

Hawaii Technology Academy School Guidebook 2019 - 2020



This Guidebook sets forth general guidance for parents and students enrolled in Hawaii Technology Academy (HTA). HTA is a public charter school and is subject to the rules and regulations of the Hawaii Department of Education. Information pertaining to Hawaii Charter School guidelines can be found at <https://www.chartercommission.hawaii.gov/>. This document intends to serve as a guide for families and students, and is subject to change throughout the school year. Updates to policies, procedures and practices will be posted on the HTA website www.myhta.org.

Aloha and Welcome to Hawaii Technology Academy!

Aloha HTA 'Ohana:

On behalf of the faculty and administration at HTA, we welcome you to the 2019-2020 school year. The new school year, like the New Year, is full of aspirations and new beginnings, and we are excited about the journey we will take with your children in the months ahead.

To those students and parents who are new to HTA, we extend a warm welcome and best wishes for a rewarding year in your new school. We hope you will quickly feel at home.

As I begin my first year as Executive Director, I will work diligently with parents and faculty to foster an atmosphere that supports the Hawaii Technology Academy's mission, vision and core values; values that embrace the skills and dispositions that poise students for successful, enriching lives. These include:

- Communication
- Collaboration
- Critical Thinking
- Creativity
- Character

This year's focus will be on the value of *Communication*. Communication is a complex process; at any stage, errors or misunderstandings can occur, making the communication less effective. Good communicators understand and express ideas and information clearly and creatively in more than one language and in multiple modes. They work willingly in collaboration with others, seeking effective ways to communicate in order to build positive relationships that lead to successful outcomes and the greater good.

HTA's blended learning model offers a rich environment to develop our students' communication skills. Our learning environment provides numerous opportunities to share ideas via various modes of communication, and encourages students to consider multiple perspectives and seek mutual understanding in an increasingly diverse global community. I look forward to watching our students' grow as communicators in our classrooms both virtually and face-to-face.

Consistent, clear communication is at the heart of every successful organization. As such, one of my principal goals is to work collaboratively with faculty and staff to create a culture of effective communication. Feedback is central to this culture, and I welcome your suggestions and comments. It is through respectful, thoughtful dialogue that we can best achieve our goals, and we must work together to model for our students the habits of mind that lead to successful interactions, in order to create a more civil and productive world to tackle the challenges that lie ahead.

As we prepare to open the campus to a new school year, we look forward to opening the doors to superior communication. Through HonuHub, orientations, student-led conferences, class presentations, and exhibitions of learning, we hope to maintain an exciting and productive dialogue that supports the academic, social, and technological development of our students.

Thank you for joining the HTA 'ohana.

With Aloha ~

Ms. Stacey D. Bobo, Ph.D.
Executive Director
sbobo@myhta.org

Hawaii Technology Academy

Mission

We empower students to succeed through our blended learning experience – face-to-face, virtual and independent.

Vision

A community embracing the challenges of today and the opportunities of tomorrow.

HTA's Core Values

Collaboration • Critical Thinking • Communication • Creativity • Character

HTA Strategic Initiatives

Student Success: To maximize personal and academic growth through our blended learning model.

School Culture: To cultivate student, faculty and staff morale that furthers innovative learning experiences.

Systems: To enhance school-wide systems to promote operational efficiency, improve communication, and support student achievement.

Branding: To promote HTA as the premier blended learning model that is recognized statewide.

Finances: To grow financial resources to ensure long-term school success.

Our Essential Terms

Statewide and community-based blended learning program: HTA educators and Administration work with students and Learning Coaches at community-specific sites on Oahu, Maui, Hawaii Island and Kauai by delivering content, experiential learning activities and support services reflective of each community's educational need, while remaining aligned with HTA's vision and mission.

Personalized Learning Profile: Working in collaboration with educators, Learning Coaches, and students, each advisor develops a dynamic Personalized Learning Profile for every student. The PLP is reviewed and revised quarterly.

Collaborative and communicative partnership between educators, students and families (Learning Coach): as measured by individual touches between educators and students/Learning Coaches; the PLP process; school to family communiqués; dynamic curriculum delivery and identification of/delivery methods at remote learning locations throughout the school year.

