



Student Handbook  
Grades 7-12  
*School Year 2022-2023*

## MESSAGE FROM THE PRINCIPAL – 2022-2023

Another exciting school year is about to begin with more unforeseen challenges that will demand stronger commitment, courage, compassion, and creativity from us all. The great news is that MBTA is blessed with a faculty and staff that possess character, intellectual strength and dedication to task who always persevere through the tough times and celebrate the good times. MBTA students, supported by caring parents, have demonstrated excellence in learning. Their curiosity about the world around them has helped them build their sense of self-worth, developed a deep understanding and care for humanity and equipped them with the knowledge and capacity in economic, environment, and social endeavors.

Let's all get ready to enjoy the new school year and see how many new adventures, new friends and new knowledge await us! Have a great year!



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## **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 a 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 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.

### **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](#).

## 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)

## SECONDARY CAMPUS RULES AND PROCEDURES

1. Students may report to campus (which includes YWCA property) no earlier than 15 minutes before the start of class and must leave campus no later than 15 minutes after class ends.
2. Students must make an appointment directly with a teacher/staff member to meet outside of scheduled class time. The teacher/staff member is responsible for supervision.
3. Students must go directly to their classroom or appointment with a teacher/staff when they arrive on campus.
4. Students must wear a current school ID while on campus. The school ID must be visible at all times.
5. Students must be supervised by a teacher/staff member at all times when they are on campus.
6. Students are not allowed to leave campus to buy food/drinks. Once students come to school, they must remain there until they are done for the day. Students should bring food/drink from home or stop at the store before they step foot on campus.
7. Students who will be on campus during lunch may bring a snack or lunch to eat in the designated lunch area.
8. When in classrooms and the breezeway, students must follow these rules:
  - Dress appropriately; remove hats when indoors
  - No gum chewing, food, or drinks except for water in closed containers
  - Show respect for other students' right to have a quiet study environment
  - Set cell phones to vibrate or silent
  - Request supervising teacher's permission to take phone calls
  - Request supervising teacher's permission to visit the bathrooms
  - Clean up their work area before they leave
  - No public display of affection

## **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 1<sup>st</sup>, 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 10<sup>th</sup> Grader

	Course 1	Course 2	Course 3	Course 4
<b>Quarter 1 10 Weeks</b>	English 2A (0.5 credit)	Biology A (0.5 credit)	Ceramics 1A (0.5 credit)	Geometry A
<b>Fall Break</b>				
<b>Quarter 2 10 weeks</b>	English 2B (0.5 credit)	Biology B (0.5 credit)	Ceramics 1B (0.5 credit)	Geometry A (0.5 credit)
<b>Winter Break</b>				
<b>Quarter 3 10 weeks</b>	US History A (0.5 credit)	Health (0.5 credit)		Geometry B
<b>Spring Break</b>				
<b>Quarter 4 10 weeks</b>	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 *Student Information Change* 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](mailto:mrsumiye@ethompson.org), or telephone, 808-441-8047.

## **FORMS**

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

- Secondary Program Change
- Secondary Notification of Travel
- Secondary Transcript Request
- Secondary Information Change
- 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](http://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 2022-2022**

### **Smarter Balanced Assessments (SBA)**

- All students in grades 3-8 and 11 will be tested
- The testing period for grades 3-11 is between 2/21/23 and 5/26/23
  - 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 1/10/23 and 5/26/23
- 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 11/21/22 and 12/16/22
  - 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 4/24/23 and 5/26/23
  - 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 2/27/23 and 3/31/23
  - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- The testing period for 11th graders is between 2/28/23 and 3/9/23
  - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- For more information visit: [ACT Testing](#)

# 2022-2023 OFFICIAL SCHOOL CALENDAR

Myron B. Thompson Academy

## 2022-2023 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 26, 2022 - January 3, 2023; 2nd Semester: January 4, 2023 - May 30, 2023

Students' Work Year - 1st Semester: August 1, 2022 - December 16, 2022; 2nd Semester: January 4, 2023 - May 26, 2023

Student Teacher			Su	M	T	W	Th	F	Sa	
Week	Days	Days								
			<b>July 2022</b>							<b>1st SEMESTER - 89 Student Days (Ends December 16)</b>
1	0	4	17	18	19	20	21	22	23	July 26: Teachers' First Day
2	5	9	24	25	26	27	28	29	30	July 26-July 29: Teacher Work Days (no students)
3	10	14	<b>August</b>							August 1: Students' First Day
4	14	18	31	1	2	3	4	5	6	August 19: Statehood Day
5	19	23	7	8	9	10	11	12	13	
6	24	28	14	15	16	17	18	19	20	
7	28	32	21	22	23	24	25	26	27	
8	33	37	<b>September</b>							September 5: Labor Day
9	38	42	28	29	30	31	1	2	3	
10	43	47	4	5	6	7	8	9	10	
11	43	47	11	12	13	14	15	16	17	
12			18	19	20	21	22	23	24	
13	53	57	<b>October</b>							October 3-7: Fall Break***
14	58	62	25	26	27	28	29	30	1	
15	63	67	2	3	4	5	6	7	8	
16	66	70	9	10	11	12	13	14	15	
17	71	75	16	17	18	19	20	21	22	
18	74	78	23	24	25	26	27	28	29	
19	79	83	<b>November</b>							November 8: Election Day
20	84	88	30	31	1	2	3	4	5	November 11: Veterans Day
21	89	93	6	7	8	9	10	11	12	November 24: Thanksgiving
22			13	14	15	16	17	18	19	November 25: School Holiday
23			20	21	22	23	24	25	26	
24	92	97	<b>December</b>							December 19-December 30: Winter Break***
25	97	102	27	28	29	30	1	2	3	
26	101	106	4	5	6	7	8	9	10	
27	106	111	11	12	13	14	15	16	17	
28	111	116	18	19	20	21	22	23	24	
29	116	121	25	26	27	28	29	30	31	
30	120	126	<b>January 2023</b>							December 26: Christmas (observed)
31	124	130	1	2	3	4	5	6	7	January 2: New Year's Day (observed)
32	129	135	8	9	10	11	12	13	14	January 3: Teacher Workday (no students)*
33	134	140	15	16	17	18	19	20	21	January 16: Dr. Martin Luther King Jr. Day
34			22	23	24	25	26	27	28	
35	139	145	<b>February</b>							Feb. 17 - Institute Day (no students during the week)
36	143	149	29	30	31	1	2	3	4	
37	147	153	5	6	7	8	9	10	11	
38	152	158	12	13	14	15	16	17	18	
39	157	163	19	20	21	22	23	24	25	February 20: Presidents' Day
40	162	168	26	27	28	1	2	3	4	
41	167	173	5	6	7	8	9	10	11	
42	172	178	<b>March</b>							March 13-17: Spring Break***
43	177	183	12	13	14	15	16	17	18	
44	182	188	19	20	21	22	23	24	25	
45	182	189	26	27	28	29	30	31	1	
	-2*	+1**	2	3	4	5	6	7	8	
	180	190	<b>April</b>							March 27: Kuhio Day (observed)
	180	190	26	27	28	29	30	31	1	April 7: Good Friday
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	
			16	17	18	19	20	21	22	
			23	24	25	26	27	28	29	
			<b>May</b>							May 26: Last Day for Students & Second Semester Ends**
			30	1	2	3	4	5	6	May 29: Memorial Day
			7	8	9	10	11	12	13	May 30: Last Day for Teachers
			14	15	16	17	18	19	20	
			21	22	23	24	25	26	27	
			<b>June</b>							
			28	29	30	31	1	2	3	

Approved November 19, 2020

### OFFICIAL STATE HOLIDAYS: 2022-2023 SCHOOL YEAR

\*2 Instructional days shall be converted to a non-student day for school planning and collaboration.

