Student Handbook
Grades 7-12

School Year 2019-2020

Rev.8/19

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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.

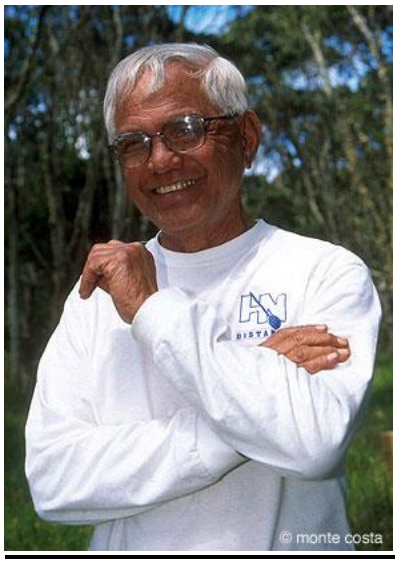
GOALS

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 frequently updated curriculum,
4. Offer intensive professional development for teachers and staff on the use of recent technology in all learning environments,
5. Develop new learning environments for disadvantaged and technologically underserved students in order to better serve all students.

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

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



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

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

Robert J. Pfeiffer medal

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

This video tells the story of Uncle "Pinky" Thompson's life of service.

Myron B. Thompson School of Social Work

In 2008, the School of Social Work at the University of Hawaiʻi 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 Hawaiʻi.

"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 Hawaiʻi 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.

2019-2020 OFFICIAL SCHOOL CALENDAR

Mryon B. Thompson Academy
2019-2020 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 30, 2019 - January 6, 2020; 2nd Semester: January 7, 2020 - May 29, 2020

Students' Work Year - 1st Semester: August 5, 2019 - December 20, 2019; 2nd Semester: January 7, 2020 - May 28, 2020

Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	
	0	0	*July*	21	22	23	24	25	226	27	1st SEMESTER - 90 Student Days (Ends December 20)
1	0	4		28	29	30	31	1	2	3	July 30: Teachers' First Day
2	5	9	*August*	4	5	6	7	8	9	10	July 31 - August 2: Teacher Work Days (no students)
3	9	13		11	12	13	14	15	16	17	August 5: Students' First Day
4	14	18		18	19	20	21	22	23	24	August 16: Statehood Day
5	19	23		25	26	27	28	29	30	31	
6	23	27	*September*	1	2	3	4	5	6	7	September 2: Labor Day
7	28	32		8	9	10	11	12	13	14	
8	33	37		15	16	17	18	19	20	21	
9	38	42		22	23	24	25	26	27	28	
10	43	47	*October*	29	30	1	2	3	4	5	
11				6	7	8	9	10	11	12	October 7-11: Fall Break***
12	48	52		13	14	15	16	17	18	19	
13	53	57		20	21	22	23	24	25	26	
14	58	62		27	28	29	30	31	1	2	
15	62	66	*November*	3	4	5	6	7	8	9	
16	66	70		10	11	12	13	14	15	16	November 11: Veterans' Day
17	69	73		17	18	19	20	21	22	23	November 28: Thanksgiving
18	74	78		24	25	26	27	28	29	30	November 29: School Holiday
19	79	83	*December*	1	2	3	4	5	6	7	
20	84	88		8	9	10	11	12	13	14	
21	89	93		15	16	17	18	19	20	21	December 23-January 3: Winter Break***
22				22	23	24	25	26	27	28	2nd SEMESTER - 92 Student Days (Ends May 28)
23				29	30	31	1	2	3	4	December 25: Christmas
24	93	98	*2020 January*	5	6	7	8	9	10	11	January 1: New Year's Day
25	98	103		12	13	14	15	16	17	18	January 6: Teacher Workday (no students*)
26	102	107		19	20	21	22	23	24	25	January 20: Dr. Martin Luther King Jr Day
27	107	112		26	27	28	29	30	31	1	
28	112	117	*February*	2	3	4	5	6	7	8	*February 10-14: Institute Day*
29	116	122		9	*10*	*11*	*12*	*13*	*14*	15	*(One day with no students during the week.*
30	120	126		16	17	18	19	20	21	22	*Date for each island TBD.)*
31	125	131		23	24	25	26	27	28	29	February 17: Presidents' Day
32	130	136	*March*	1	2	3	4	5	6	7	
33	135	141		8	9	10	11	12	13	14	
34				15	16	17	18	19	20	21	March 16-20: Spring Break***
35	139	145		22	23	24	25	26	27	28	March 26: Kuhio Day
36	144	150		29	30	31	1	2	3	4	
37	149	155	*April*	5	6	7	8	9	10	11	
38	153	159		12	13	14	15	16	17	18	April 10: Good Friday
39	158	164		19	20	21	22	23	24	25	
40	163	169		26	27	28	29	30	1	2	
41	168	174	*May*	3	4	5	6	7	8	9	
42	173	179		10	11	12	13	14	15	16	
43	178	184		17	18	19	20	21	22	23	May 25: Memorial Day
44	182	188		24	25	26	27	28	29	30	May 28: Last Day for Students
45	182	189	*June*	31	1	2	3	4	5	6	and Second Semester Ends**
	-2^	+1^^									May 29: Last Day for Teachers
	180	190									