Quick Reference List

Stacey Bobo
Executive Director
sbobo@myhta.org

Matt Zitello
Associate Director/Oahu Director
mzitello@myhta.org

Jill Catherine
Director of Communications
jcatherine@myhta.org

Naomi Craft
Director of School Records
ncraft@myhta.org

Mary Wenstrom
Director of Partnerships & Innovative Learning
mwenstrom@myhta.org

Jenelle Peterson
Director of Curriculum & Innovative Learning
jpeterson@myhta.org

Kris Israel
Director of Technology
kisrael@myhta.org

Kristie Fetterly
Maui Director
kfetterly@myhta.org

Rhett Parham
Hawaii Director
rparham@myhta.org

Traci Sullivan
Kauai Director
tsullivan@myhta.org

Susan Anderson
Oahu Secondary Director
sanderson@myhta.org

Aakash Shah
Oahu Secondary Director
ashah@myhta.org

Kim Ah Soon
Oahu Elementary Director
kahsoon@myhta.org

Neil Bowers
Instructional Coach
nbowers@myhta.org

Marc Collins
Curriculum Linker
mcollins@myhta.org

Sarada Wright
Student Services Coordinator
swright@myhta.org

Gabriella Bonilla
Business Manager
gbonilla@myhta.org

Elaine Simon
Director of DevOps
esimon@myhta.org

Theresa Toilolo
College and Career Counselor
ttoilolo@myhta.org

Lynette Atuaia
High School At-Risk Counselor
latuaia@myhta.org

Olivia Harkins-Pignolet
Oahu K-5 Counselor
oharkins@myhta.org

Kyenne Milhoan
Oahu 6-8 Counselor
kmilhoan@myhta.org

Sterling Carvalho
Athletic Director
scarvalho@myhta.org

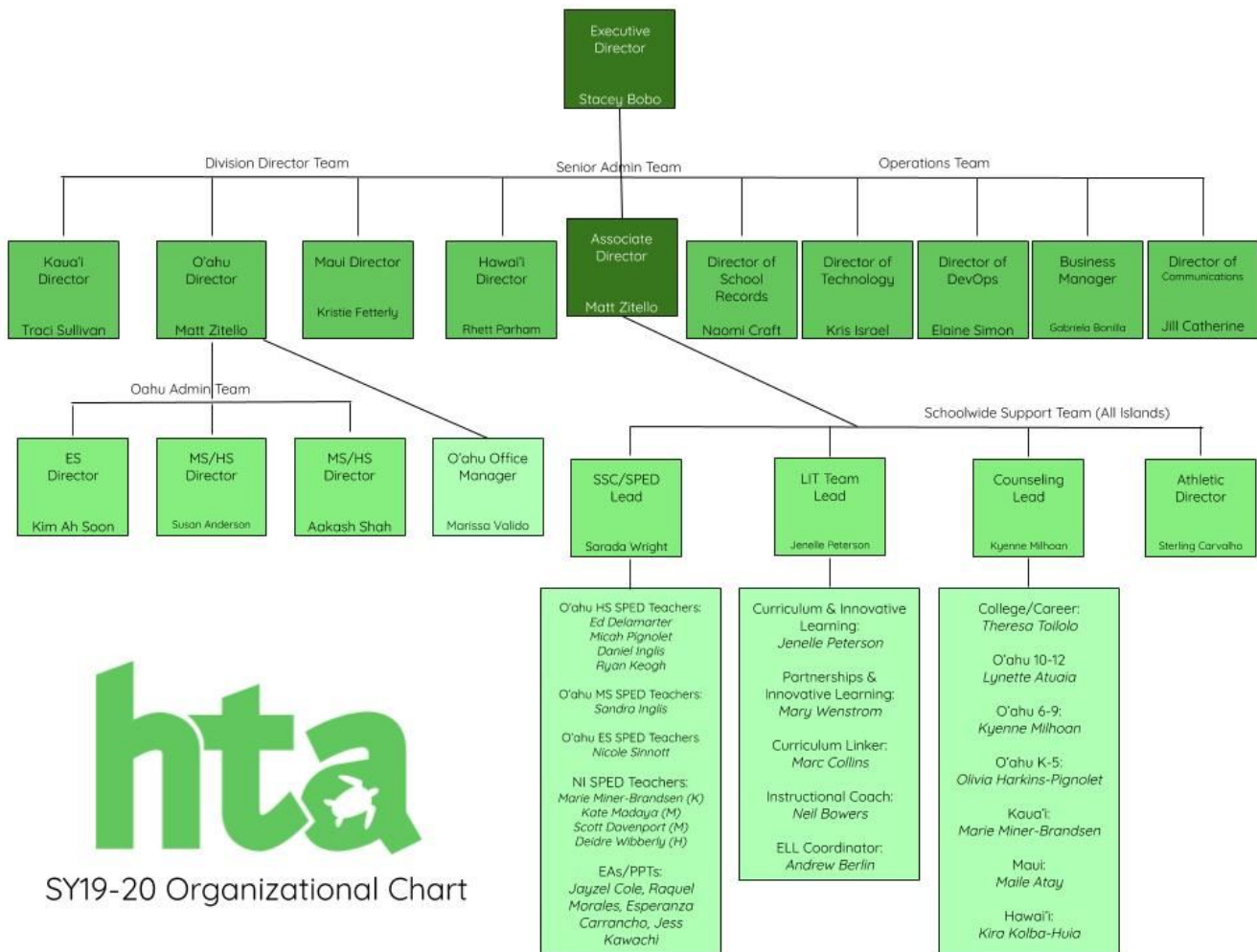
Kira Kolba
Hawaii Island Counselor
kkolbahuia@myhta.org