\*\*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.

Statehood Day: August 19, 2022  
Labor Day: September 5, 2022  
Election Day: November 6, 2022  
Veterans Day: November 11, 2022  
Thanksgiving Day: November 24, 2022  
Christmas Day (obs.): December 26, 2022

New Year's Day (obs.): January 2, 2023  
Dr. Martin Luther King Jr. Day: January 16, 2023  
Presidents' Day: February 20, 2023  
Prince Jonah Kūhio Kalanianaʻole Day (obs.): March 27, 2023  
Good Friday: April 7, 2023  
Memorial Day: May 29, 2023

\*Teacher work day between semesters: January 3 \*\*Commencement exercises: No sooner than May 19, 2023

\*\*\*For 10-month teachers - Intersession: Oct. 3-7; Recesses: Dec. 19-Dec. 30 & March 13-17  
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 10<sup>th</sup> and 11<sup>th</sup> grade students participate
- Assesses critical reading, math problem-solving and writing skills
- 11<sup>th</sup> 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](http://www.actstudent.org)
- Test prep course scheduled for all 11<sup>th</sup> graders in Quarter 2

## GRADE LEVEL PROMOTION

### **7<sup>th</sup> and 8<sup>th</sup> Grade Promotion**

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

### **10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grade Promotion**

- *9<sup>th</sup> grade students must earn 5 credits to be promoted to Grade 10*
- *10<sup>th</sup> grade students must earn a total of 11 credits to be promoted to Grade 11*
- *11<sup>th</sup> 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"> <li>• World Language (note 5)</li> <li>• Fine Arts (note 6)</li> <li>• Career and Technical Education (note 7)</li> </ul>	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
<b>TOTAL:</b>	<b>24 credits</b>

#### Notes:

- 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).
- 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).
- 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).
- 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](http://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 **4<sup>th</sup> 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)

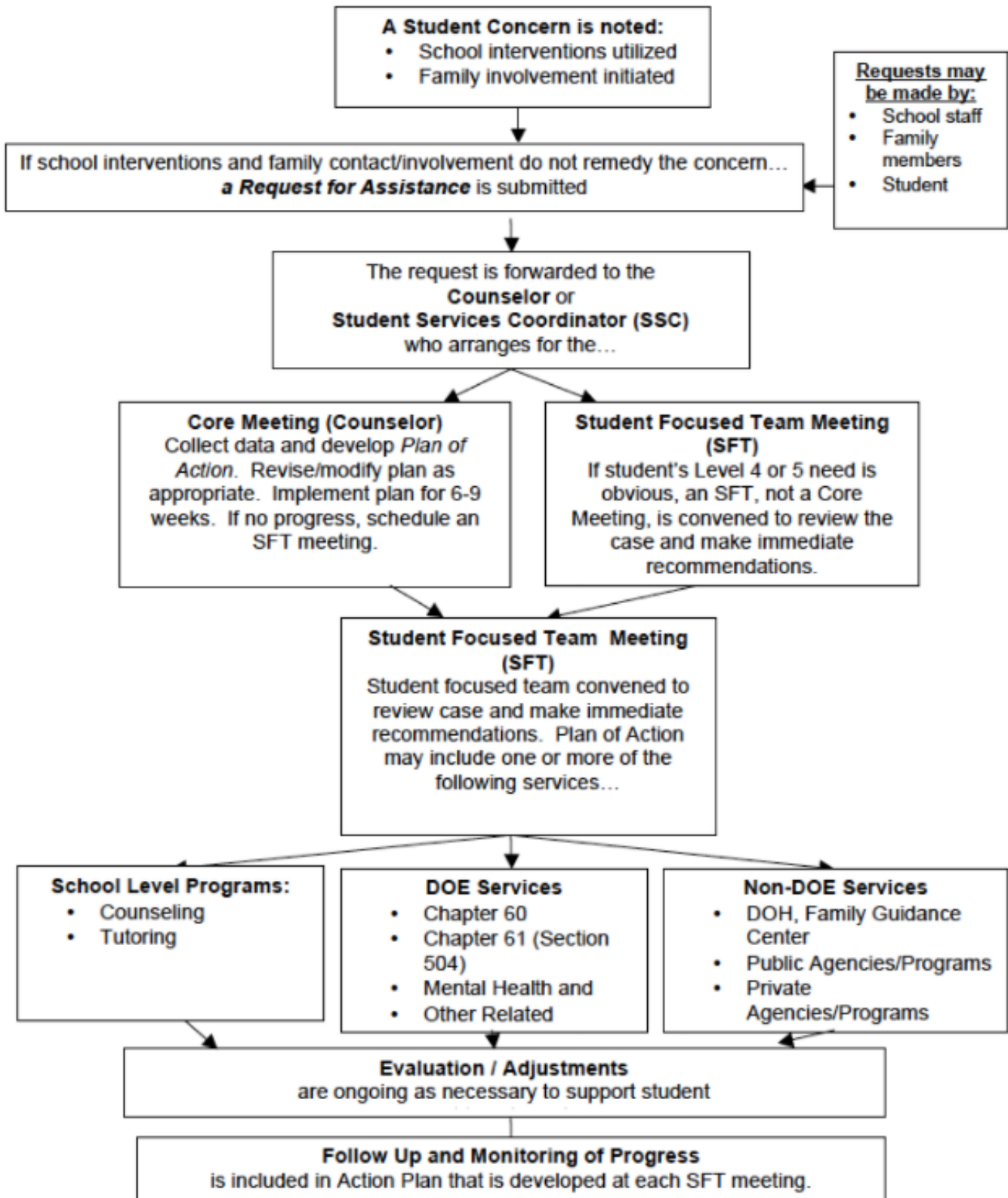
1. Help with navigation of courseware
2. Help with study habits (refer to *Curriculum Adaptations for Students with Learning and Behavior Problems*)
3. Help with prerequisite skills for course (i.e. notetaking, basic math)
4. Recommendation for tutorial help with teacher
5. Counseling sessions with counselor
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, 11<sup>th</sup>, and 12<sup>th</sup> 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., Participation in school or community service is also required with a minimum requirement of 10 hours of documented community service verified by a supervisor.

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 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:

- 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.
- 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.
- Age Limit –
  - Students are ineligible for varsity competition if they have reached the age of 19 years before September 1.
  - Students shall be ineligible for junior varsity participation if they have reached the age of 17 years before September 1.
  - The age of a student shall be determined first by a birth certificate; secondly, by a baptismal certificate; third by a notarized affidavit.
- Years of eligibility (4 Consecutive Years)
- 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.
- Academic Requirements (2.0 GPA)
  - 2.0 GPA and passing all core courses are required
  - 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](http://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](mailto:techsupport@ethompson.org)  
(808) 441-8080

### **Staff Directory**

Located on our website under About/Faculty.  
[www.ethompson.org](http://www.ethompson.org)

# FERPA PARENT BROCHURE – 10/2019

## How does HDOE use student data to improve?

HDOE 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, to ensure her needs are met despite her transition, and help schools plan for incoming students.
- Student data 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:

1. 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:
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parents; or
  - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;
  - 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
  - Activities involving collection,

disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

HDOE 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.

Notification for Rights Under the PPRA can be found at [bit.ly/hidoeppra](http://bit.ly/hidoeppra) or by contacting the school office.