Q1 43 days — Ends Oct. 4

Q2 46 days — Ends Dec.20

Q3 46 days — Ends Mar. 13

Q4 46 days — Ends May 28

^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.

OFFICIAL STATE HOLIDAYS: 2019-20 SCHOOL YEAR

Statehood Day:	August 16,2019	New Year's Day:	January 1, 2020
Labor Day:	September 2,2019	Dr. Martin Luther King Jr. Day:	January 20, 2020
Election Day:	November 11, 2019	Presidents' Day:	February 17, 2020
Veterans' Day (observed):	November 28, 2019	Prince Jonah Kuhio Kalanianaole Day:	March 26, 2020
Thanksgiving Day:	November 28, 2019	Good Friday:	April 10, 2020
Christmas Day:	December 25, 2018	Memorial Day:	May 25, 2020

*Teacher workday between semesters: January 6 **Commencement exercises: No sooner than May 22, 2020
***For 10-month teachers - Intersession: Oct. 7-11; Recesses: Dec. 23-Jan. 3 and March 16-20
Educational Officer & Teacher Institute Days: TBD

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 either of these requirements will not be permitted to enter school on the first day. Physical examinations are required for all students entering grades K, 4, 7, and 10.

Immunizations required for school attendance:

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

ATTENDANCE PROCEDURE

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

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

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

Excused absences:

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

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

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

School procedure for unexcused absences:

- 3 days unexcused absence (cumulative) – The counselor or designee will contact parent/guardian via phone.

- 6 days unexcused absence (cumulative) – A CORE meeting will be held during which parent signs school attendance letter. If the counselor is unable to contact the parent/guardian, counselor will send a certified letter to the parent/guardian and/or make a home visit.

- Loss of access to on-line courses -- If parent/guardian does not respond to administration or counselor within 5 business days of the mailing of a certified letter, the student will lose access to course content until parent/guardian meets with counselor and administration in person or via phone conference.

- Myron B. Thompson Academy may choose to initiate truancy or educational neglect procedures

Legal Posture

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

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

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

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

COURSE SCHEDULE PROCEDURE

Grades 7-8

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

Grades 9-12

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

Sample of a School Year Schedule for a 10th Grader

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

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

OTHER SCHOOL PROCEDURES

Program Change

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

Updating Student Information

- Contact the front office 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) from http://ethompson.org/ Once completed, submit the IEF to the registrar's office either in person, scanned email, regular mail, or fax (683-7062).
2. 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. Neighbor island students- once your IEF is received, a shipping label will be sent to both parents' email addresses.
3. Release documents will be prepared and ready for distribution once all school property is returned.

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

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

CAMPUS RULES AND PROCEDURES

1. Students are not allowed to report to campus (which includes YWCA property) earlier than 7:30am.
2. Students must make an appointment with a teacher prior to entering campus and list teacher's name and reason for being on campus on the sign-in sheet.
3. All students that come to campus must sign in with their teacher for face-to-face classes.
4. Students on Campus for other school business must sign in at the counselor's office in Room 220.
5. Students must sign-in no earlier than 15 minutes before a class or tutoring session.
6. Students must wear a current school ID while on campus. School ID must be visible at all times.
7. Students without an ID must report to the front office in Room 220 to get a temporary student ID. The student must return the ID to the front office before leaving campus.
8. Students must be supervised by a teacher at all times.
9. Students are not allowed to leave campus to buy food/drinks. Once students come to school, they must remain here 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.
10. Students who will be on campus during lunch may bring a snack or lunch to eat in the designated lunch area.
11. When in classrooms, the front office 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 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

STUDENT CONDUCT

Student Conduct and Discipline

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

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

Intervention/Referral Process for Student Misconduct

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

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

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

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

HAWAII ADMINISTRATIVE RULES CHAPTER 19

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

This document is available in these languages:

English	Korean	T. Chinese
Chuukese	Marshallese	Tagolog
Hawaiian	S. Chinese	Tongan
Ilocano	Samoan	Vietnamese
Japanese	Spanish	

MANDATORY STATE TESTING 2019-2020

Smarter Balanced Assessments (SBA)

- All students in grades 3-8 and 11 will be tested
- The testing period for grades 3-11 is between 2/18/20 and 5/28/20
    - 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 http://alohahsap.org/SMARTERBALANCED/students/ (Links to an external site.)Links to an external site.

