth when on campus
4. Stay home when you are sick
5. No gum chewing, eating, or drinking on campus; You may bring a closed water container; Exceptions may be granted with a medical professional's recommendation (i.e. diabetic routine)
6. Follow teacher and staff instructions at all times
7. Students must be supervised by a teacher at all times
8. Hand sanitizer, paper towels, tissues, gloves, disinfectant, and no-touch trash cans will be provided in Room 312, the office, and tech rooms

Room 312 Procedure - Face to Face Class Health Check

1. Students may report to campus no earlier than 15 minutes before your scheduled class
2. Students wait 6 feet apart outside of the YWCA building and wear masks over their nose and mouth
3. Staff will do a temperature check (must be 100.3 or lower)
4. Students will sanitize hands upon entering the classroom
5. Students with temperature 100.4 or higher will be escorted to a designated room and parents will be called
6. A temperature check will be conducted after a face to face class as students exit the building

Room 312 Rules

1. Dress appropriately; remove your hat when indoors
2. Show respect for other students' right to a quiet study environment
3. Set your cell phone to vibrate or silent
4. Request your supervising teacher's permission to take phone calls
5. Request your supervising teacher's permission to visit the bathroom
6. Clean up your work area before you leave
7. No public display of affection

Appointment with a Teacher Health Check

- You must confirm an appointment with your teacher before coming on to campus
- Arrive at the breezeway outside of Room 220 no earlier than 15 minutes before your scheduled appointment
- Wear a mask over your nose and mouth
- Your teacher will meet you outside of Room 220 and check your temperature (100.3 or lower is okay)
- Sanitize your hands upon entering the office
- No gum chewing, eating, or drinking on campus; You may bring a closed water container; Exceptions may be granted with a medical professional's recommendation (i.e. diabetic routine)
- If your temperature is 100.4 or higher, you will be escorted to a designated room and your parent/guardian will be called

STUDENT AND FAMILY TRAVEL AND/OR POSITIVE COVID-19 TEST

Travel Guidelines and Quarantine:

- Any MBTA student and/or parent traveling off island must complete a Secondary Notification of Travel Form (available on our school website under FORMS).
- Any student who has traveled transpacific and returns to Hawai'i, must be quarantined for **10 days** and will not be permitted to physically return to school until that time that he/she is deemed well (no symptoms exhibited) after the 10-day period.
- If a family member, tenant, or guest, residing in the same household as an MBTA student has traveled transpacific and returns, the MBTA student (although not a traveler) must also be under those orders and will not be permitted to physically return to school until that time that he/she is deemed well and symptoms-free after the 10-day period.
- **Exception: A student may return to school sooner if he/she provides a COVID negative test result but no sooner than the third day from the date of return. Return date must coincide with information provided on the Secondary Notification of Travel Form, previously submitted.**

COVID-19 Contact:

- **If a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive, the Hawaii State Department of Health (DOH) will conduct an investigation (contact tracing) and those individuals involved will be directed to a 10-day home quarantine or isolation.** The DOH will work with the school principal if someone at the school (student or employee) is identified as being affected by COVID-19. The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- **It is strongly recommended that the student provide a negative COVID test before returning to campus.**
- When there is a confirmed case of COVID-19 on a school campus, protocols will intensify as decisions about closing school facilities, the duration of, and communication with stakeholders will be necessary. MBTA will follow protocols set forth by HIDOE and DOH to clean and disinfect facilities.

Screening for Illness:

- When screening for potential illness, MBTA will use the symptoms checklist, below. If at least two of these symptoms are present, the parent will be contacted and the student will be sent home.
high fever of 100.4 degrees or higher
chills
cough
shortness of breath or difficulty breathing
fatigue, muscle or body aches
headache
new loss of taste or smell
sore throat, congestion, runny nose
nausea, vomiting, diarrhea

ALERT: Parents are strongly advised to monitor children and other household members for any of these signs on a daily basis. Should anyone in the household, especially our student exhibit any of these symptoms, please do not send him/her to school. We will require that the student not return to school for 14 days from the onset of illness and be symptoms-free, as well. If the symptoms are not serious and can be attributed to a minor condition, i.e., allergies, common cold, etc., and the student wants to return to school sooner, then it is strongly recommended that the student provide a doctor's note to that effect, and/or a negative COVID test within 24 hours of the start of class. Inevitably, student must be symptoms-free before returning to school.

SCHOOL HEALTH REQUIREMENTS

By the first day of school, all new students to any public or private school in the State of Hawaii must have:

1. Tuberculosis (TB) clearance

AND

2. A completed Student Health Record (Form 14) including a physical examination and all required immunizations.

Students missing TB clearance will not be permitted to enter school on the first day. Each student must have a physical examination within 12 months before first attending school in Hawaii. The exam does not need to be repeated for transfer into another school. All incoming 7th graders must have a physical exam within 12 months of the first day of 7th grade.

Immunizations required for school attendance:

- DTaP/DTP/Td (diphtheria/tetanus/pertussis)
- Polio
- MMR (measles, mumps, rubella)
- Hepatitis B
- Varicella (chicken pox)

Starting July 2020:

- Hepatitis A (all incoming kindergarteners and new enterers to the Hawaii school system grades 1-12)
- HPV (incoming 7th graders and all new enterers to the Hawaii school system grades 7-12)
- MCV (incoming 7th graders and all new enterers to the Hawaii school system grades 7-12)
- Tdap (incoming 7th graders and all new enterers to the Hawaii school system grades 7-12)

ATTENDANCE PROCEDURE

Students enrolled in Myron B. Thompson Academy are required to indicate their attendance in Canvas on every school day (Monday-Friday; excluding state and federal holidays). Students must also check their school email account daily.

Secondary Students, grades 7-12- Procedure for daily attendance:

1. Log into each course via computer each school day in order to be counted present.
2. 3 unexcused absences will result in teacher intervention and/or disciplinary action.

Excused absences:

Illness: Parent/Guardian must inform their child's counselor by email or phone on the day their child is sick. Students who miss 2 days or less may be excused with parent notification. Students who are sick 3 days or more are required to provide a doctor's note upon return to online work.

Travel: All students planning to travel during the school year must submit a Notification of Travel Form (NOTF) to their counselor 2 weeks prior to your departure date. Failure to submit NOTF will result in unexcused absences. Students are responsible for completing all assignments and other assessments on time. No extensions will be granted. For face-to-face and virtual class attendance procedures, students should refer to their teachers.

Please contact your child's counselor if you have any questions or if travel is planned because of a family emergency.

School procedure for unexcused absences:

- 3 days unexcused absence (cumulative) – The counselor or designee will contact parent/guardian via phone.
- 6 days unexcused absence (cumulative) – A CORE meeting will be held during which parent signs school attendance letter. If the counselor is unable to contact the parent/guardian, counselor will send a certified letter to the parent/guardian and/or make a home visit.
- Loss of access to on-line courses -- If parent/guardian does not respond to administration or counselor within 5 business days of the mailing of a certified letter, the student will lose access to course content until parent/guardian meets with counselor and administration in person or via phone conference.
- Myron B. Thompson Academy may choose to initiate truancy or educational neglect procedures

Legal Posture

§302A-1132 Attendance Compulsory, Exceptions Hawaii Revised Statutes(HRS), requires a child who is six(6) years of age and not yet eighteen(18) on January 1st, of any school year, to attend either a public or private school unless properly excused from school.

§302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education (DOE).

§302A-1135, Penalty, HRS, student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court.

Exception from the compulsory attendance law is permitted only under specified conditions pursuant to **§302A-1132, Attendance compulsory; exceptions, HRS**, and **Hawaii Administrative Rules**, relating to compulsory attendance exceptions.

COURSE SCHEDULE PROCEDURE

Grades 7-8

Students in Grades 7 and 8 are scheduled in the same classes in order to effectively provide peer and teacher support while they acclimate to Myron B. Thompson Academy’s rigorous coursework.

Grades 9-12

- Registrar and/or counselor will review all transcripts and select core subjects
- New student schedules will be issued after parent/guardian submits a release and final transcript from the present school.
- Students will select and prioritize electives. Failure to return electives selection form will result in automatic placement into available elective courses.
- Schedule of courses will be issued before school begins.
- Students are responsible for keeping track of courses taken and credits needed for promotion and graduation.

Sample of a School Year Schedule for a 10th Grader

	Course 1	Course 2	Course 3	Course 4
Quarter 1 10 Weeks	English 2A (0.5 credit)	Biology A (0.5 credit)	Ceramics 1A (0.5 credit)	Geometry A
Fall Break				
Quarter 2 10 weeks	English 2B (0.5 credit)	Biology B (0.5 credit)	Ceramics 1B (0.5 credit)	Geometry A (0.5 credit)
Winter Break				
Quarter 3 10 weeks	US History A (0.5 credit)	Health (0.5 credit)		Geometry B
Spring Break				
Quarter 4 10 weeks	US History B (0.5 credit)	PE Lifetime Activities (0.5 credit)	Creative Writing (0.5 credit)	Geometry B (0.5 credit)

- Most half-credit courses are completed in one 10 week Quarter.
- Math, World Language and some elective courses will run for the entire school year during Semester 1 (20 weeks – Quarters 1 and 2) and Semester 2 (20 weeks – Quarters 3 and 4).
- AP courses will run the entire school year (Y1) (40 weeks).

OTHER SCHOOL PROCEDURES

Program Change

- Submit *Program Change Form* to the counselor to change a student's schedule
- To add or drop a course for the current quarter, the form must be submitted within the first **5 business days** of the quarter

Updating Student Information

- Submit *Change of Contact Information Form* to the front office
- Contact the front office at 441-8000 or your child's counselor to update student information such as parent phone numbers, mailing address and email address

Grade Updates and Progress Reports

- Teachers will update grades in PowerSchool during weeks 3, 5 and 7 of each Quarter.
- If your child is earning a D or F grade in any course at week 5 then a Progress Report is sent to your email address.
- Check Canvas gradebooks for detailed information about your child's assignments and current grades.

Notification of Travel

- Submit the *Notification of Travel Form* to student's counselor via email, mail or fax
- Student's counselor must receive form **2 weeks prior** to travel
- Students will not be excused during Mandatory Testing (Hawaii State Assessment and Smarter Balanced Achievement Testing, End of Course Exams and ACT Test)
- Please contact your child's counselor in case travel is required because of a family emergency

Parent Notification

- When student is missing 3 or more assignments and/or is not engaging in course work
 - Teachers will notify parent/guardian via phone call or email.
 - Teacher will schedule a face-to-face or web conference with the student.
- When a student continues to miss assignment deadlines and/or is not engaging in course work regularly
 - Teacher will notify parent/guardian via phone call or email.
 - Teacher will submit Request for Assistance Form to grade level counselor and request a parent/teacher conference.
- If the student's progress continues to be a concern
 - Counselor will schedule a parent conference with the teacher and administration
 - Student will be required to participate in face-to-face instruction and/or web conference instruction for a minimum of 3 days a week
 - Hours of instruction will be scheduled and coordinated by teacher or counselor

Transcript Requests

- Official and unofficial transcripts may be requested by current and former students and parents
- Submit the *Transcript Request Form* to the front office

Exiting Myron B. Thompson Academy

1. Parent/Guardian download and complete the *Intent to Exit Form* (IEF)
2. Once completed, submit the IEF to the registrar's office in a scanned email, regular mail, or fax (683-7062).
3. Return all school property, including but not limited to the school-issued tablet, power cord, books, and/or any software, to the technical department in Room 220.
4. Neighbor island students- once your IEF is received, a shipping label will be sent to both parents' email addresses.
5. Release documents will be prepared and ready for distribution once all school property is returned.

*Intent to Exit forms will be processed within three working days.

Feel free to contact the Registrar's Office with any questions/concerns via email, mrsumiye@ethompson.org, or telephone, 808-441-8047.

Forms are available on our [website](#) under [Admission/Forms](#):

- Secondary Program Change
- Secondary Notification of Travel
- Secondary Transcript Request
- Secondary Change of Contact Information
- Secondary Intent to Exit

STUDENT CONDUCT

Student Conduct and Discipline

Myron B. Thompson Academy believes that all students have the right to an education in a safe and orderly school environment. Order and discipline are essential for optimum instruction and learning.

The frequency and severity of disruptive student behavior online and in person adversely affects the quality of teaching and learning. The incidence of disruptive student behavior (i.e. flaming, unnecessary debate, insubordination, etc.) can be significantly reduced when teachers and administrators value and use practices which are most likely to help students learn to take responsibility for their behavior and when teachers, administrators, and parents/guardians share information about a student's unique individual needs. Disruptive behavior, as used in this policy, includes any student conduct that significantly interferes with the learning of other students in school. When classroom disruption does occur, appropriate action must be promptly taken by the principal or designee in accordance with relevant departmental regulations, administrative rules, and state and federal laws which protect the rights of all students. Disciplinary action options may include but are not limited to: conference with student, detention, conference with parent/guardian, counseling, suspension, or expulsion. The principal or designee can approve suspensions or crisis removals of one to ten school days.