Maile Atay
Maui Counselor
matay@myhta.org

Marissa Valido
Oahu Office Manager
mvalido@myhta.org

Jasmine Foster
Registrar
jfoster@myhta.org

Marissa Torio
Payroll & Benefits Manager
mtorio@myhta.org



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SY19-20 Organizational Chart

School Calendars and Schedules

On our website you will find HTA's Department of Education calendar. It is imperative that your student follow the Division Calendar for your island. Different Divisions (elementary, middle, high school, Oahu, Kauai, Hawaii, Maui) have slightly different school year calendars with regard to virtual class days, on-campus days, ohana days, student-led conference dates, and end-of-course dates. Island specific school calendar dates may be found in the calendar feature along the right-hand side of the Main Parent Dashboard in HonuHub.

How Does Hawaii Technology Academy Work?

The Basics:

Depending on where you live, what grade your student is in and what classes they are enrolled in, HTA will, by design, look very different for students in different locations. At our core, all students will have the following:

- Personalized curriculum
- Access to courses from any of the following: Accelerate Education; Connexus; Middlebury Languages; and HTA's highly-qualified, teacher-designed curriculum
- Online, Learning Coach monitored instruction
- Virtual, educator-led instruction
- Weekly face-to-face support, small group instruction, or core course instruction
- Semi-annual student led conferences with advisor/homeroom teacher
- Personalized Learning Profile outlining student and Learning Coach goals and HTA's Core Values
- Opportunities to attend field studies, internships, ohana days, and community-based learning experiences
- Mandated Hawaii State Testing
- Opportunities to participate in online and face-to-face clubs, electives, and activities

Our Divisions:

HTA is a blended learning public charter school offering elementary and secondary education across four islands: Hawaii Island, Kauai, Maui, and Oahu.

Our Faculty:

The success of our students depends on the teamwork modeled between the Learning Coach and your student's assigned educators and advisor. Our Hawaii-state certified educators are tasked with the responsibility of **motivating, mentoring and monitoring** Learning Coaches and students. Our educators have a wealth of knowledge and should be the first point of contact for all questions that are academic or technical in nature. At HTA, we have dedicated school Directors who meet weekly with their teams of educators to ensure all students are being monitored and supported. We encourage Learning Coaches to reach out to your student's educators, ask questions, and work with us as HTA's program evolves. As your educators make contact with you, know this is a team effort to ensure your student is making progress and meeting your advisor/educator/student/Learning Coach goals identified in your child's Personalized Learning Profile (PLP).

If at any time you would like to discuss the qualifications of your student's educators, please submit a request, in writing, to the Executive Director.

Our Overall Policies and Procedures

Instructional Time:

The state of Hawaii requires all public schools to offer a minimum number of days of instruction each year. HTA offers 178 days of instruction. Additionally, statute requires a minimum number of instructional hours by elementary and secondary school:

Grade Level	Yearly Hours	Weekly Hours	Daily Hours
K-6	915	25 ½	5
7-8	990	27 ½	5 ½
9-12	990	27 ½	5 ½

Instructional time can occur at any time during the day and on any day of the week between the first day of school and the last day. Learning Coaches or High School students are required to log student attendance in HonuHub. Teachers will mark student attendance for required face-to-face, virtual classes and student support sessions.

Learning Coach Presence:

An adult Learning Coach is required to be home with students at all times during the school day. Students will have a set schedule of classes at the HTA campus. It is the responsibility of the Learning Coach to drop off and pick up the student no more than fifteen minutes before or after the planned class/workshop. As Learning Coaches commit to being present with the student at all times, Learning Coaches will always be available for face-to-face or virtual meetings between 8.00am and 3:30pm Monday through Friday.