Hawaii State Assessment for Science (HSA)

- All students in grades 5 & 8 will be tested
- The testing period is between 2/18/20 and 5/28/20
- 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 http://www.alohahsap.org/HSA/students/ (Links to an external site.)Links to an external site.

End of Course Exams (EOC)

- All students enrolled in Algebra 1, Algebra 2, and Biology will be tested
- The testing period for the Fall EOC is between 11/25/19 and 12/20/19
    - 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 4/27/20 and 5/28/20
    - 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 http://alohahsap.org/EOC/students/ (Links to an external site.)Links to an external site.

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 3/31/20 and 5/23/20
    - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas
- The testing period for 11th graders is between 2/25/20 and 3/5/20
    - Specific Myron B. Thompson Academy testing dates will be posted in the testing course in Canvas

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
- Counselors recommend that all 10th and 11th grade students participate
- Assesses critical reading, math problem-solving and writing skills
- 11th grade students may also qualify for the National Merit Scholarship Program
- Gain access to college and career planning tools

SAT

- Often required for college application
- For more information and to register for a test at a site near your home: http://sat.collegeboard.org/home
- Test prep course offered in Quarter 1 (Grade 12) and Quarter 3 (Grade 11)

ACT

- Part of Mandatory State Testing
- Often required for college application
- Register for a site near your home www.actstudent.org

GRADE LEVEL PROMOTION

7th and 8th Grade Promotion

- *7th grade students must earn credit in Math 7, Science 7, English 7, and Social Studies 7 to be promoted to Grade 8*
- *8th grade students must have a total of **11.5 credits** in the following areas to be promoted to high school:*

Program Area	Credit Required
English	2
Mathematics	2
Social Studies	2
Science	2
Health	0.5
Physical Education	1
Electives	2
Total Required Credits:	**11.5**

10th, 11th and 12th Grade Promotion

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

GRADUATION REQUIREMENTS

Effective 2012-13 with the graduating class of 2016, the minimum course and credit requirements to receive a high school graduation diploma are:

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: • World Language (same language) (note 5) • Fine Arts (note 6) • Career and Technical Education (note 7)	2 credits
Physical Education (P.E.)	1 credit (note 8)
Health	0.5 credit
Personal Transition Plan	0.5 credit
Electives (Any Subject Area) Class of 2018, 2019, 2020	6 credits Class of 2018, 2019, 2020
Electives (Any Subject Area) Starting with class of 2021	5 credits Starting with the class of 2021
Computer Programming Starting with class of 2021(Note 9)	1 credit starting with the class of 2021
Senior Project	May be counted toward 1 elective credit
TOTAL:	24 credits

Notes:

1. English shall include English Language Arts 1 (1 credit), English Language Arts 2 (1 credit) and Expository Writing (0.5 credit).
2. Social Studies shall include Modern History of Hawaii (0.5 credit) and Participation in a Democracy (0.5 credit).
3. Math shall include Algebra 1 (1.0 credit), Geometry (1.0 credit) or e.g. two-year integrated Common Core course sequence.
4. Science shall include Biology (1.0 credit) and Laboratory Science 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, 1.0 credit Computer Programming is required (Class is labeled Information Technology)

High School Diploma: A Hawaii High School Diploma shall be issued to students who meet the above minimum course and credit requirements (Board of Education Policy 4540, 10/4/2011).

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 3.49
- Magna Cum Laude with a GPA of 3.5+ to 3.79, and
- Summa Cum Laude with a GPA of 3.8+ and above.

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 POLICY

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

<u>Dual Credit Program (Running Start)</u>

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

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

CREDIT RECOVERY POLICY AND PROCEDURE

Policy

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

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

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

Procedure

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

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

Grades 7-8

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

Grades 9-11

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

**Options may include:

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

MBTA summer school for grades 9-11

ACCOMMODATION GUIDELINES

Counseling Department Mission Statement

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

Intervention Strategies (for teachers and counselors)

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

Course Extensions

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

STUDENT SUPPORT SYSTEM

REQUEST FOR ASSISTANCE FLOWCHART

A Student Concern is noted:
- School interventions utilized
- Family involvement initiated

Requests may be made by:
- School staff
- Family members
- Student

If school interventions and family contact/involvement do not remedy the concern…
a Request for Assistance is submitted

The request is forwarded to the
Counselor or
Student Services Coordinator (SSC)
who arranges for the…

Core Meeting (Counselor)
Collect data and develop *Plan of Action*. Revise/modify plan as appropriate. Implement plan for 6-9 weeks. If no progress, schedule an SFT meeting.