For more detailed information, please refer to Hawaii Administrative Rules Chapter 19.

Intervention/Referral Process for Student Misconduct

1. Verbal reminder from teacher or appropriate staff regarding disruptive behavior online or in person.
2. Conference with counselor, teacher(s), student, and parent/guardian(s).
3. Conference with administration, teacher (s), student, and parent/guardian(s).
4. In alignment with Chapter 19, suspension from school may be enforced. The suspension will be based on the severity of the offense and will be dealt with on a case-by-case basis. The school team (administrator, counselor, and teachers) will conduct an investigation and an incident report will be filed. A parent conference will be conducted prior to the suspension to inform parents of the school's decision.

**If a student is suspended from one to ten days (total), the school will ensure that the student is disengaged from his/her course work. Once the suspension is complete, the student will be allowed access to his/her courses. The student is responsible to complete and submit work missed during the suspension. Teachers will accept the late work and implement their late work policy.

**Suspensions exceeding ten days (total) must be approved by the complex area superintendent (CAS). After ten days, Myron B. Thompson Academy will ensure that these students are provided with access to their courses. Work missed during the first ten days will be accepted and teachers will implement their late work policy.

For more detailed information regarding the student conduct policy, please visit our website at www.ethompson.org.

HAWAII ADMINISTRATIVE RULES CHAPTER 19

Students at Myron B. Thompson Academy are subject to Hawaii Administrative Rules, Chapter 19, which governs issues related to student misconduct. This includes bullying, harassment and cyberbullying. It is important for students and parents to review this information to understand Chapter 19 violations and associated consequences.

[Here is the link to HAR, Chapter 19](#)

MANDATORY STATE TESTING 2021-2022

Smarter Balanced Assessments (SBA)

- All students in grades 3-8 and 11 will be tested
- The testing period for grades 3-11 is between 2/22/22 and 5/26/22
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- Students will be required to attend testing at a designated testing site on three (3) separate occasions
 - English Language Arts (ELA) Performance Task (1 day)
 - ELA Computer Adaptive Test (1 day)
 - Math Computer Adaptive Test (1 day)
- For more information, please visit: [Smarter Balanced Testing](#)

Hawaii State Assessment for Science (HSA)

- All students in grades 5 & 8 will be tested
- The testing period is between 1/10/22 and 5/26/22
- Students will have two (2) opportunities scheduled over the course of the school year to demonstrate proficiency
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- For more information, please visit: [HSA Science FAQ](#)

End of Course Exams (EOC)

- All students enrolled in Math 8, Algebra 1, Algebra 2, and Biology will be tested
- Students in grade 8 must score a 300 or higher on the Algebra 1 EOC exam to be considered for promotion to Geometry in grade 9
- The testing period for the Fall EOC is between 11/22/21 and 12/17/21
 - Fall EOC (Biology S1 Only)
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- The testing period for the Spring EOC is between 4/25/22 and 5/26/22
 - Spring EOC (Math 8, Algebra 1 & 2, and Biology S2)
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- Students will have one (1) opportunity to demonstrate proficiency
- For more information, please visit: [EOC Testing FAQ](#)

ACT College and Career Readiness System

- All students in grades 9-11 will be tested
- The testing period for 9th and 10th graders is between 2/28/22 and 4/1/22
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
 - For more information visit: [ACT Testing](#)
- The testing period for 11th graders is between 3/1/22 and 3/10/22
 - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
 - For more information visit: [ACT Testing](#)

2021-2022 OFFICIAL SCHOOL CALENDAR

Myron B. Thompson Academy 2021-2022 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 28, 2021 - January 3, 2022; 2nd Semester: January 4, 2022 - May 30, 2022

Students' Work Year - 1st Semester: August 3, 2021 - December 17, 2021; 2nd Semester: January 4, 2022 - May 26, 2022

		Student Teacher									
		Su	M	T	W	Th	F	Sa			
Week	Days								Days		
July 2021											
1	0	3									
August											
2	4	8									
3	9	13									
4	13	17									
5	18	22									
September											
6	23	27									
7	27	31									
8	32	36									
9	37	41									
October											
10	42	46									
11	47	51									
November											
12											
13	52	56									
14	57	61									
15	62	66									
16	66	70									
17	71	75									
18	74	78									
December											
19	79	83									
20	84	88									
21	89	93									
January 2022											
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24	95	98									
25	98	103									
26	102	107									
27	107	112									
February											
28	112	117									
29	116	122									
30	121	127									
31	125	131									
March											
32	130	136									
33	135	141									
April											
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35	139	145									
36	144	150									
37	149	155									
38	153	159									
May											
39	158	164									
40	163	169									
41	168	174									
42	173	179									
43	178	184									
44	182	189									
June											
45	182	189									
	-2*	+1**									
	180	190									

1st SEMESTER - 89 Student Days (Ends December 17)

July 28: Teachers' First Day
July 28-August 2: Teacher Work Days (no students)
August 3: Students' First Day
August 20: Statehood Day

September 6: Labor Day

October 11-15: Fall Break***

November 11: Veterans Day
November 25: Thanksgiving
November 26: School Holiday

December 20-December 31: Winter Break***

2nd SEMESTER - 93 Student Days (Ends May 26)

December 24: Christmas (observed)
December 31: New Year's Day (observed)
January 3: Teacher Workday (no students)*
January 17: Dr. Martin Luther King Jr. Day

Institute Day (one day with no students during the week.
Date for each island TBD.)

February 21: Presidents' Day

March 14-18: Spring Break***
March 25: Kuhio Day (observed)

April 15: Good Friday

May 26: Last Day for Students & Second Semester Ends**
May 27: Last Day for Teachers
May 30: Memorial Day

Q1
47 days
Ends
Oct. 8

Q2
42 days
Ends
Dec. 17

Q3
46 days
Ends
Mar. 11

Q4
47 days
Ends
May 26

Approved November 19, 2020

OFFICIAL STATE HOLIDAYS: 2021-2022 SCHOOL YEAR

<p>*2 Instructional days shall be converted to a non-student day for school planning and collaboration.</p>	<p>**The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Statehood Day:</td> <td style="width: 33%;">August 20, 2021</td> <td style="width: 33%;">New Year's Day (obs.):</td> <td style="width: 33%;">December 31, 2021</td> </tr> <tr> <td>Labor Day:</td> <td>September 6, 2021</td> <td>Dr. Martin Luther King Jr. Day:</td> <td>January 17, 2022</td> </tr> <tr> <td>Veterans Day:</td> <td>November 11, 2021</td> <td>Presidents' Day:</td> <td>February 21, 2022</td> </tr> <tr> <td>Thanksgiving Day:</td> <td>November 25, 2021</td> <td>Prince Jonah Kūhio Kalanianaʻole Day (obs.):</td> <td>March 25, 2022</td> </tr> <tr> <td>Christmas Day (obs.):</td> <td>December 24, 2021</td> <td>Good Friday:</td> <td>April 15, 2022</td> </tr> <tr> <td></td> <td></td> <td>Memorial Day:</td> <td>May 30, 2022</td> </tr> </table>	Statehood Day:	August 20, 2021	New Year's Day (obs.):	December 31, 2021	Labor Day:	September 6, 2021	Dr. Martin Luther King Jr. Day:	January 17, 2022	Veterans Day:	November 11, 2021	Presidents' Day:	February 21, 2022	Thanksgiving Day:	November 25, 2021	Prince Jonah Kūhio Kalanianaʻole Day (obs.):	March 25, 2022	Christmas Day (obs.):	December 24, 2021	Good Friday:	April 15, 2022			Memorial Day:	May 30, 2022
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		Memorial Day:	May 30, 2022																							

*Teacher work day between semesters: January 3 **Commencement exercises: No sooner than May 20, 2022
***For 10-month teachers - Intersession: Oct. 11-15; Recesses: Dec.20-Dec.31 & March 14-18
Educational Officer & Teacher Institute Days: TBD (one day per island)

CURRICULUM AND INSTRUCTION

Online Curriculum

The learning environment is blended, encompassing both virtual and face-to-face interactions. Students attend virtual sessions hosted by their instructors, read content and submit course work online, and participate in small group direct instruction at the facility (virtual students who cannot come into the school). Communication is via email, instant messaging, telephone, and face-to-face meetings. Current courses are provided through the Canvas learning management system.

Mandatory Virtual Class and Math/Science Lab Attendance (revised 8/16)

Thompson Academy has instituted some changes that directly affect students and their achievement this school year. These changes involve **mandatory student attendance and participation** for the following:

- **Face-to-Face** Science and math labs for 7th grade, 8th grade, Algebra 1, Geometry, Algebra 2, Precalculus, AP Calculus, Physical Science, Biology, Chemistry, and Physics. This is for Oahu students; neighbor island students are handled individually. (Schedules have been provided to students by their individual teachers as well as listed within each course).
- **Virtual Class** sessions for **ALL CORE** courses. (Schedules been provided to students by their individual teachers as well as listed within each CORE course).

Students will be **graded** on face-to-face and virtual class **participation**, not mere attendance. (This includes assessments, discussions, group labs, lab reports, etc.) Adobe Connect records exactly when you log into and out of virtual class.

Also, please check the PLAN or specific course calendar in each course weekly to see what is actually due and what you should be working on. Do not rely on the general Canvas calendar as it contains final due dates only.

Academic Honesty Policy (revised 5/14)

Myron B. Thompson Academy strives to develop academically competent and ethical students. All work submitted must be the student's own work. If other resources are used, the student is required to cite sources. Cheating, plagiarism and other academic dishonesty are clearly a violation of the school's policy.

Cheating:

- Having someone else complete a portion of your assignments; this includes using the words and/or ideas of fellow students, parents, guardians, tutors, friends.
- Giving or receiving information about quizzes or exams outside the classroom.

Plagiarism: (This is a school wide policy; not an individual course policy)

- Having someone else complete a portion of your assignments.
- Direct copying from any book, text and/or website without the proper citation.
- Paraphrasing an author's work, without the proper citation.

If a teacher detects wording in any of your work that does not appear to be your own, the teacher may check various Web search engines and library databases for the wording in question. If portions of your wording are found to be copied from other sources without proper attribution, the resulting classroom sanctions include:

First Offense:

- Student will be given the opportunity, whenever possible, to re-write and correct plagiarized material or re-cite sources. Counselor and parents/guardians will be notified at the very beginning and throughout the process.

Second Offense:

- Student may receive a failing grade for the assignment, which will affect the overall final grade in the course.

Third Offense:

- A mandatory parent/school conference will be scheduled to discuss further ramifications.

RECOMMENDED TESTING FOR COLLEGE PREP

Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Taking the PSAT/NMSQT in 10th grade and again in 11th grade gives students a fresh skills assessment and a measure of their progress, as well as the chance to compete for scholarships. Historically, U.S. students who took the PSAT/NMSQT in 10th and 11th grades scored higher on the SAT than students who did not.

National Merit Scholarship Corporation (NMSC) uses the PSAT/NMSQT as an initial screen of candidates for [National Merit Scholarship Program](#), an academic competition for recognition and scholarships.

- Firsthand practice with SAT
- Administered in October and a new January date in 2021 due to COVID
- Counselors recommend that all 10th and 11th grade students participate
- Assesses critical reading, math problem-solving and writing skills
- 11th grade students may also qualify for the National Merit Scholarship Program
- Gain access to college and career planning tools

SAT

- Often required for college application
- For more information and to register for a test at a site near your home:
<http://sat.collegeboard.org/home>
- Test prep course offered in Quarter 1 (Grade 11)

ACT

- Part of Mandatory State Testing
- Often required for college application
- Register for a site near your home www.actstudent.org
- Test prep course scheduled for all 11th graders in Quarter 2

GRADE LEVEL PROMOTION

7th and 8th Grade Promotion

- *7th and 8th grade students must earn credit in Math, Science, English, and Social Studies to be promoted to the next grade*

10th, 11th and 12th Grade Promotion

- *9th grade students must earn 5 credits to be promoted to Grade 10*
- *10th grade students must earn a total of 11 credits to be promoted to Grade 11*
- *11th grade students must earn a total of 17 credits to be promoted to Grade 12*

GRADUATION REQUIREMENTS

Myron B. Thompson Academy follows the Hawaii Department of Education's core academic and performance requirements to earn a high school diploma.