## How to file a complaint

Parents who believe their rights have been violated under FERPA or PPRA may file a complaint with:

HIDOE by mail:  
Data Governance & Analysis Branch  
Department of Education  
P.O. Box 2360  
Honolulu, HI 96804

HIDOE by email:  
[FERPA@k12.hi.us](mailto:FERPA@k12.hi.us)

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

## What is FERPA?

The Family Educational Rights and Privacy Act (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 (HDOE) maintain student information in:

- Paper formats, e.g., cumulative, Special Education, and English Learner files; and
- Electronic formats, e.g., Longitudinal Data System, Student Information System, and electronic Comprehensive Student Support System.

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; and
- file a complaint with HDOE 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. 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; and
- 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 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 will be shared and why. The most common situations include:

— *School Officials.* Individuals



## 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](http://bit.ly/FERPAHI)

This brochure is a condensed version of the Parent Notification & Guide to Student Information Privacy in Hawaii Public Schools and is available online at [bit.ly/FERPAguide](http://bit.ly/FERPAguide) or you may obtain a hardcopy from the school.

designated as school officials by HDOE may, if they have legitimate educational interest, receive student information without parent, guardian, or eligible student consent. HDOE 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 is sometimes referred to as 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, address, and telephone number;
- Date and place of birth;
- Dates of attendance (i.e., enrollment and withdrawal dates);
- Grade (class) level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Awards received, including honors and Certificates of Completion (e.g., diploma);

- The most recent previous educational agency, institution, or school attended; and
- Graduation date

If a parent, guardian, or eligible student submits a written request to "opt out," HIDOE may not disclose any or part of the student's directory information. The school will accept a signed and dated letter from the parent, guardian, or eligible student. More information regarding Directory Information and how to opt out is available online at [bit.ly/hidoeDirectoryinfo](http://bit.ly/hidoeDirectoryinfo); for a hard copy, please contact the school.

— *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.

For more information on privacy rights and laws, and how to exercise your rights, contact your school administrator or visit: [bit.ly/FERPAHI](http://bit.ly/FERPAHI)

Rev. October 2019

# 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  
GOVERNOR



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 dark 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/FERPAHL>.

### 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

🏠 ▶ Parents and Students ▶ Anti-Bullying Work ▶ Internet safety

## Internet safety

Internet safety is being aware of victimizing issues online such as being ripped off, disrespected, bullied, harassed, 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.

## Rules of the road

Users of the Hawaii State Department of Education's (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. [\[VIEW\]](#)

Any violation of these guidelines can result in being banned from network access and/or punishment under the provisions of [Chapter 19](#). Access is a privilege and all users of the HIDOE network and devices are expected to engage in safe, ethical behavior online.

## Handling bullying, threatening and disturbing digital messages

Many students have access to their own devices as well as cellular and free-access networks, so we encourage parents to empower their children with the tools necessary to resolve these incidents when they occur. Trusted adults at schools are also available to help, and students can also use our [Speak Now HIDOE app](#) to report incidents. When abusive incidents occur on texting apps or social media platforms:

1. **Do not respond and do not retaliate.** A natural reaction to an inappropriate message is to hit the reply button and fire back. As with other types of conflict, a series of back-and-forth retaliations will cloud the establishment of a "perpetrator" or a "victim." It is common for one student to claim he/she is the victim while the other says he/she is the victim, when there is a record of insults on both sides. And it is common for both students in these situations to face discipline regardless of "who started it."
2. **Report the disturbing messages/abuse to a parent or school administrator and don't be a bystander.** It is difficult for victims to ask for help. They are either scared that the harassment will continue or escalate, or that they will be branded a "snitch." We encourage students who are bystanders to these messages to report bullying, threatening, and hurtful behavior so that adults may de-escalate the situation.
3. **Document the abusive, bullying, and threatening messages/behavior.** If possible, take screenshots of all of the threatening messages immediately. If the instigator thinks you are going to report them to the school or police, they may try to cover their tracks by deleting their remarks or their entire account. This is especially critical in the case of a threat of violence. Although law enforcement can sometimes recover deleted messages directly from the social media provider, having a picture of the post or message can help the authorities better know how to proceed.
4. **Report abuse to the hosting site.** All reputable social media sites have member guidelines and user agreements that prohibit abusive messages/behavior. They also have a mechanism that allows users to report posts, images or accounts that violate the site's user agreement. The site then has a procedure to review, remove, or ban users who violate those established guidelines. Prompt removal of abusive content is very important and can help mitigate future problems. A list of these sites and procedures can be found on the Cyberbullying Research Center here: <https://cyberbullying.org/report>
5. **Block the instigator from contacting the victim.** The final step may be the most obvious. Use the options on social media sites and on smartphones to block accounts and phone numbers from allowing the instigator to contact the intended target. The instigator is looking for a reaction. Often times, with no one willing to play their game, they get bored and move on.

## HIDOE network protection measures

The HIDOE network and its devices deploy protection measures including web content filtering and traffic monitoring in order to provide a safe and secure learning environment for students and to minimize exposure to malicious content on the web for all users. To comply with the [Children's Internet Protection Act](#) (CIPA), we filter student access to offensive/inappropriate content over the Internet such as pornography, abused drugs, and gambling. We also monitor for the following threats:

### 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. Pseudonymity, which is the use of a pseudonym for anonymity, seems to encourage hurtful behaviors that would otherwise not be done face to face. Cyberbullying is not tolerated in schools and warrants disciplinary action as described in [Chapter 19](#).

### 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.

# HAWAII 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 elementary, 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.

[Click to learn more.](#)



[Speak Now HIDOE Anti-Bullying Reporting App](#)



## 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.

### # Pono: Pass It On! Challenge

PUTTING PONO into ACTION is the CHALLENGE!

All Teachers, Youth Advisors, Students, and Families:

Create a ONE-MINUTE-OR-LESS VIDEO that inspires positivity and change!

**Click here for more info:**

<https://cds.coe.hawaii.edu/growingponoschools/pono-pass-it-on/>

## Great programs

**E Ola Pono:** As a cultural response to bullying in schools, student groups are encouraged to actively "Grow Pono" to create a more welcoming and safe environment for everyone at their school. E Ola Pono means to live with respect for and in harmony with everyone and everything around you. The annual [Statewide E Ola Pono Campaign](#) challenges students to work together on activities or projects that promote pono as a "Way to Be." Student-led projects and campaigns have proven to be the most effective and powerful initiatives to reduce harassment and bullying in schools. Addressing this need in a culturally relevant way based on Hawaii's host culture provides a foundation that can benefit all people who call Hawaii home.

- Results of the 2019-20 campaign can be viewed [here](#).
  - Aiea High School - 1st Place High School division (awarded \$1,000)
  - Kailua High & Farrington High - 2nd place tie in High School Division (each received \$500)
  - Mililani High - 3rd place in the High School division (received \$300)
  - Blanche Pope Elementary - 1st place in Elementary school division (received \$1,000)
- Results of the 2018-19 campaign can be viewed [here](#).
- Results of the 2017-18 campaign can be viewed [here](#).

**Peer Mediation:** Student-led and focused programs that empower students to create environments that are safe and peaceful. An example: Kapa'a High — [WEBSITE](#) | [INSTAGRAM](#)

## Chapter 19

Hawaii Administrative Rules, Chapter 19, governs issues related to student misconduct, **which includes bullying, harassment and cyberbullying**. It's important that students and parents review this information to be aware of what constitutes a Chapter 19 violation, and what the consequences are.