Student Focused Team Meeting (SFT)
If student's Level 4 or 5 need is obvious, an SFT, not a Core Meeting, is convened to review the case and make immediate recommendations.

Student Focused Team Meeting (SFT)
Student focused team convened to review case and make immediate recommendations. Plan of Action may include one or more of the following services…

School Level Programs:
- Co
- Tu

Evaluation / Adjustments
are ongoing as necessary to support student

- Chapter 60
- Chapter 61 (Section 504)
- Mental Health and
- Other Related

ices
- DOH, Family Guidance Center
- Public Agencies/Programs
- Private Agencies/Programs

Follow Up and Monitoring of Progress
is included in Action Plan that is developed at each SFT meeting.

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

Selection Process

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

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

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

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

ATHLETICS

Mission Statement

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

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

Requirements for Participation

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

Eligibility Requirements:

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

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

OFFICE INFORMATION AND DIRECTORY

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

Office Hours:
Monday – Friday: 7:30 am to 4:00 pm
Saturday & Sunday: Closed
Federal & State Holidays: Closed

Summer and Intersession Office hours: 9:00 am – 2:00 pm

Tech Support:
9:00 am – 4:00 pm

Staff Directory

Located on our website under Menu/Contact Us.

FORMS

Forms are available on our website under the Menu/Curriculum/Forms:

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

FERPA PARENT BROCHURE

PARENT NOTIFICATION

QUICK GUIDE TO

Student Information Privacy

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

bit.ly/FERPAHI

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

What is FERPA?

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

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

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

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

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

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

Who is responsible for protecting student information?

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

Who may have access to student education records and PII?

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

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

When is consent not required to release student information?

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

be shared and why. The most common situations include:

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

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

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

HIDOE has designated the following information as Directory Information:

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

FULL GUIDE ONLINE

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

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

"Notice for Directory Information" can be found at *bit.ly/hidoedirectoryinfo.*

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

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

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

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

How does HIDOE use student data to improve?

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

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

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if it is supported by the U.S. Dept. of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students, created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Kathryn S. Matayoshi
Superintendent

KSM:lu

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

TECHNOLOGY RESPONSIBLE USE GUIDELINES

Technology Responsible Use Guidelines

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

1) *Introduction*

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

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

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

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

3) *Monitoring for student safety*

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

4) *Consequences of violations*

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

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

5) *Online Educational Services*

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

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

A) Students will only use digital devices provided by HIDOE for school-related activities.

B) Students may only use electronic devices in the classroom authorized by the teacher.

C) An assigned HIDOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.

D) The HIDOE/State and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).

E) Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian.

   i) In the event the student has forgotten their username or password, contact the teacher for assistance.

   ii) If the student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.

F) HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.

G) Reporting damaged/lost devices, viruses, and other issues

   i) Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (http://bit.ly/HAR8Chapter57) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.

   ii) If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.

   iii) Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).

   iv) Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

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

A) Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.

B) Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.

C) Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.

D) Protection of student personal information

i) Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).

ii) HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.

iii) Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.

iv) Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.

v) Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.

vi) HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE-owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.

vii) If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.

8) *Unauthorized Uses of the Internet or HIDOE Digital Device*

A) Obscenity and harassment

i) Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.

ii) Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.

iii) Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.

B) Copyright laws and plagiarism

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

ii) Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

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

i) Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.

ii) Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.

D) Commercial and political business

i) Students will not use the internet to access or disseminate "for profit" or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.

ii) The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE's business.

E) Device and network security

i) Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user's account.

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

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

HAWAI'I DEPARTMENT OF EDUCATION INTERNET SAFETY WEBSITE

Beyond the Classroom ▸ Safe Schools ▸ Anti-Bullying Work ▸ Internet safety

Internet safety

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

SHARE THIS:

Rules of the road

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

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

Internet access

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

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

1. Any confidential or personally identifiable information contained in HIDOE's information systems are protected by federal and state laws, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), and applicable HIDOE rules, regulations, policies, and/or procedures.
2. Accessing or seeking to gain access to such information by employees, except in the course of fulfilling job responsibilities, is prohibited. Furthermore, disclosing, using and/or altering any such information without proper authorization is also prohibited.
3. Failure to abide by the applicable laws, rules, regulations, polices, and procedures may result in disciplinary action and/or penalties in accordance with such laws, rules, regulations, polices, and procedures.