Requirements: Effective with the graduating MBTA Class of 2021 Cohort

A Hawaii High School Diploma shall be issued to students who meet the following minimum course and credit requirements (Board of Education [Policy 102-15](#)):

CREDITS	HIGH SCHOOL DIPLOMA
English (note 1)	4 credits
Social Studies (note 2)	4 credits
Mathematics (note 3)	3 credits
Science (note 4)	3 credits
Two credits in one of the specified programs of study: <ul style="list-style-type: none"> • World Language (note 5) • Fine Arts (note 6) • Career and Technical Education (note 7) 	2 credits
Physical Education (P.E.)	1 credit (note 8)
Health	0.5 credit
Personal Transition Plan	0.5 credit
Electives (Any Subject Area including Senior Project) starting with the MBTA Class of 2021 Cohort	5 credits starting with the MBTA Class of 2021 Cohort
Computer Programming Starting with the MBTA Class of 2021 Cohort (Note 9)	1 credit starting with the MBTA Class of 2021 Cohort
TOTAL:	24 credits

Notes:

1. English shall include English Language Arts 1 (1 credit), English Language Arts 2 (1 credit), Expository Writing (0.5 credit), and Common Core aligned Language Arts Electives or proficiency based equivalents (ELA basic electives 1.5 credits).
2. Social Studies shall include Modern History of Hawaii (0.5 credit), Participation in a Democracy (0.5 credit), US History and Government (1.0 credit), World History and Culture (1.0 credit), and Social Studies basic electives (1.0 credit).
3. Math shall include Algebra 1 (1.0 credit), Geometry (1.0 credit) or e.g. two-year integrated Common Core course sequence, and mathematics basic elective (1.0 credit).
4. Science shall include Biology (1.0 credit) and science basic electives (2.0 credits).

5. Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.
6. Two credits in a Fine Arts discipline: Visual Arts, Music, Drama or Dance. Credits do not need to be in a single discipline.
7. Two credits need to be in a single career pathway program of study sequence.
8. Required courses: PEP 1005 Physical Education Lifetime Fitness (0.5 credit) and Basic Physical Education Elective (0.5 credit).
9. Starting with the class of 2021 cohort, a 1.0 credit Computer Programming course is required (labeled Information Technology).

Honors Recognition Certificate Requirements

In addition to meeting the requirements for the Hawaii High School Diploma, the following must be met with a cumulative GPA of 3.0 or above:

- **Academic Honors:**
 - 4 credits of Math: The 4th credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, Precalculus.
 - 4 credits of Science: Of the four credits, one credit must be in Biology 1 (or equivalent IB Biology; or AP Biology courses); and the other three credits must be lab-based science credits.
 - Two credits minimum must be from AP/IB/Running Start courses (equivalent to credits for 2 college courses).

Grade Point Average

This cumulative grade point average applies to all graduates:

- Cum Laude with a GPA of 3.0 to 3.5
- Magna Cum Laude with a GPA of 3.5+ to 3.8, and
- Summa Cum Laude with a GPA of 3.8+ and above.

Valedictorian designation

Valedictorians will be named after the third quarter.

SCHOOL HONORS

Principal's List

Student must earn a semester grade point average of 3.5 or higher at the end of the fall and/or spring semesters.

Recognition:

1. Principal's List Certificate
2. Recognition on Myron B. Thompson Academy's website and in Canvas

Note to parents: If you do not want your child to be publicly recognized (Myron B. Thompson Academy's website and in Canvas), please email your grade level counselor at the beginning of the school year.

Valedictorian

The graduating senior with the highest cumulative grade point average (GPA) at the end of Quarter 3 is selected to be the class valedictorian. The valedictorian will speak at the graduation ceremony.

NON-THOMPSON ACADEMY COURSE CREDIT

The following are needed to receive credit for courses not offered at Myron B. Thompson Academy:

1. Mandatory conference with counselor before enrolling
2. Principal's approval
3. Concurrent enrollment at MBTA
4. Maximum of 2 credits per year

Credits earned through the following programs may be applied towards graduation requirements:

- Running Start
- Early Admittance (University of Hawai'i)
- Accredited University

Dual Credit Program (Running Start)

- Allows academically qualified juniors and seniors to attend college classes and earn high school and college credits simultaneously
- Gives students a head start on college
- Courses 100 level and above will count as dual credit
- www.hawaii.edu/dualcredit

Applications must be submitted to the counselor and principal for signatures by designated due date. Contact your counselor for more information.

CREDIT RECOVERY POLICY AND PROCEDURE

Policy

Credit recovery is defined as a structured means for students to earn missed credit in order to graduate on time.

Myron B. Thompson Academy may offer credit recovery if the following requirements are met by students and parents/guardians:

1. Mandatory conference with the counselor
2. Maintain enrollment at Myron B. Thompson Academy
3. Maximum of 2 credits per year

Procedure

Effective school year 2017-2018, Myron B. Thompson Academy will no longer accept Keystone School credit. The only exception will be available through the recommendation and approval of both the counseling department and administration for **4th year high school students** who fail a class with a final grade of "F".

- Students must receive prior approval from the school counselor before trying to recover the credit via Keystone School.
- Cost of the Keystone recovery credit is the responsibility of the parent/student.

Grades 7-8

- Credit recovery of failed course by arrangement with counselor only.

Grades 9-11

- Credit recovery of failed course by arrangement with counselor only.

**Options may include:

Face to face summer school via a WASC accredited public or private school for grades 7-11

MBTA summer school for grades 9-11

ACCOMMODATION GUIDELINES

Counseling Department Mission Statement

The mission of the Myron B. Thompson Academy's school counseling program is to provide a developmental counseling program that addresses the academic, career, and personal/social development of all students. School counselors facilitate the support system to ensure all students are prepared with the knowledge and confidence to effectively work together to problem solve and produce/recognize quality work.

Intervention Strategies (for teachers and counselors)

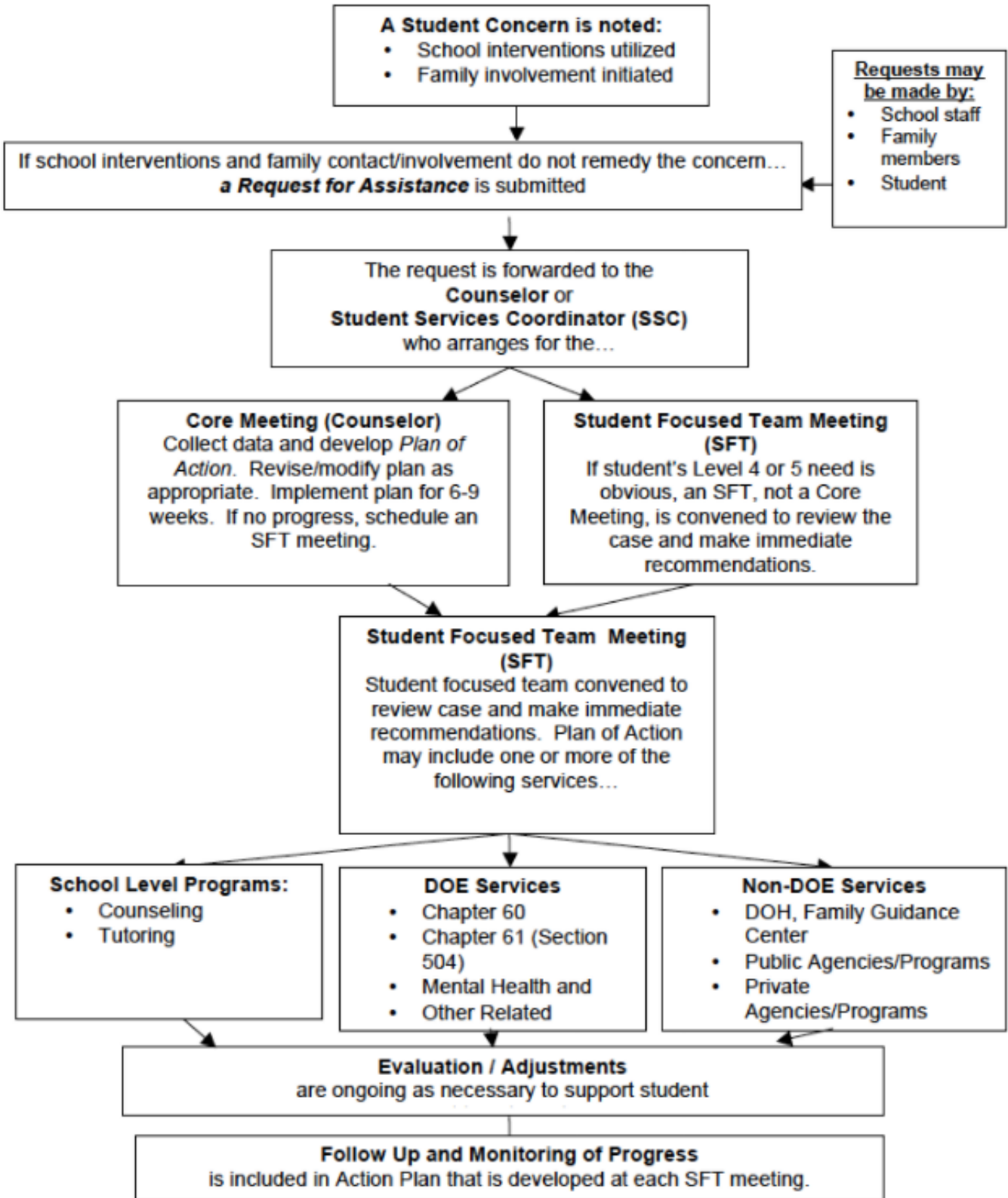
1. Help with navigation of courseware
2. Help with study habits (refer to *Curriculum Adaptations for Students with Learning and Behavior Problems*)
3. Help with prerequisite skills for course (i.e. notetaking, basic math)
4. Recommendation for tutorial help with teacher
5. Counseling sessions with counselor
6. Other (i.e. clarification/simplification of assignment instructions, further dialoguing with student about assignment)

Course Extensions

No extensions into the next quarter will be allowed. Exceptions to this rule will only be for severe medical or personal situations and will require approval by the administration.

STUDENT SUPPORT SYSTEM

REQUEST FOR ASSISTANCE FLOWCHART



NATIONAL HONOR SOCIETY (NHS) & NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Selection Process

The National Honor Society and National Junior Honor Society chapters of Myron B. Thompson Academy are duly chartered and affiliated chapters of these prestigious national organizations. Membership is open to those students who meet the required standards in four or five areas of evaluation: scholarship, leadership, service, citizenship (NJHS), and character. Standards for selection are established by the national office of NHS and NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Eighth graders are eligible for membership in NJHS and Tenth, 11th, and 12th graders are eligible for membership in NHS. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences is required. With the exception of the 2020-2021 and 2021-2022 School Years, participation in school or community service is also required with a minimum service requirement of 10 hours of documented community service verified by a supervisor's signature.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty may be solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at monthly chapter meetings held virtually during the school year, and participation in the chapter service projects.

ATHLETICS

Mission Statement

The purpose of interscholastic athletic participation at Myron B. Thompson Academy is to provide those who participate in interscholastic athletics an opportunity:

- To further skill development and development of personal relationships;
- To develop such values as fair play, ethics, leadership, integrity, accountability and the pursuit of excellence;
- To establish and maintain an environment that values cultural diversity and gender equity among its student-athletes, coaches, and staff;
- To develop and maintain physical fitness;
- To bring out the spirit, pride and enthusiasm of participants and spectators.

Requirements for Participation

All students representing Myron B. Thompson Academy in interscholastic activities must meet all the requirements and eligibility provisions set by the Oahu Interscholastic Association, Department of Education and Myron B. Thompson Academy.

Eligibility Requirements:

- A. Medical and Parental Consent Forms – No athlete will be eligible (includes tryouts and practices) unless there is on file 1) a doctor-certified physical examination form and 2) a signed parental consent form.
- B. Medical insurance – All athletes are required to have medical insurance prior to team tryouts in order to participate. Any athlete who participates in contact sports with Myron B. Thompson Academy or a regional school should purchase additional Interscholastic Sports Insurance offered by Guarantee Trust Life Insurance Company.
- C. Age Limit –
- a. Students are ineligible for varsity competition if they have reached the age of 19 years before September 1.
 - b. Students shall be ineligible for junior varsity participation if they have reached the age of 17 years before September 1.
 - c. The age of a student shall be determined first by a birth certificate; secondly, by a baptismal certificate; third by a notarized affidavit.
- D. Years of eligibility (4 Consecutive Years)
- E. Junior Varsity Eligibility – Upon entry into grade 9, students shall be limited to **two consecutive years** of eligibility in junior varsity sports. Once junior varsity players have been moved to the varsity list, these players shall keep varsity status until the end of the season.
- F. Academic Requirements (2.0 GPA)
- a. 2.0 GPA and passing all core courses are required
 - b. 2.0 GPA required for courses taken in the quarter, semester or year grades immediately preceding the activity

In the event Thompson Academy DOES NOT participate in a designated sport (i.e. football, soccer, etc.) the student will be able to try out for a sport at his/her home school. Example: MBTA student may try out for football at Kailua High School because MBTA will not be participating in football.