Download the Hawaii Administrative Rules, Chapter 19:

- |   |                               |                              |
|---|-------------------------------|------------------------------|
| • <a href="#">English</a>               | • <a href="#">Chuukese</a>    | • <a href="#">Samoan</a>     |
| • <a href="#">Hawaiian</a>              | • <a href="#">Ilocano</a>     | • <a href="#">Spanish</a>    |
| • <a href="#">Cebuano</a>               | • <a href="#">Japanese</a>    | • <a href="#">Tagalog</a>    |
| • <a href="#">Chinese (Simplified)</a>  | • <a href="#">Korean</a>      | • <a href="#">Tongan</a>     |
| • <a href="#">Chinese (Traditional)</a> | • <a href="#">Marshallese</a> | • <a href="#">Vietnamese</a> |

## Youth Risk Behavior Survey (YRBS)

The Youth Risk Behavior Survey (YRBS) monitors a broad range of health-related behaviors among secondary school students, including health-risk behaviors that contribute to unintentional injuries and violence; tobacco use; alcohol and other drug use; sexual behaviors related to unintended pregnancy and sexually transmitted diseases; unhealthy dietary behaviors; and physical inactivity. The YRBS is administered every other year in conjunction with a national data gathering and analysis effort by the [Centers for Disease Control and Prevention](#). The Hawaii YRBS is a joint effort of the Hawaii State Departments of Education (HIDOE), Department of Health (DOH), and the University of Hawaii's Curriculum Research & Development Group. The Hawai'i YRBS data and reports are available on the [Hawai'i Health Data Warehouse](#).

## Supporting children

To support and develop the academic achievement, character building and social-emotional well-being of all children, the Board of Education develops policies and the Department cultivates and curates aligned resources for students, employees and the public school system. [Learn more](#).

## National Bullying Prevention Month

October is National Bullying Prevention Month. Find more information and resources on these National Bullying Prevention websites:

- <https://pacer.org/bullying/nbpm/>
- <https://stompoutbullying.org/national-bullying-prevention-awareness-month>
- <https://www.stopbullying.gov/>
- <https://www.pbisworld.com/tier-1/stop-walk-talk-strategy/>

## Unity Day

Everyone is encouraged to wear orange and celebrate Unity Day to show solidarity that all students deserve to be safe in school, online and in the community. Individuals, schools and communities wear orange to show that together with aloha, we are united for kindness, acceptance and inclusion.

[Click here](#) for more information on Unity Day and the national movement.

 [HIDOE Unity Day Flyer](#)

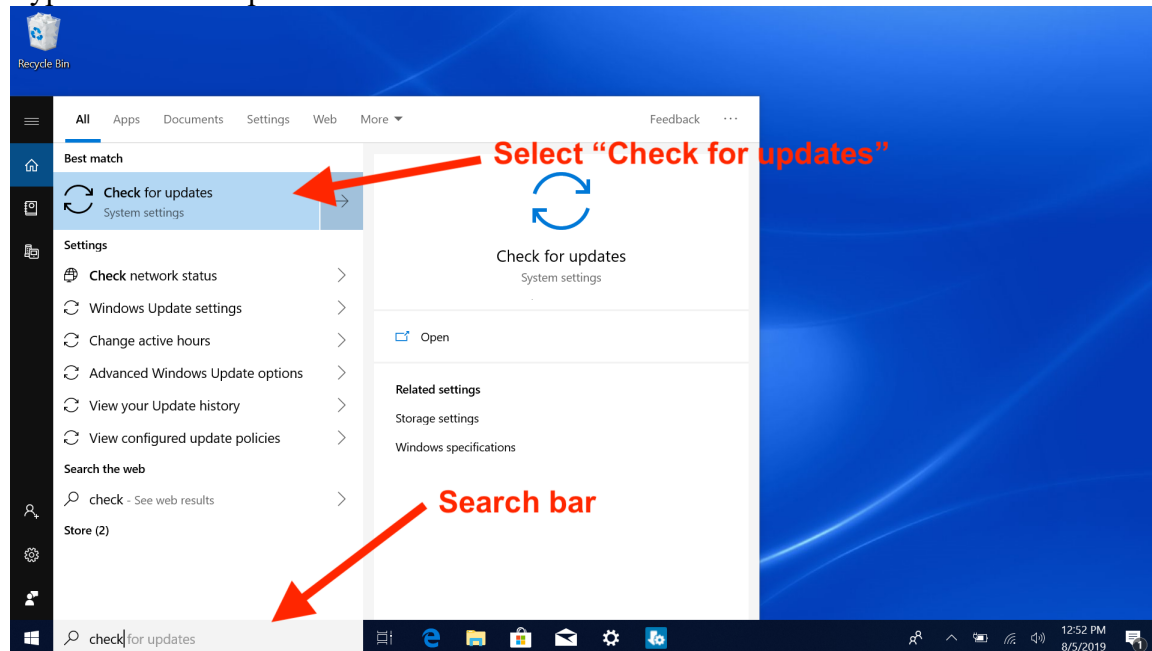


# HOW TO UPDATE YOUR DELL LAPTOP, DRIVERS, AND FIRMWARE

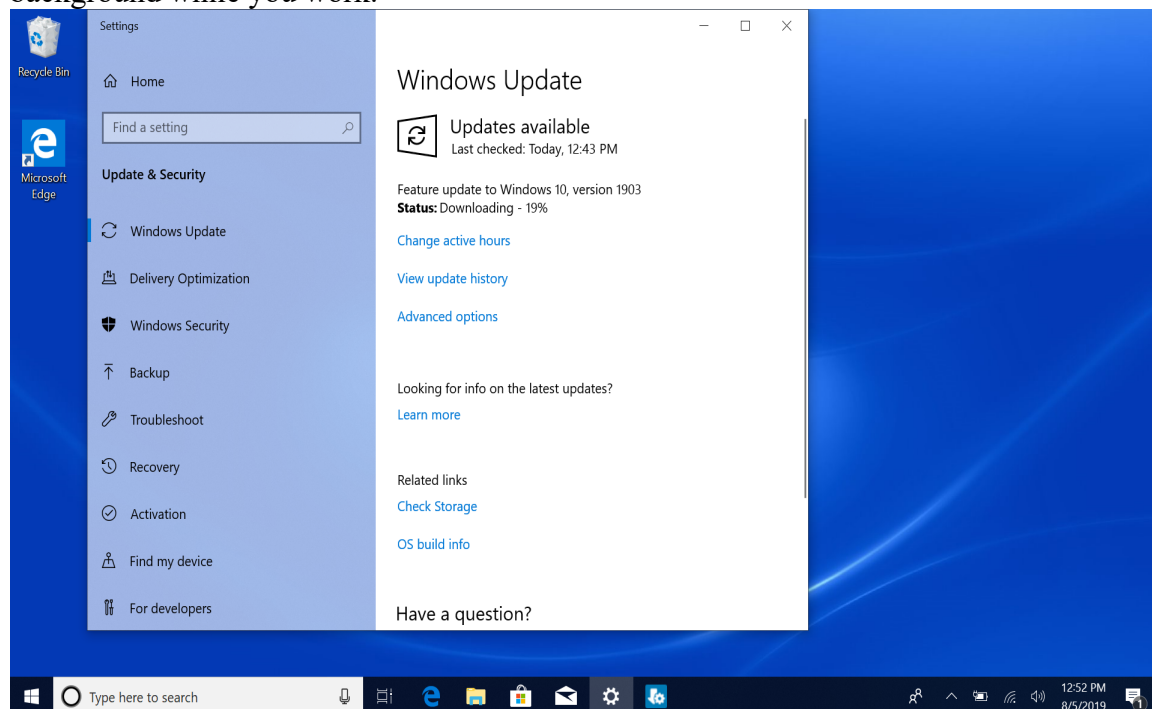
It is critical that your school laptop is up-to-date with the current operating system software, including drivers, firmware and other necessary updates. These updates will ensure stronger computer security and enhance compatibility with new computer programs.