- Performs web content filtering and monitoring for outgoing traffic. Using "reputation modeling," the Captive Portal can choke off delivery of content, such as incidents of violence that are going viral.
- Inappropriate websites with content including pornography, gambling, hate crimes, drugs and others are blocked.
- Provides protection from viruses/malware by inspecting incoming web traffic and filtering them out. Infected or compromised websites that are identified will get blacklisted and filtered.
- Provides differentiated Internet access based on user identity. Adult DOE employees (i.e. admin/teacher/staff) who login and authenticate will be given access to websites normally blocked for students.
    - To comply with the Children's Internet Protection Act (CIPA) we are required to filter student access to offensive/inappropriate content over the Internet on school and library computers. Unfortunately, many social networking sites contain explicit and inappropriate content that need to be filtered for students, even though these sites also contain legitimate educational content.
    - Adult employees have the ability to access these restricted sites and access data such as the President's or Congressional members' speeches on Facebook, YouTube and other such sites that can be used in their curriculum or for research. Instructions for adults on how to circumvent student access blocks can be found on the DOE Intranet (login required).
- Allows the Department to treat users who don't login and authenticate as guests. Students are currently considered guests — guest access filtered to comply with CIPA. Once we have a statewide student login database (future capability), we will be able to provide age-appropriate access.
- Monitoring and logging. There should be no expectation of privacy. School computers, Internet Portal System and user accounts are the property of the Department and subject to monitoring similar to school lockers. All user Internet activities will be monitored and logged by login identity or IP addresses. These logs can and will be used in any disciplinary actions as required for inappropriate use.
- Allows the Department to provide training and tips for cybersafety.

What are we protecting students from online?

Online sexual predators

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

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

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

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

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

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

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

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

Digital Citizenship

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

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

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

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

HAWAI'I DEPARTMENT OF EDUCATION ANTI-BULLYING WEBSITE

Beyond the Classroom ▸ Safe Schools ▸ Anti-Bullying Work

Anti-Bullying 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 frame work of prevention, response and follow-up. We work with communities to promote understanding, and investigate incidents to ensure student safety.

SHARE THIS:

What is it?

- "Bullying" — any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- "Cyberbullying" — electronically transmitted acts that a student has exhibited toward another student or employee of the department which causes mental or physical harm to the other student(s) or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Your role

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

- Parents and Families [view page]
- Students (victims, bullies and bystanders) [view page]
- Staff [view page]

It's important that we don't overuse the term. Bullying doesn't cover all challenging social interactions. Complex Area Superintendent (CAS) Leila Hayashida discusses this and how the community can help. [view page]

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. 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. (These concerns are additionally governed by civil rights laws; learn more here.)

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.

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 Campaign

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 2015-16 campaign (view full story):

- High School Division: 1st place Farrington High for its Friends Program ($1,000); 2nd place Mililani High for "Everyday Heroes" ($500)
- Middle School Division: 1st place Ewa Makai Middle for its Leadership E Ola Pono Program ($1,000); 2nd place Kua O Ka La Public Charter School for its Aloha 'Aina and Kapu Aloha Project ($500)
- Elementary School Division: 1st place Blanche Pope Elementary for its Mālama 'Aina project ($1,000); 2nd place Mililani Mauka Elementary for its Peace Garden & Benches ($500)

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. We offer the document in these languages:

- English
- Chuukese
- Hawaiian
- Ilocano
- Japanese
- Korean
- Marshallese
- S. Chinese
- Samoan
- Spanish
- T. Chinese
- Tagolog
- Tongan
- Vietnamese

Youth Risk Behavior Survey (YRBS)

The Hawaii Health Data Warehouse via the state Department of Health produces this biannual report to track a spectrum of youth risk behaviors, in conjunction with a national data gathering and analysis effort by the Centers for Disease Control and Prevention. The report includes harassment and bullying at school, and cyberbullying at school. View the most recent reports relating to bullying and cyberbullying:

- 2015 YRBS: Perceived Safety at School
- 2015 YRBS: Bullying/Harassment at School
- 2015 YRBS: Cyberbullying

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.

Report bullying

If your child reports that he/she has been bullied, report it to the school teacher, counselor or principal immediately. The principal or designee will initiate an investigation. You can also use our feedback form to report an incident anonymously (we require an email address). Please indicate the school where the incident happened. The complex area/school will be notified.