OFFICE INFORMATION AND DIRECTORY

Main Office:

Laniākea YWCA
1040 Richards Street, Suite 220
Honolulu, HI 96813
Phone: (808) 441-8000
Fax: (808) 683-7062
www.ethompson.org

Office Hours:

Monday – Friday: 7:30 am to 3:00 pm
(Appointment required)
Saturday & Sunday: Closed
Federal & State Holidays: Closed

Tech Support:

7:30 am – 3:00 pm
(Appointment required)
techsupport@ethompson.org
(808) 441-8080

Staff Directory

Located on our [website](#) under About/Faculty.

FERPA PARENT BROCHURE

PARENT NOTIFICATION



QUICK GUIDE TO

Student Information Privacy

For more information on privacy rights and laws, and how to exercise your rights, contact your school administrator or visit:

bit.ly/FERPAHI

This brochure is a condensed version of the Parent Notification & Guide to Student Information Privacy in Hawaii public schools. Online:

bit.ly/FERPAguide

What is FERPA?

FERPA is a Federal law that protects students' personally identifiable information (PII) and any information directly related to a student that is maintained in student education records. Schools, Complex Area offices, District offices, and state offices in the Hawaii State Department of Education (HIDOE) maintain student information in

- Paper formats, e.g., cumulative, Special Education, and English as a Second language files; and
- Electronic formats, e.g., Longitudinal Data System, Student Information System, electronic Comprehensive Student Support System, email.

These records may contain contact information, enrollment forms, report cards, transcripts, disciplinary letters, and more. PII includes any information which can be linked to a specific student, and which would allow a reasonable person in the community to identify the student.

Parents, guardians, and eligible students (those 18 and older) may:

- inspect and review student's education records by submitting a written request to the school principal that identifies the record(s) they wish to inspect;
- request the amendment of the student's education record to correct inaccurate or misleading information, or correct a violation of the student's privacy rights under FERPA;
- provide written consent before the school releases information contained in the student's education record;
- file a complaint with HIDOE and/or the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Parents, guardians, or eligible students may make their written requests directly to the school when requesting to inspect, review or amend records or to provide consent to release records.

Who is responsible for protecting student information?

Because employees and volunteers in HIDOE may come across student information, whether intentionally or by accident, everyone in our schools and HIDOE offices is responsible for protecting that information.

Who may have access to student education records and PII?

Generally, HIDOE must have written permission from the parent, guardian or eligible student in order to disclose PII or information from a student's education record to non-HIDOE personnel. However, school officials may, if they have legitimate educational interest or to fulfill their professional responsibility, have access to those records without consent. Some examples:

- To analyze data to improve teaching and learning;
- To manage HIDOE operations;
- To evaluate student, teacher, school and program outcomes;
- To provide supports or services to students, teachers and schools;
- To ensure records are accurate.

When is consent not required to release student information?

Generally, PII and information from a student's education record cannot be shared without consent, but there are several cases where FERPA regulations allow HIDOE to share records without consent. HIDOE makes every effort to ensure student information privacy is protected, and to notify parent, guardians, and eligible students when information is going to

be shared and why. The most common situations include:

- *School Officials.* Individuals designated as school officials by HIDOE may, if they have legitimate educational interest, receive student information without parent, guardian, or eligible student consent. HIDOE encourages staff in our public schools to share student data with colleagues in order to conduct evaluations of programs and student performance to improve outcomes and opportunities for students.

— *Directory Information.* HIDOE may designate some information as Directory Information, which may be released without consent, unless the parent, guardian, or eligible student has requested that information not be shared – this request is sometimes called an “opt out” request. Releasing Directory Information is not considered harmful or an invasion of privacy. Directory information is typically used in school publications, such as:

- A playbill, showing the student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

HIDOE has designated the following information as Directory Information:

- | | |
|--|--|
| • Student’s name | • Weight, height of members of athletic teams |
| • Address | • Awards received, including honors, diploma |
| • Phone number | • The most recent former educational agency, institution, or school attended |
| • Date and place of birth | • Graduation date |
| • Enrollment or withdrawal dates | |
| • Grade/class level | |
| • Participation in official activities, sports | |

FULL GUIDE ONLINE

Parent Notification & Guide to Student Information Privacy in HIDOE — bit.ly/FERPAguide

If a parent, guardian, or eligible student submits a written request for non-disclosure, sometimes referred to as an “opt out,” HIDOE may not disclose any or part of the student’s directory information per the non-disclosure request. The school will accept a signed and dated letter from the parent, guardian, or eligible student.

“Notice for Directory Information” can be found at bit.ly/hidoedirectoryinfo.

— *Transfer of Education Records.* HIDOE may disclose education records to another school or post-secondary institution at which the student seeks or intends to enroll or transfer, if the disclosure is for purposes of the student’s enrollment or transfer.

— *Health or Safety Emergency.* HIDOE may disclose information from education records in order to protect the health or safety of students or other individuals in the event of an impending or actual emergency or natural disaster.

— *State and Federal Agencies.* HIDOE may release education records to authorized representatives of the United States Comptroller General, Attorney General, or Secretary. HIDOE may also release education records to state and educational authorities.

— *Studies and Evaluations.* An individual, company, or organization conducting a study or evaluation on behalf of HIDOE may receive information from student education records if they only use the information for a specified purpose, and may not reuse that information or share it with another individual, company, or organization. They also may not use that information for marketing purposes.

How does HIDOE use student data to improve?

HIDOE shares student information across schools in the state in order to evaluate and improve instruction, and thereby provide better educational opportunities and outcomes for students. This sharing takes several forms:

- A student's past history is shared "forward" with the school officials in the school and Complex Area that she is now enrolled in or intends to enroll in. This ensures that the student's needs are met despite her transition. This process helps schools plan for incoming students.
- Data on current students are shared "back" to the school officials in the school and Complex Area a student was in during previous years to enable school officials to reflect on the policies and practices that may have affected a particular student's outcomes.
- Student data are analyzed at the Complex Area and State level to help determine which policies are effective and which need to be changed.

What is the Protection of Pupil Rights Amendment (PPRA)?

The federal PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if it is supported by the U.S. Dept. of Education:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by

the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students, created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

HIDOE will notify parents of students who are scheduled to participate in specific activities or surveys that involve one or more of the protected areas listed above and will provide an opportunity for the parent to opt his or her child out of participation.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification for Rights Under the PPRA can be found at bit.ly/hidoeppepra.

RIGHTS OF TRANSGENDER STUDENTS TO REQUEST SUPPORTS

Transgender students should talk with their counselor, Ms. Nakasone, if they have questions or concerns about supports for their own gender identity, including name, pronouns, gender expression, use of facilities, or participation in sex-segregated activities.

DAVID Y. IGE
SUPERINTENDENT



KATHRYN S. MATAYOSHI
SUPERINTENDENT

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

OFFICE OF THE SUPERINTENDENT

July 26, 2016

Dear Parents/Legal Guardians:

The State of Hawaii, Department of Education ("Department") strives to create a learning environment conducive to the overall development of the social-emotional health and well-being of all students.

The Department adheres to both federal and state non-discrimination laws, including Title IX of the Educational Amendments of 1972, a federal law which prohibits discrimination based on sex in schools. Further, Board of Education Policy #305.10 prohibits discrimination based on sex, and specifically includes discrimination based on a student's gender identity and expression as being a prohibited practice.

The United States Department of Justice ("DOJ") and the United States Department of Education, Office of Civil Rights ("US DOE OCR") issued joint guidance addressing education supports for transgender students. The DOJ and US DOE OCR made clear that Title IX's prohibition of discrimination based on sex includes discrimination based on a student's gender identity. The federal guidance states that when a school provides sex-segregated activities and facilities, transgender students must be allowed to participate in such activities and access such facilities consistent with their gender identity. The Department will adhere to the federal guidance when addressing issues including, but not limited to, use of preferred names and pronouns, use of sex-segregated facilities, and dress code.

The Department recognizes the importance of validating students' gender identity and expression and understands that at times, school is one of the few safe and supportive spaces a student may have to openly express their gender identity. Students who desire such supports, or any student with privacy concerns, including requests for increased privacy for use of restrooms or locker rooms, should contact their school administrator. Students may also contact the Civil Rights Compliance Office at (808) 586-3322 regarding requests for supports and about any privacy concerns.

Very truly yours,

A handwritten signature in black ink, appearing to read "K. Matayoshi".

Kathryn S. Matayoshi
Superintendent

KSM:lu

c: Stephen Schatz, Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Civil Rights Compliance Office

TECHNOLOGY RESPONSIBLE USE GUIDELINES



Technology Responsible Use Guidelines

(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)

1) Introduction

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines.

Parents and legal guardians (hereafter collectively referred to as "parent" or "parents"), with their child, should review the guidelines and sign the Technology Responsible Use Form ("TRUF"), which should be returned to the child's school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

2) Using technology is a responsibility and opportunity for our students

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

3) Monitoring for student safety

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student's files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

4) Consequences of violations

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to, Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled "Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism." Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school.

HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

5) *Online Educational Services*

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HIDOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HIDOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school's website or provided by the school upon request.

6) *Guidelines for general use and care of HIDOE-owned or leased digital devices*

- A) Students will only use digital devices provided by HIDOE for school-related activities.
- B) Students may only use electronic devices in the classroom authorized by the teacher.
- C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.
 - i) In the event the student has forgotten their username or password, contact the teacher for assistance.
 - ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.
- F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
- G) Reporting damaged/lost devices, viruses, and other issues
 - i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
 - ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
 - iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
 - iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

7) Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

- A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.
- B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
- C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.
- D) Protection of student personal information
 - i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
 - ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
 - iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
 - iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
 - v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
 - vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
 - vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) Unauthorized Uses of the Internet or HIDOE Digital Device

- A) Obscenity and harassment
 - i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
 - ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
 - iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) Copyright laws and plagiarism

- i) Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
- ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

C) Downloading, accessing, or copying materials for non-educational purposes

- i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
- ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business

- i) Students will not use the internet to access or disseminate "for profit" or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
- ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE's business.

E) Device and network security

- i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user's account.
- ii) Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE's computer systems or install rootkits which bypass system security.

F) Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.

HAWAII DEPARTMENT OF EDUCATION INTERNET SAFETY WEBSITE

Home > Beyond the Classroom > Safe Schools > Anti-Bullying Work > Internet safety

Internet safety

Internet safety is being aware of victimizing issues online such as being ripped off, disrespected, bullied, harrassed, scammed or stalked while online. We nurture a safe digital learning environment in our schools. This means promoting the idea of digital citizenship, defined as being a responsible, safe and ethical user of digital and internet technologies.