## To Update Windows 10 Operating System:

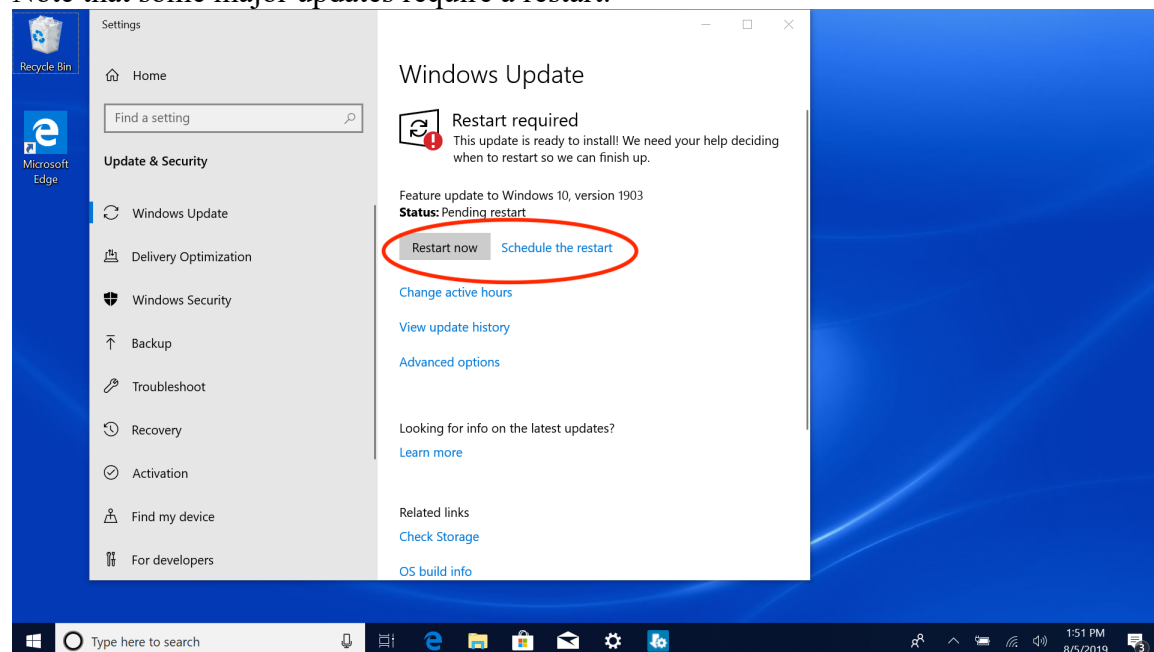
Type "Check for updates" in the search bar in the lower-left of the screen.



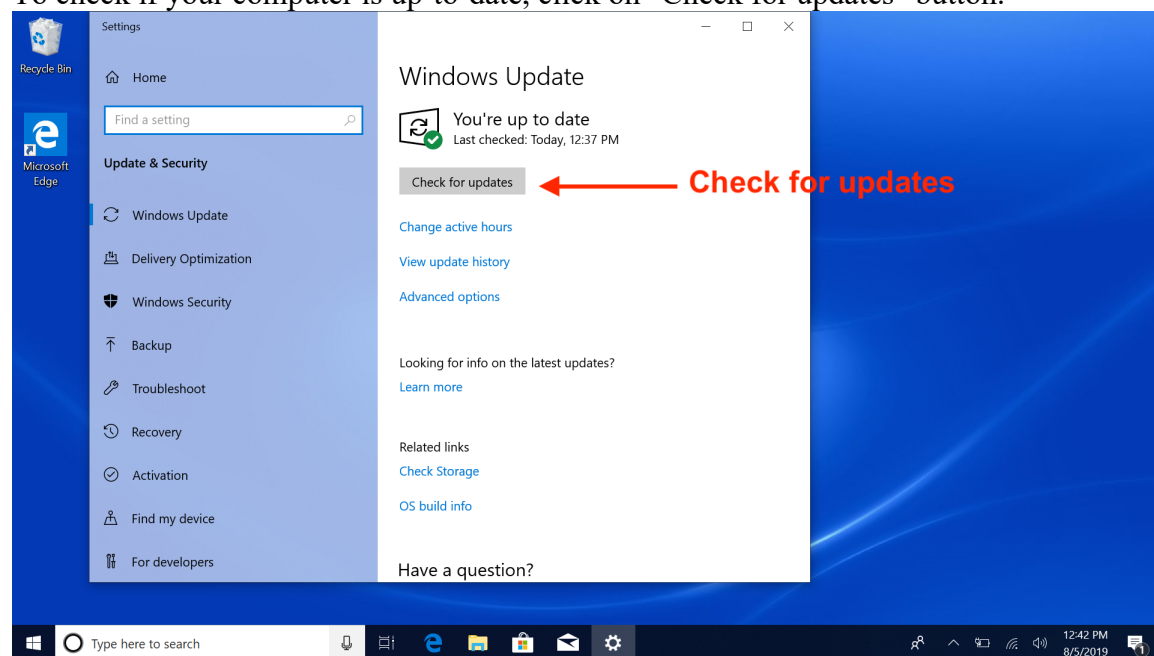
Once you're on the Windows Update screen, it will automatically run the update and can run in the background while you work.



Note that some major updates require a restart.