SHARE THIS:  



Rules of the road

Users of the Hawaii State Department of Education (HIDOE) Internet Portal System, Internet services and digital devices must comply with:

- **Acceptable Use Guidelines:** For employees, contracted workers, volunteers and all other non-student and non-parent users of HIDOE-owned or leased digital devices. [\[VIEW\]](#)
- **Technology Acceptable Use Guidelines:** For students and parents. [\[VIEW\]](#)

Internet access

Access to the Internet at Department schools and facilities is controlled through what's known as the Captive Portal — a cluster of Cisco Ironport appliances that are positioned at the perimeter of our Internet Portal System. The appliances are load balanced and are used to inspect all incoming and outgoing traffic to the Internet. The Captive Portal:

- Enforces the Department's Terms Of Use and [Acceptable Use Guidelines](#). Users will need to agree to the terms and policies before access is allowed. When accessing the Internet via a browser, a mandatory web page will pop up which users will need to read and agree to by clicking on the "accept button." Terms of Use are:

1. Any confidential or personally identifiable information contained in HIDOE's information systems are protected by federal and state laws, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), and applicable HIDOE rules, regulations, policies, and/or procedures.
 2. Accessing or seeking to gain access to such information by employees, except in the course of fulfilling job responsibilities, is prohibited. Furthermore, disclosing, using and/or altering any such information without proper authorization is also prohibited.
 3. Failure to abide by the applicable laws, rules, regulations, policies, and procedures may result in disciplinary action and/or penalties in accordance with such laws, rules, regulations, policies, and procedures.
- Performs web content filtering and monitoring for outgoing traffic. Using "reputation modeling," the Captive Portal can choke off delivery of content, such as incidents of violence that are going viral.
 - Inappropriate websites with content including pornography, gambling, hate crimes, drugs and others are blocked.
 - Provides protection from viruses/malware by inspecting incoming web traffic and filtering them out. Infected or compromised websites that are identified will get blacklisted and filtered.
 - Provides differentiated Internet access based on user identity. Adult DOE employees (i.e. admin/teacher/staff) who login and authenticate will be given access to websites normally blocked for students.
 - To comply with the [Children's Internet Protection Act](#) (CIPA) we are required to filter student access to offensive/inappropriate content over the Internet on school and library computers. Unfortunately, many social networking sites contain explicit and inappropriate content that need to be filtered for students, even though these sites also contain legitimate educational content.
 - Adult employees have the ability to access these restricted sites and access data such as the President's or Congressional members' speeches on Facebook, YouTube and other such sites that can be used in their curriculum or for research. Instructions for adults on how to circumvent student access blocks can be found on the [DOE Intranet](#) (login required).
 - Allows the Department to treat users who don't login and authenticate as guests. Students are currently considered guests — guest access filtered to comply with CIPA. Once we have a statewide student login database (future capability), we will be able to provide age-appropriate access.
 - Monitoring and logging. There should be no expectation of privacy. School computers, Internet Portal System and user accounts are the property of the Department and subject to monitoring similar to school lockers. All user Internet activities will be monitored and logged by login identity or IP addresses. These logs can and will be used in any disciplinary actions as required for inappropriate use.
 - Allows the Department to provide training and tips for cybersafety.

What are we protecting students from online?

Online sexual predators

An online sexual predator is an adult Internet user who uses the Internet to meet and seduce vulnerable children and underage teenagers into sexual encounters. In a recent study by the University of Hawaii, it was found that online sexual predators is the top concern of students, parents and teachers. A national study of 1,501 students found that 19.0% of them had been sexually solicited online. Overall, sexual encounters with minors fall under child pornography, a felony. Social networking sites are where predators lurk most often. See the [online safety tips](#) from the Federal Bureau of Investigation, or FBI.

Cyberbullying

Cyberbullying is the the continuous and deliberate act of harassment, embarrassment, or intimidation via digital communication device. Merriam-Webster defines it as the electronic posting of mean-spirited messages about a person (as a student) often done anonymously. Pseudonimity, which is the use of a pseudonym for anonymity, seems to encourage hurtful behaviors that would otherwise not be done face to face. As of 2012, Hawaii is only one of four states without a specific cyberbullying law. However, we do have laws against cyberharassment. In addition, cyberbullying is not tolerated in schools and warrants disciplinary action as described in Chapter 19. [National cyberbullying laws](#) are available at the National Conference of State Legislatures webpage.

Cyberstalking

Cyberstalking is the obsessive pursuit of someone using digital means. There is usually a pattern of malicious or threatening behavior that results in the victim feeling credible fear and harm. Reporting cyberstalking immediately is the best way to deal with cyberstalking. [National cyberstalking and cyberharassment laws](#) are available at the National Conference of State Legislatures webpage.

Sexting

Sexting is the sending of sexually explicit images via SMS message or other means via mobile phone, computer or any other device capable of electronic data transmission or distribution. It is against the law to sext in the state of Hawaii ([§712-1215.6](#)). Adults who sext with minors falls under child pornography, and is a felony. Minors who sext with other minors commit the offense of promoting minor-produced sexual images in the second degree, a petty misdemeanor. In a local study here, it was found that about 5 percent of 492 students surveyed had sent a sext.

Identity theft/fraud

Identify theft is the illegal use of someone else's personal information (as a Social Security number) in order to obtain money or credit as defined by Merriam-Webster dictionary. Being vigilant about personal information is the best way to protect against becoming a victim. The newest forms are "smishing" and "vishing" where scammers will text or voicemail call you to try to get personal information. The Federal Bureau of Investigation has a strong informational webpage about [internet fraud protection](#).

Use and stealing of copyright content

Violating copyright is using someone else's creative works without giving them proper credit. The spirit of copyright is to balance the benefits of the author with the benefits to society. Teachers and students should be aware of [fair use guidelines](#) and [digital millenium copyright act](#). Once someone puts something into a fixed medium, it is technically copyrighted. However, [registering a claim](#) on that copyright starts at \$35. A recommended resource is the [Taking the Mystery Out of Copyright"](#) lessons from the Library of Congress.

Of additional concern is the use of peer-to-peer sites where mostly music and videos are shared. Sometimes, the sharing is illegal. Worse is that child pornography, violent images and viruses are found on files shared via these sites.

Awareness of viruses/malware/hacker attacks and rogue apps

Criminals no longer need to physically break into your windows and doors to steal from you. They can break into your accounts to steal key holdings and possessions by hacking and using malicious code. Being aware of the sender and the source of downloaded files is critical to being safe online. Everyone should exercise vigilance about resources and opening random files. The FBI officially calls these "computer intrusions" and considers it a key area of their cyber crimes work. Check out their [E-Scams and Warnings](#) page to keep up to date.

Digital Citizenship

More and more, our lives are becoming digitized. Students need to understand digital environments, and the broad-based impacts their behavior in these environments have. Families are engaged partners in cultivating responsibility. Namely:

- The digital posts of today can be referenced tomorrow. What you say or do can be captured and last indefinitely.
- Colleges, employers and the community routinely reference digital profiles. What do you want the world to know about you?
- Being irresponsible with digital profiles and personal information can lead to identity theft.
- As with [bullying](#), cyberbullying is punishable under Chapter 19, which governs student misconduct and discipline. [Learn more](#).
- Theft of intellectual property for school assignments or other uses is punishable under Chapter 19. [Learn more](#).

Parents and families, in particular, have a crucial role to play in helping their children to become responsible digital citizens, and to train them to be ready for a digital world. This includes understanding social media, cyberbullying, privacy and internet safety, and more. Common Sense Media offers an excellent online education center for [parent concerns](#) that all families should review.

Also, this [family contract](#) features a "Kids' Pledge" that provides a valuable conversation starter and structure for defining digital rules in households.

HAWAI'I DEPARTMENT OF EDUCATION ANTI-BULLYING WEBSITE

Home > Parents and Students > Anti-Bullying Work

Bullying Prevention Work

The Department is committed to providing a safe and enjoyable learning atmosphere for students, families and educators. We work to reduce bullying and cyberbullying by emphasizing a culture of respect, responsibility and resiliency, using a framework of prevention, response and follow-up. We work with communities to promote understanding, and investigate incidents to ensure student safety.

SHARE THIS:  



NEW! Speak Now HIDOE reporting app now available for middle and high schools!

This easy-to-use app offers students another way to report bullying incidents that happen on campus, on HIDOE transportation, or at HIDOE-sponsored events. The app is now available for middle schools and high schools.



What is it?

- “Bullying” — any written, verbal, graphic, or physical act that hurts, harms, humiliates or intimidates a student, including those with protected class statuses, that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.
- “Cyberbullying” — electronically transmitted acts, including but not limited to those transmitted through the Internet, cell phone, or other wireless hand-held device initiated by one student toward another student or employee of the department that hurts, harms, humiliates, or intimidates the student or employee; and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening, or abusive educational environment. Cyberbullying can occur:
 1. On campus, or other department premises, on department transportation, or during a department sponsored activity or event on or off school property;
 2. Through a department data system without department authorized communication; or
 3. Through an off campus computer network, if the conduct impacts the educational environment.

Additionally, cyberbullying may also be based on a person’s protected class, including but not limited to, a person’s race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, disability, physical appearance and characteristics, and socio-economic status. Please review our guidelines on [social media and texting abuse here](#).

FROM THE SUPERINTENDENT: To be clear, bullying is not acceptable in Hawai‘i’s public school system. [\[VIEW\]](#)

YOUR ROLE: Everyone has a role to play in bullying prevention and response. Click to learn more:

- Parents and Families [\[VIEW\]](#)
- Students, including victims, perpetrators and bystanders [\[VIEW\]](#)
- Staff [\[VIEW\]](#)

A community issue

Bullying belongs to all of us. School staff can address incidents and support students at school, but they cannot stop bullying — in all its forms, and in all the places it occurs — on their own. Families, students, and communities have a role to play to adopt and promote a culture of respect, responsibility and resiliency.

We urge families to talk with their children about being respectful and empathetic towards others, including those different from themselves. In our schools, we cultivate these characteristics as part of [Nā Hopena A’o](#), social-emotional learning, and other efforts. While bullying can happen to anyone, students may also be targeted because of race, socio-economic status, sexual orientation, gender identity, learning disabilities and other qualities; a violation of [civil rights laws](#).

Community-wide strategies can help identify and support children who are bullied, redirect the behavior of children who bully, and change the attitudes of adults and youth who tolerate bullying behaviors in peer groups, schools, families and communities.

Any child who is bullied or who witnesses a bullying incident is encouraged to tell a trusted adult. (Additionally, students in our middle and high schools can report using the [Speak Now HIDOE](#) app.) If an incident happens on our school campuses, on HIDOE transportation, or during a HIDOE-sponsored event, appropriate school personnel will investigate and follow up.

Our approach:

1. **Prevention:** All schools are invested in building a positive school culture and climate to encourage all students to be respectful and empathetic. To address bullying behaviors schools may be implementing one or more the following:
 - School-wide positive behavior practices that teach students to be respectful, responsible and compassionate learners.
 - Anti-Bullying Programs: Communities are unique, and schools have different approaches based on their community's needs. Some schools have students leading their anti-bullying efforts.
 - Community Partnerships: Many schools cultivate relationships with community agencies, health and wellness providers, policing and community policing groups, legal advisors, cultural practitioners and others to broaden supports.

2. **Response:** When an incident happens, the principal or his/her designee investigates to:
 - Determine whether an offense as defined by Hawaii Administrative Rules (HAR) [Chapter 19](#) occurred.
 - Make an entry in the Department's student support database, which allows schools to identify, monitor and track student concerns over time.

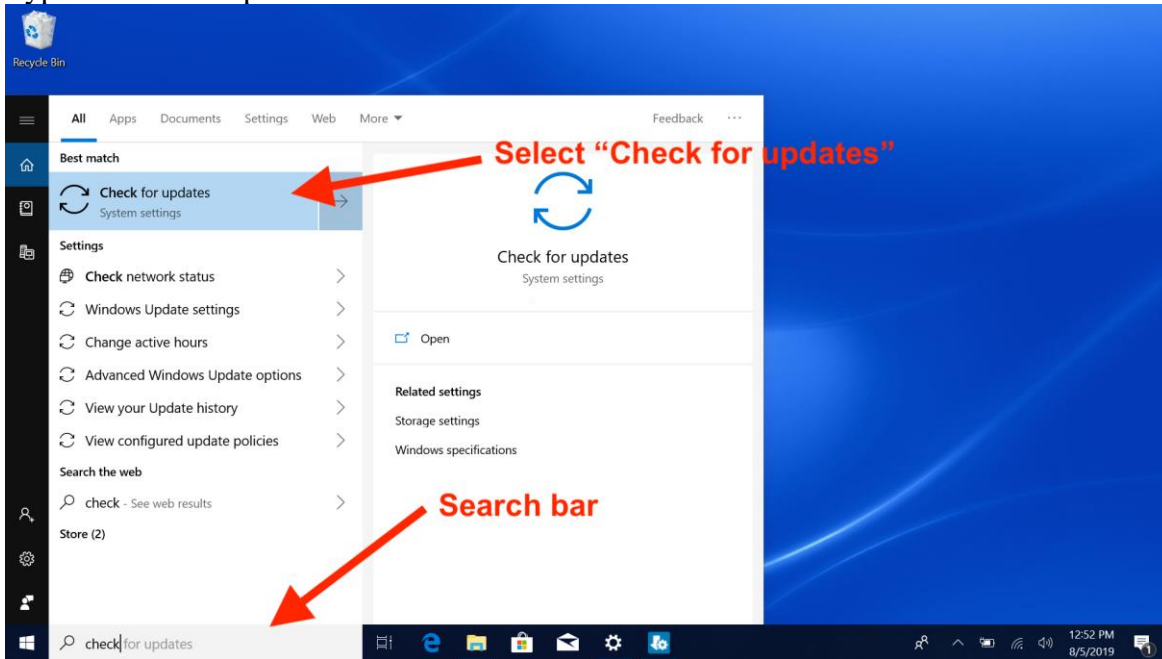
3. **Follow-up:** School staff provide supports to victims and bullies to address ongoing conditions that may have contributed to the bullying incident and to help prevent future incidents. These conditions may include issues at home, stress, abuse, and health, social-emotional and behavioral health issues, among others.

How to Update your Dell Laptop

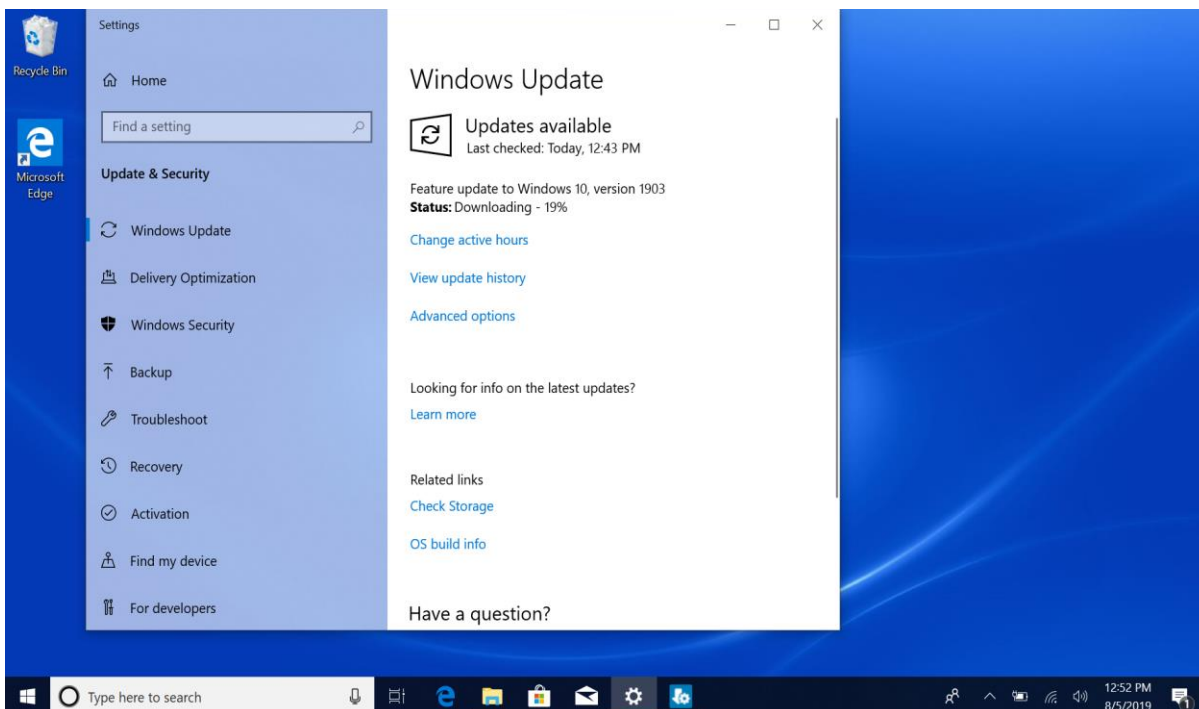
It is critical that your school laptop is up-to-date with the current operating system software, including drivers, firmware and other necessary updates. These updates will ensure stronger computer security and enhance compatibility with new computer programs.

To Update Windows 10 Operating System:

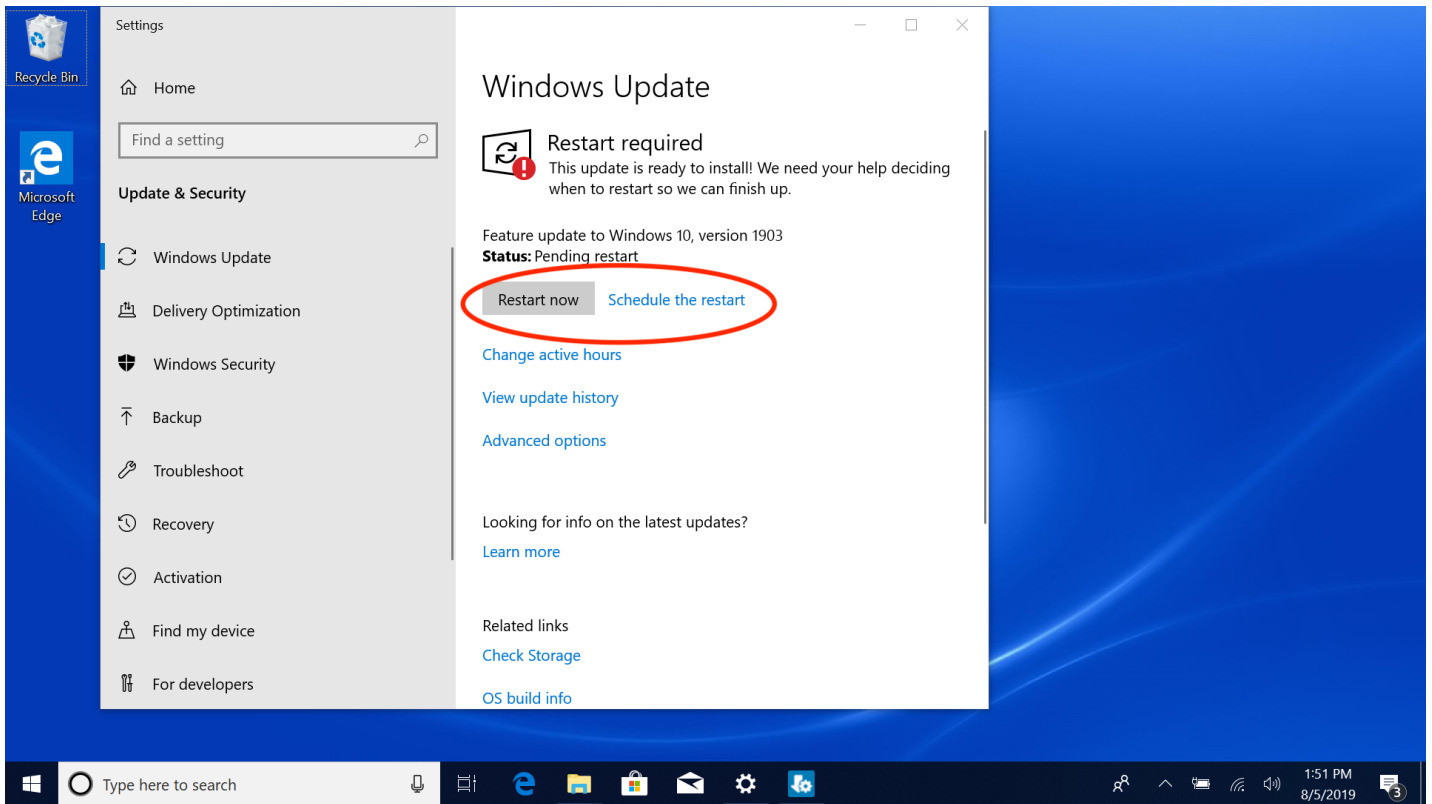
Type "Check for updates" in the search bar in the lower-left of the screen.



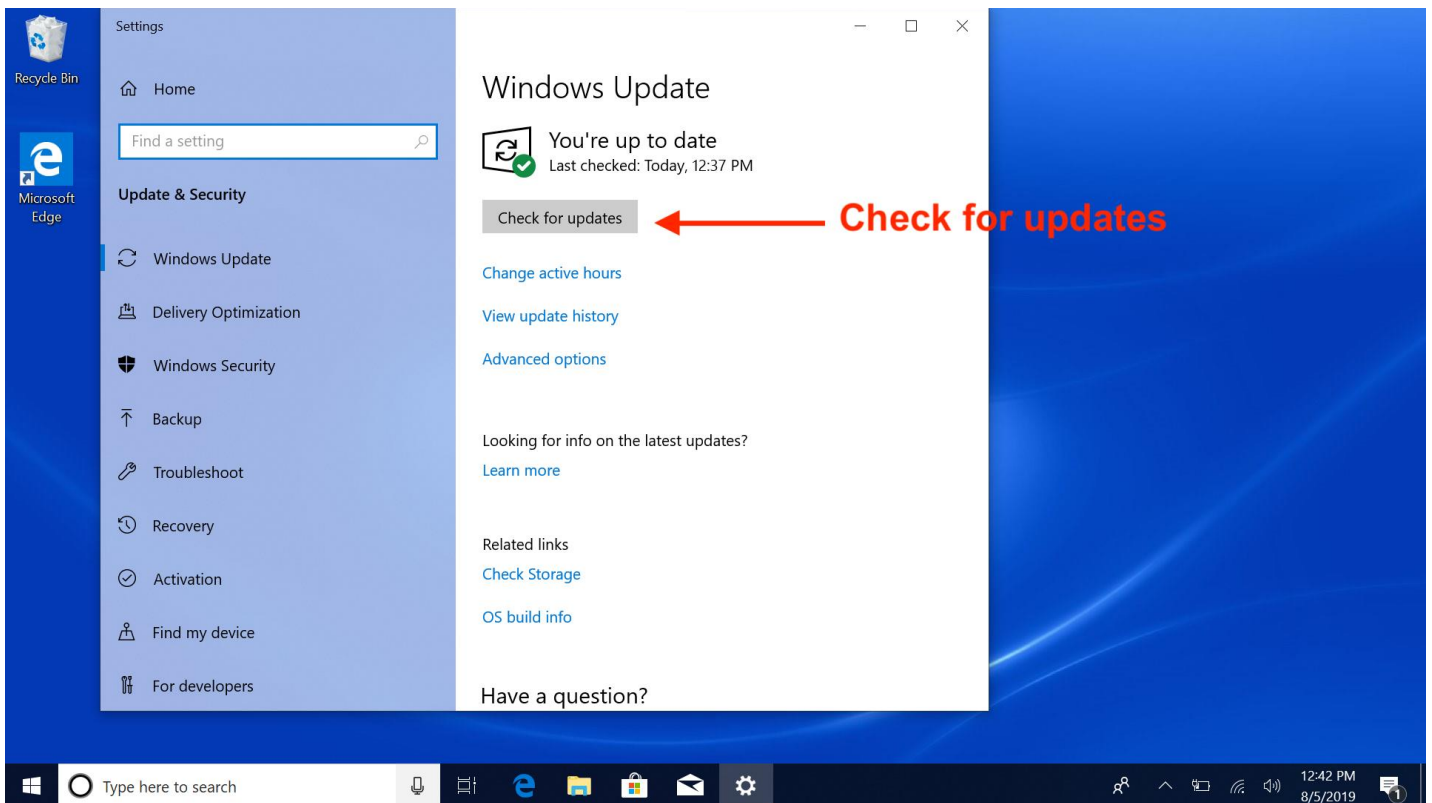
Once you're on the Windows Update screen, it will automatically run the update and can run in the background while you work.



Note that some major updates require a restart.