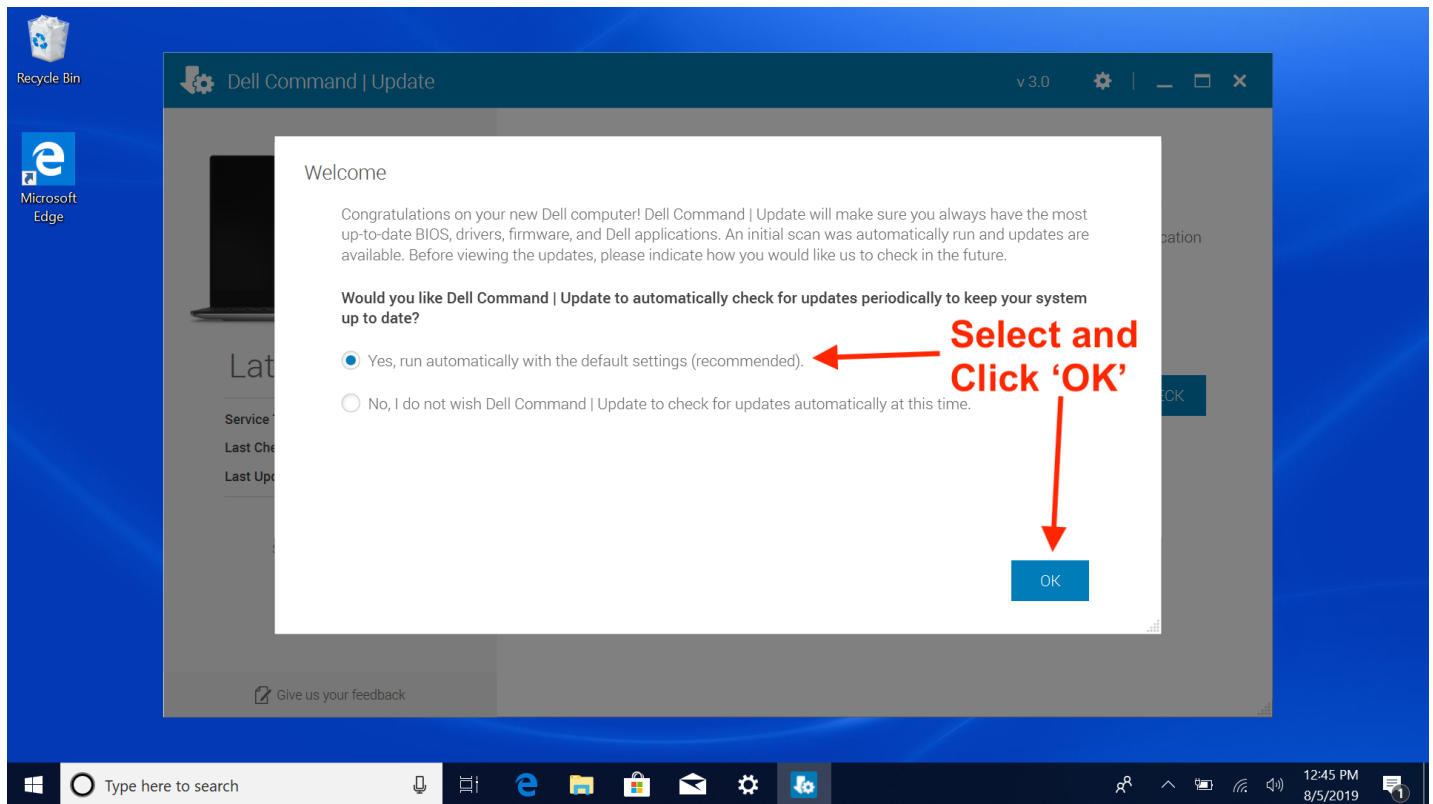
To check if your computer is up-to-date, click on "Check for updates" button.

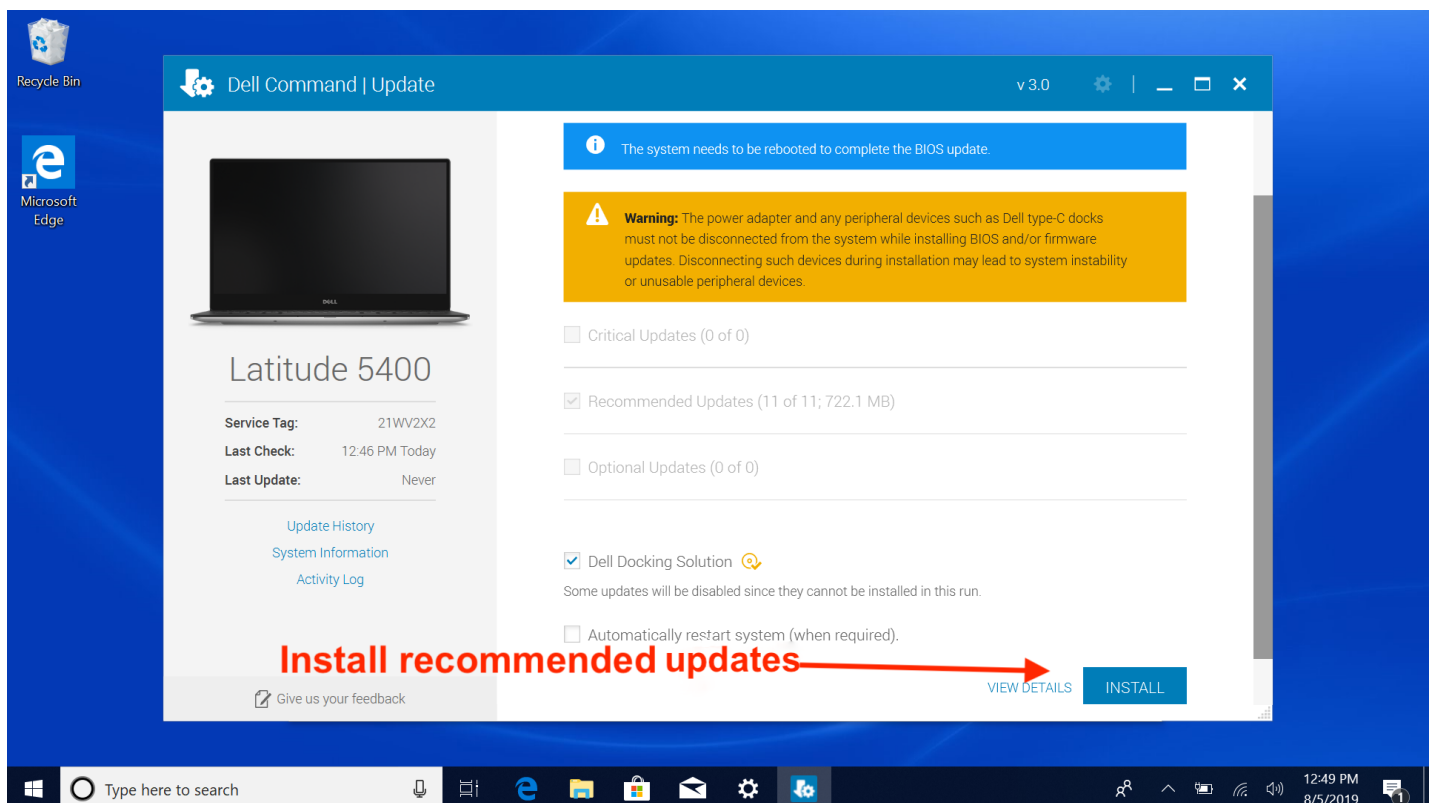
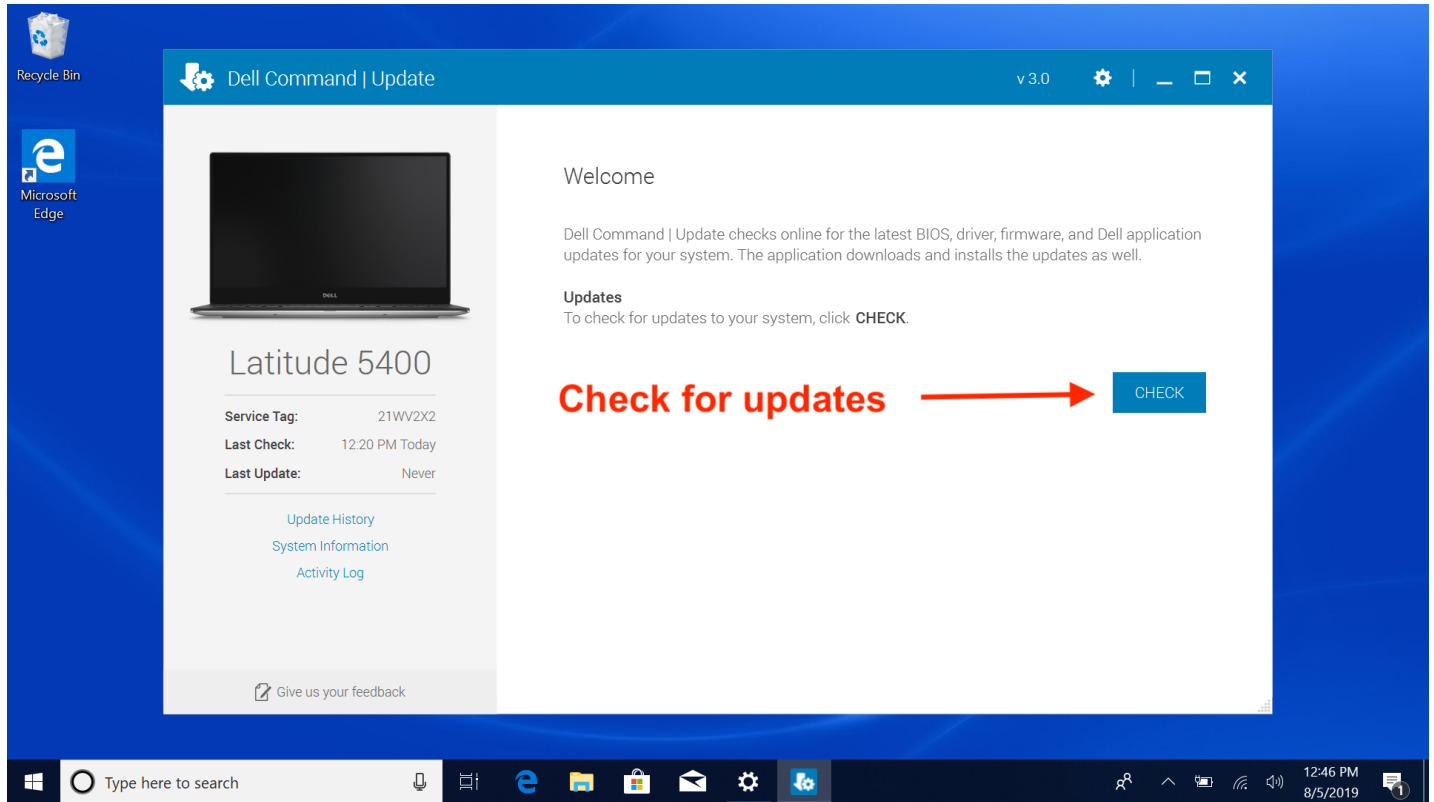




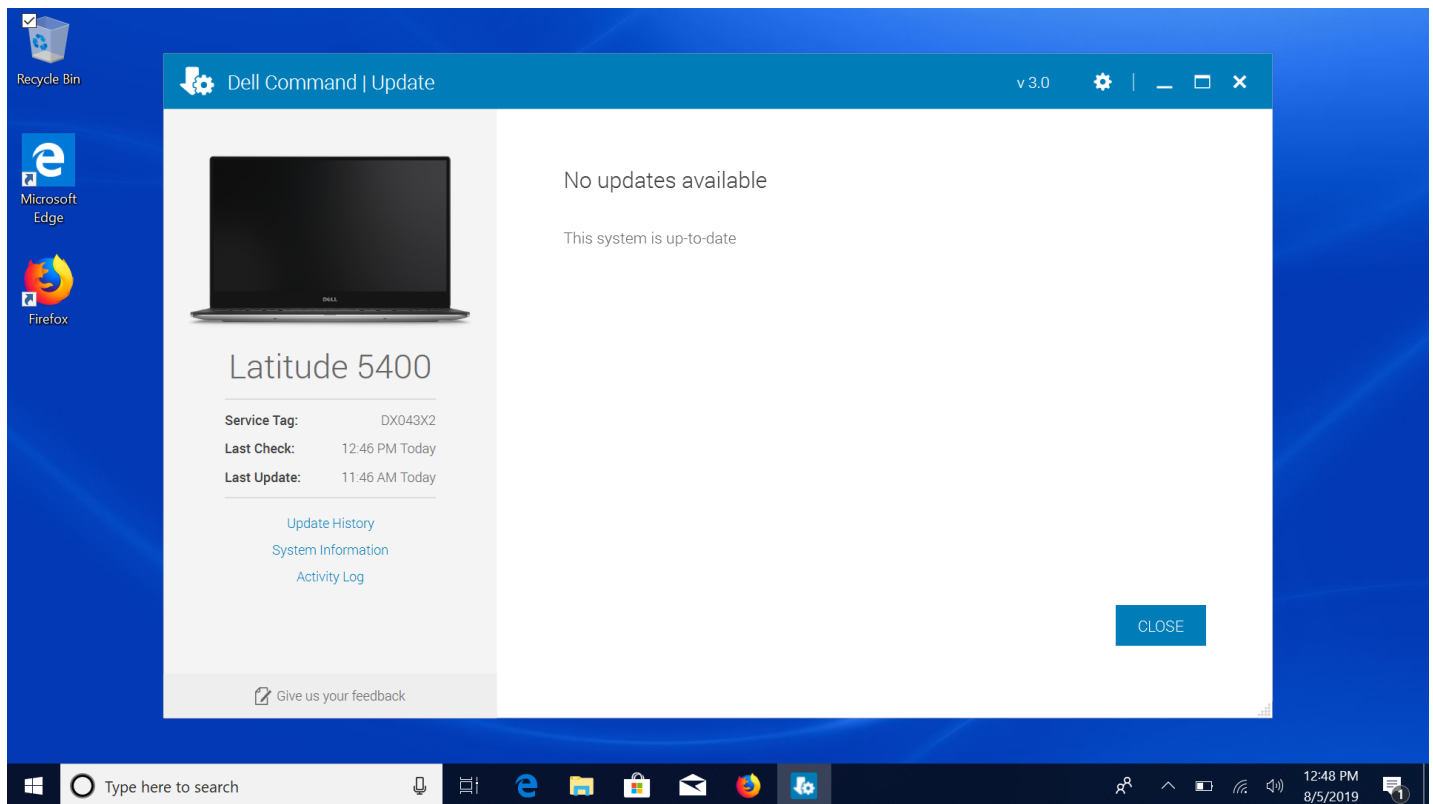
## To Update Drivers and Firmware:

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





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

File Upload Google Doc Arc Dropbox Google Drive More

## Log In

You need to authorize this integration in order to use it.

Please sign in to your Google account and authorize this integration.

**AUTHORIZE**

**Step 2:** Follow window prompt

File Upload Google Doc Arc Dropbox Google Drive More

## Log In

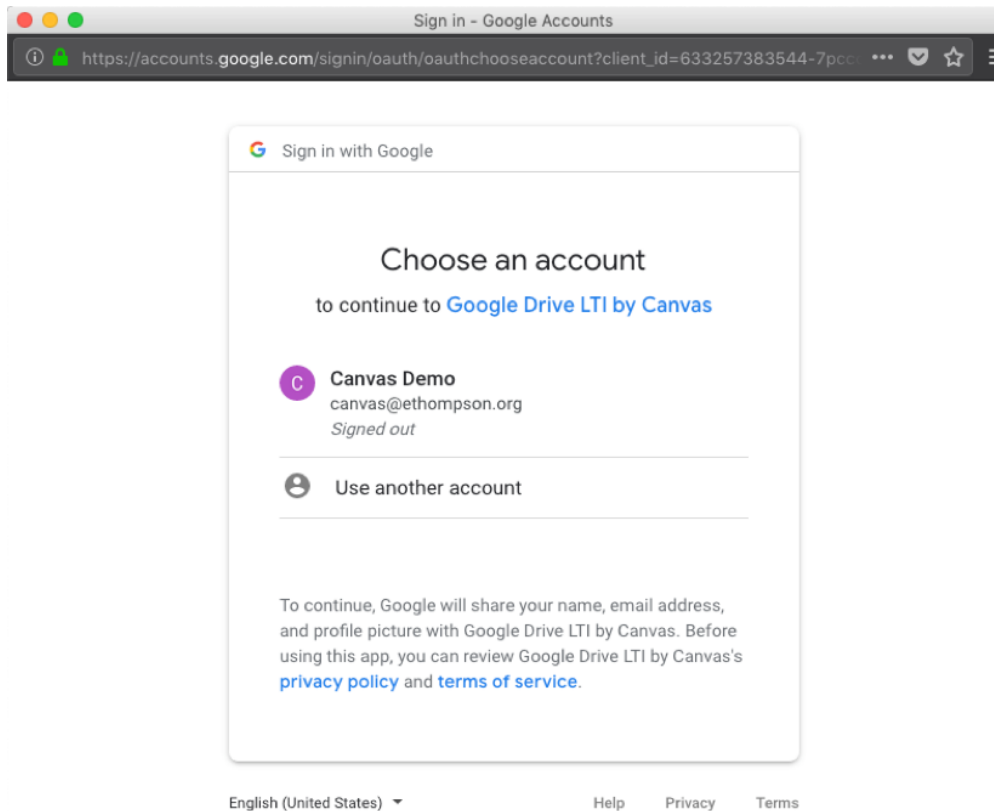
You need to authorize this integration in order to use it.