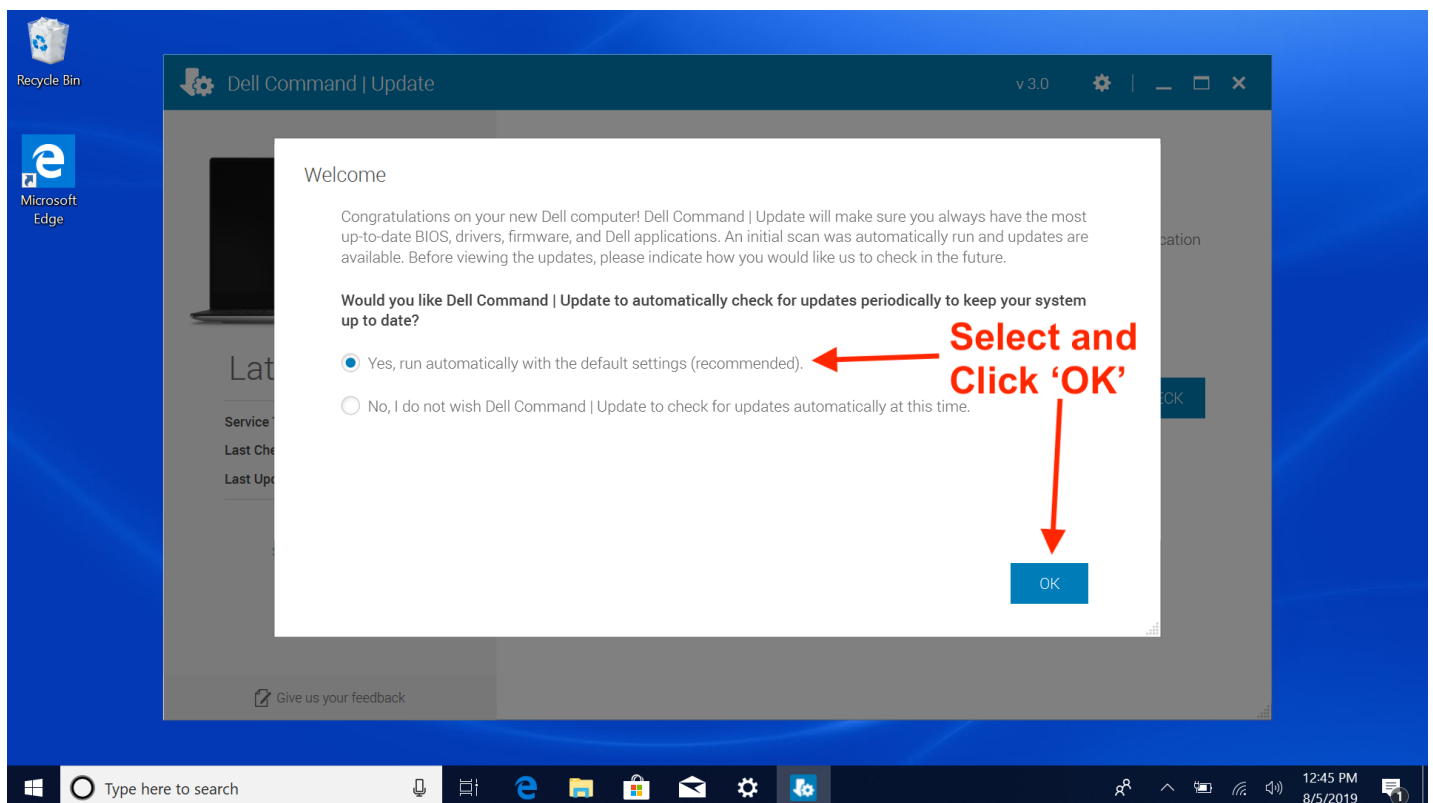
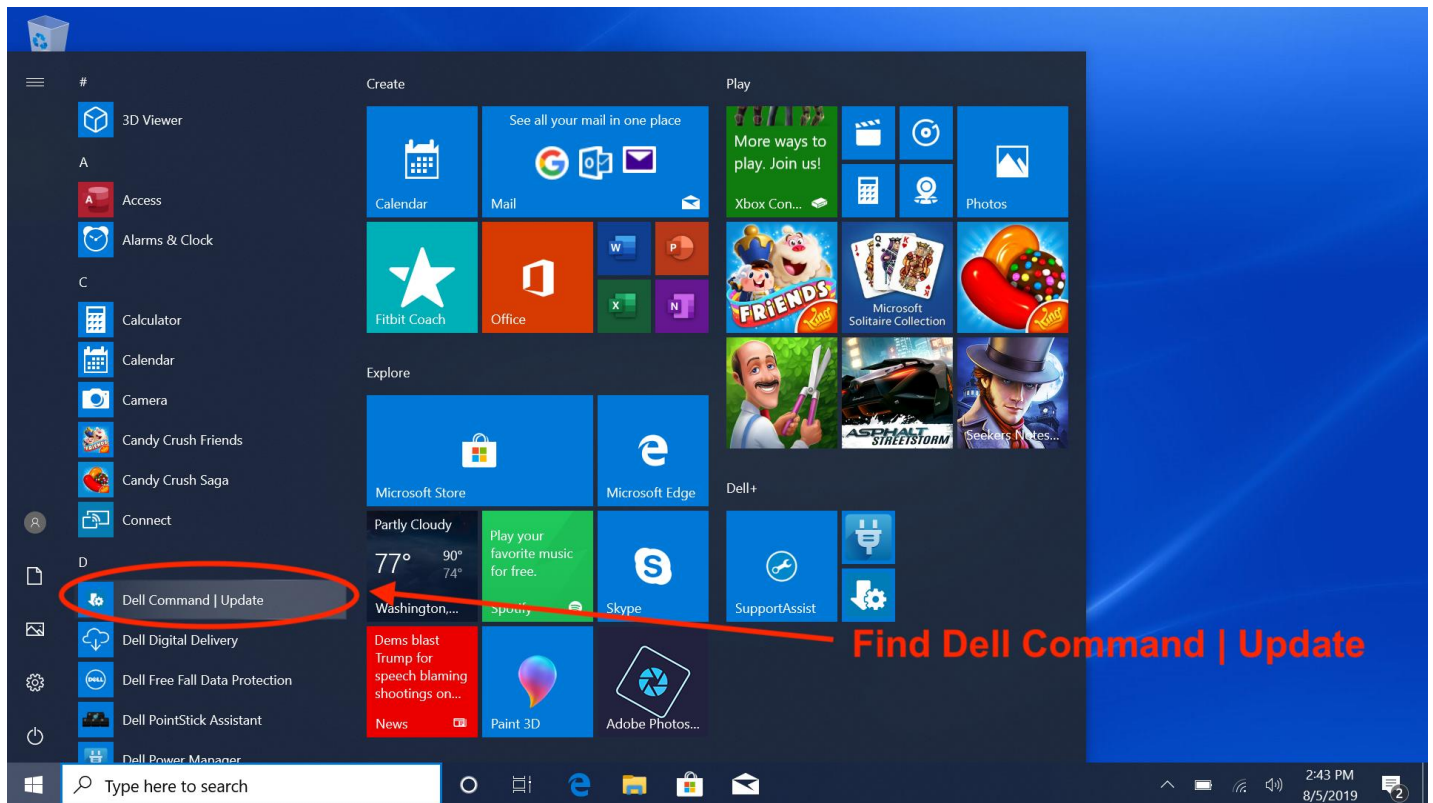


To check if your computer is up-to-date, click on "Check for updates" button.



To Update Drivers and Firmware:

Find the app called "Dell Command | Update". You can also search for it in the search bar.



Recycle Bin

Microsoft Edge

Dell Command | Update v 3.0

Welcome

Dell Command | Update checks online for the latest BIOS, driver, firmware, and Dell application updates for your system. The application downloads and installs the updates as well.

Updates
To check for updates to your system, click **CHECK**.

Check for updates → **CHECK**

Latitude 5400

Service Tag: 21WV2X2
Last Check: 12:20 PM Today
Last Update: Never

[Update History](#)
[System Information](#)
[Activity Log](#)

[Give us your feedback](#)

Type here to search

12:46 PM 8/5/2019

Recycle Bin

Microsoft Edge

Dell Command | Update v 3.0

The system needs to be rebooted to complete the BIOS update.

Warning: The power adapter and any peripheral devices such as Dell type-C docks must not be disconnected from the system while installing BIOS and/or firmware updates. Disconnecting such devices during installation may lead to system instability or unusable peripheral devices.

Critical Updates (0 of 0)

Recommended Updates (11 of 11; 722.1 MB)

Optional Updates (0 of 0)

Dell Docking Solution

Some updates will be disabled since they cannot be installed in this run.

Automatically restart system (when required).

Install recommended updates → **INSTALL**

[VIEW DETAILS](#)

Latitude 5400

Service Tag: 21WV2X2
Last Check: 12:46 PM Today
Last Update: Never

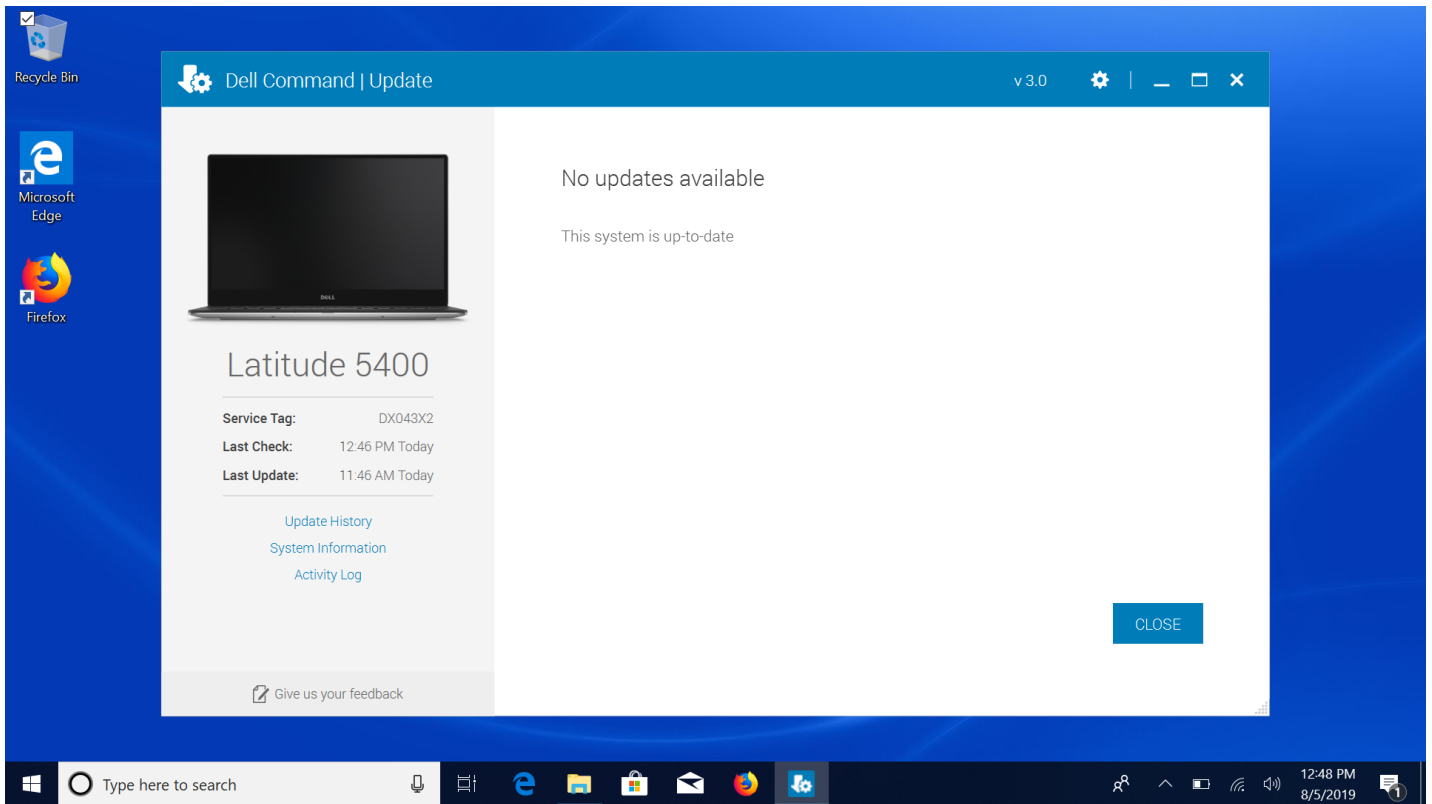
[Update History](#)
[System Information](#)
[Activity Log](#)

[Give us your feedback](#)

Type here to search

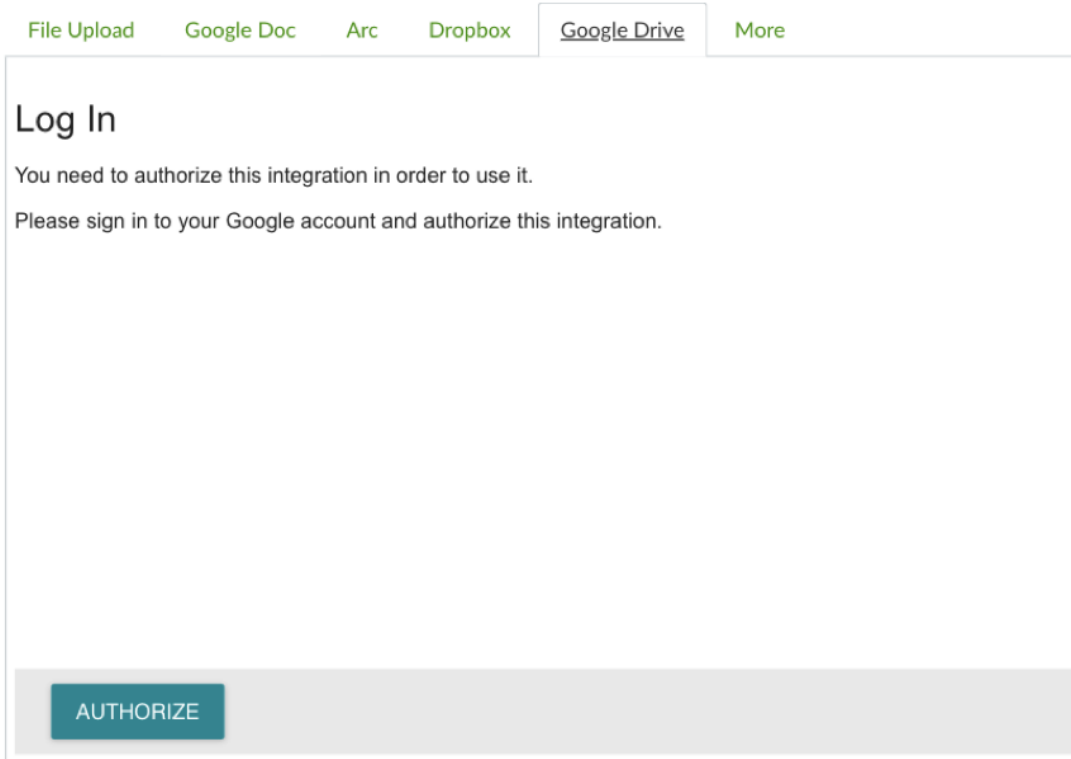
12:49 PM 8/5/2019

Once your system is up-to-date, it should look like the following:

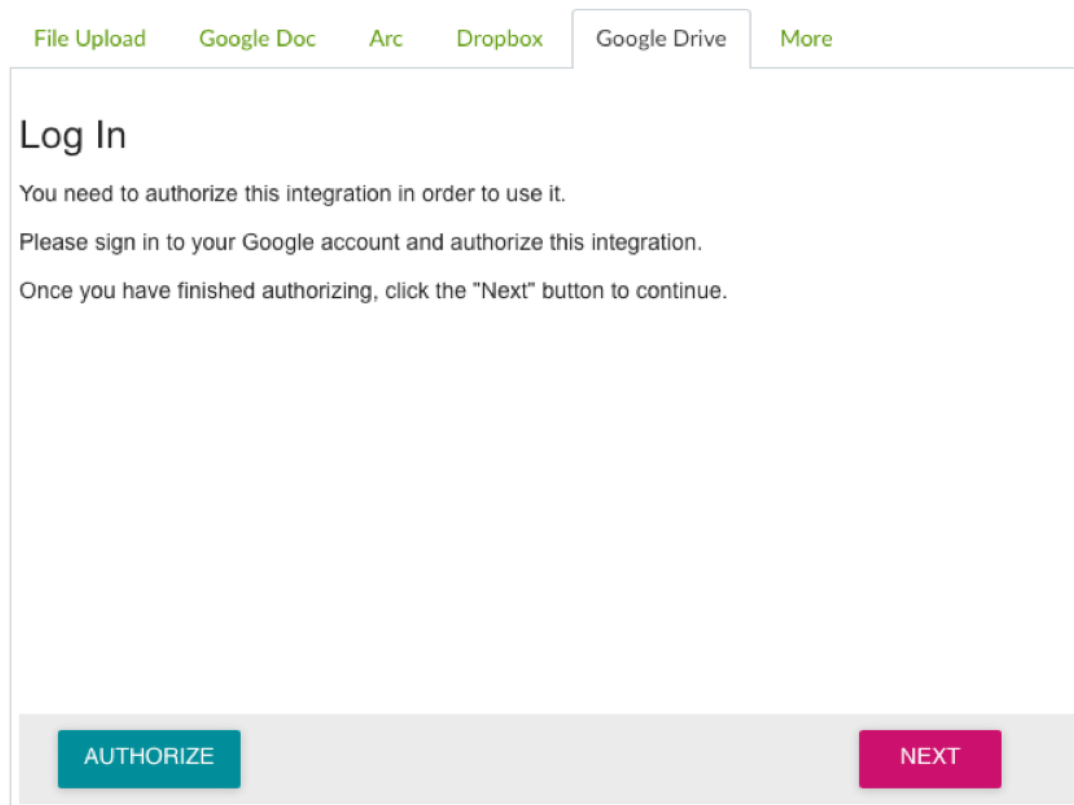


How to Authorize your Google Drive account with Canvas

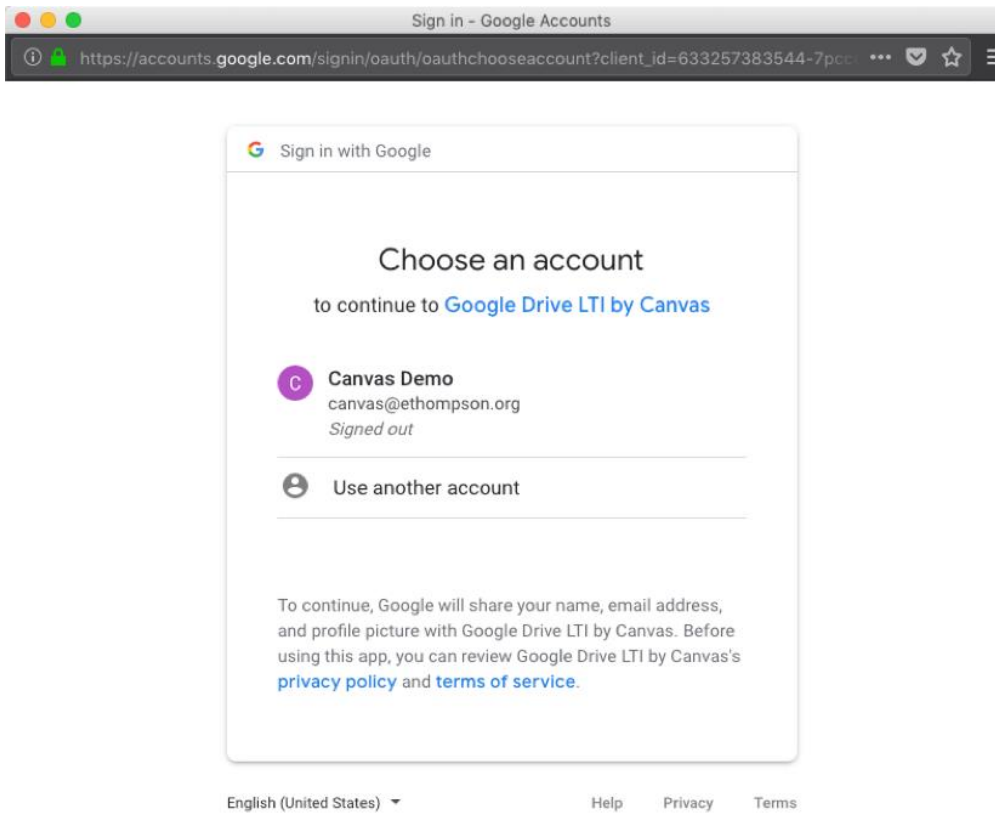
Step 1: Select “Google Drive” tab and click “Authorize” button



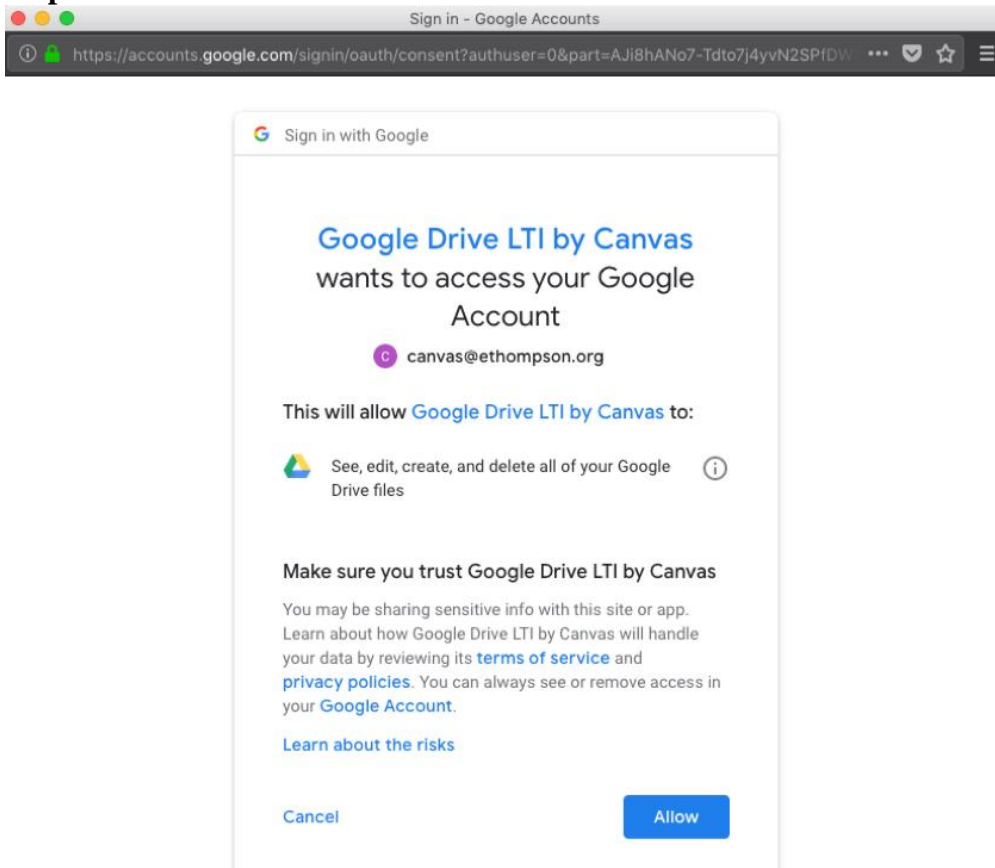
Step 2: Follow window prompt



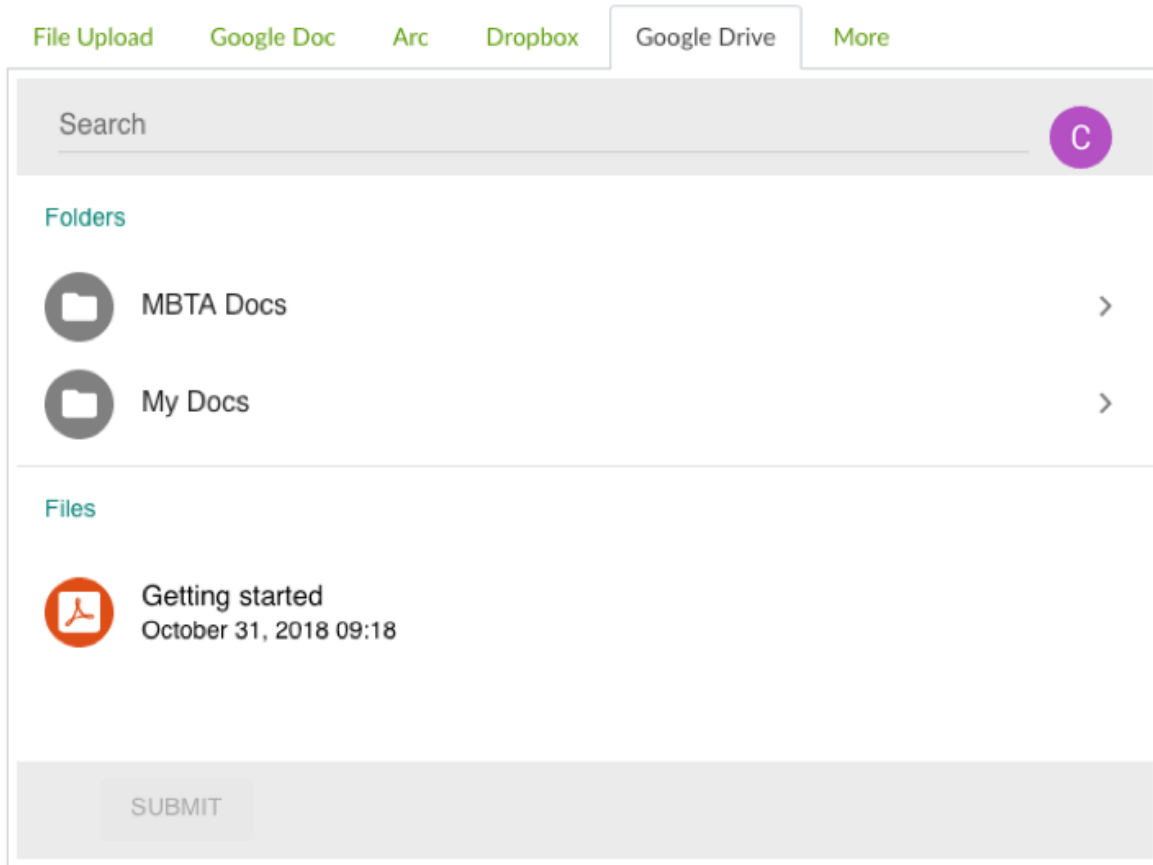
Step 3: Enter your MBTA school account information



Step 4: Click “Allow” button



Step 5: You now have access to your Google Drive account



Note: You can still use the “Google Doc” option. However, “Google Drive” has a better Graphical User Interface (GUI).