Please sign in to your Google account and authorize this integration.

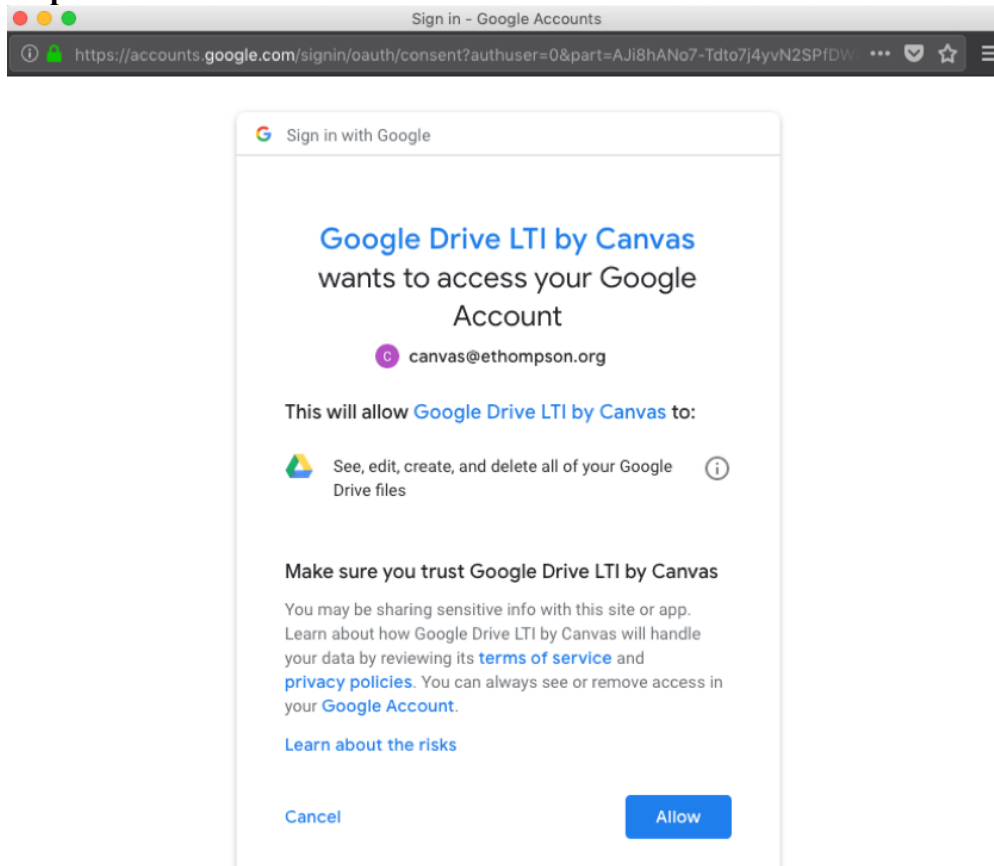
Once you have finished authorizing, click the "Next" button to continue.

**AUTHORIZE** **NEXT**

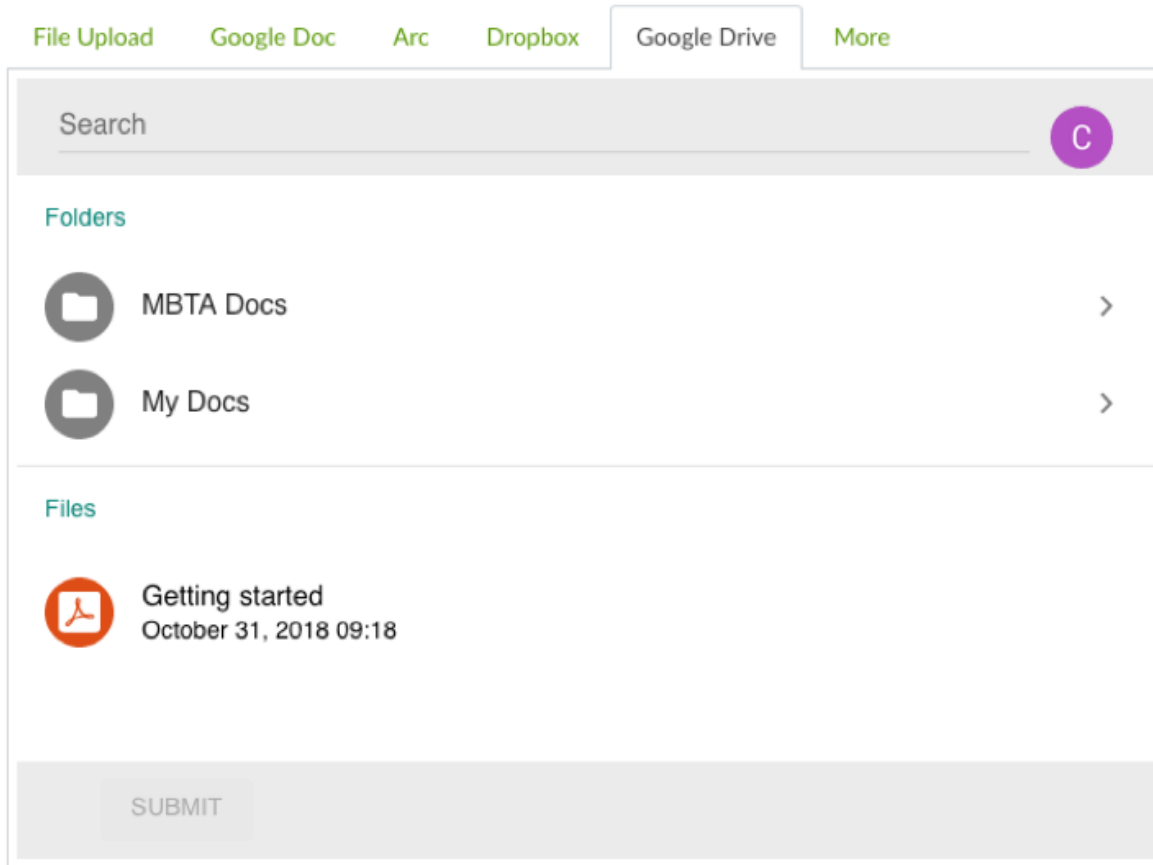
### Step 3: Enter your MBTA school account information



### 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).