Process for Attendance Monitoring:

- Students are required to follow the school calendar, which includes a minimum of 178 school days.
- All K-5 Learning Coach reported attendance must be submitted in HonuHub by 2:00pm.
- All 6-12 student reported attendance must be submitted in HonuHub by 2:00pm.
- If your student is sick or going to be absent please notify attendance@myhta.org.
- Refer to the state guidelines for an attendance overview at http://www.capitol.hawaii.gov/hrscurrent/vol05_ch0261-0319/hrs0302a/hrs_0302a-1132.htm

Attendance Policies

First Month Attendance Policy:

If a student misses more than five days of orientation, online work/class or face-to-face class during the first month of school, without a valid excuse approved by the school administration and documentation such as a doctor's note, the administration may, at its discretion, un-enroll the student.

No-Show Policy:

If a student misses 10 or more consecutive school days from the first day of school, the student will be unenrolled from HTA and reported as a "no-show" to the state.

Types of Absences

Excused Absences:

Upon written request from a parent or guardian, the Director or Attendance Clerk may excuse a student's absence from any of the above for the following reasons:

- Student illness or injury.* (If student is ill or injured for 3 days or more, they must return to school with a doctor's note.) Please note: Illness or injury of a parent/guardian does not qualify as an excused absence.
- Quarantine (as directed by the Department of Health)
- Medical, dental, optometry, or chiropractic appointments or treatments*: Parents/guardians are discouraged from making medical and dental appointments during a face-to-face day on campus. However, if an appointment during the campus day is unavoidable, the student must bring a signed note from the doctor/dentist to the Attendance Clerk.
- A serious illness or death of a student's immediate family, including attending the funeral service of an immediate family member. Funeral service absence is not excused for more than three days unless the service is conducted outside of Hawaii.
- Observation of a holiday or ceremony of a student's religion (24-hour advance request required)
- College or educational-related tour/trip: Documentation must be turned in within 3 days. This may include proof of attendance for special events.* (24-hour advance request required)
- School-sponsored activity (scheduled appointment with Counselor, field studies, etc.)
- An emergency deemed legitimate by the Director (i.e. severe weather, power outage, fire etc.)
- Suspension from school
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.*
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
- Student in good academic, behavior and attendance standing may apply for administration-approved leave.

Excused Notes for Absence:

For an absence to be registered as excused, a parent or guardian must furnish, prior to the absence (if advanced notice is required) or within three days of the student's return to school, a note and/or documentation explaining why the absence should be excused. ***All notes and documentation should be scanned and emailed attendance@myhta.org.** The e-mail must also include the student's name, the date of absence, and the reason for the absence.

Administration-Approved Absences:

If your child will be absent for a period of 3 or more days due to an educational trip, athletic event, arts-related event, college visit, academic contest, medical situation, or other legitimate event, please follow the Administration-Approved Absence process. You can initiate this process in the parent dashboard of HonuHub, under the "Administration" tab located on the top menu bar. Student and teacher(s) will work to create an Educational Plan that must be completed while

absent. Failure to complete this Educational Plan may result in these absences being marked as unexcused. Administration-Approved Absences are not available during the first or last fourteen days of the school year or during State Testing (if outside of the makeup window). Students who are not passing their courses will not be approved. Please initiate this process no later than fourteen days prior to the first date of the absence. No back-to-back requests will be approved.

Unexcused Absences:

When the attendance clerk does not receive an email within three days of an absence, such an absence becomes an unexcused absence. Unexcused absences are those absences that are:

1. For reasons other than those permitted under Excused Absences
2. Not verified by a student's parent/guardian
3. Have not followed the proper attendance reporting procedure

Unexcused absences/tardies includes reasons such as no transportation, traffic, overslept, unauthorized trip, Learning Coach obligation/illness etc.

Chronically Absent/Truancy:

Chronically Absent: An HTA student is considered chronically absent if they fail, without a legitimate excuse, to log attendance for 15 or more non-consecutive school calendar days over the course of the school year. As per Hawaii Department of Education standards, this relates to both excused and unexcused absences.

Truancy: An HTA student is considered truant if they fail, without a legitimate excuse, to log attendance for 10 consecutive school calendar days. After 10 days of unexcused absences, the student may be referred to Family Court and can be withdrawn due to truancy.

The Education Code states parents/guardians are required to compel the attendance of the pupil. HTA staff follows the procedures outlined below to notify parents of a truancy situation.

Process for Notification and Withdrawal of Truant Students:

- HTA educators monitor student attendance on a daily basis.
- HTA educators send an email informing parents their child has been absent (unexcused) for two or more school days. This absence could include any of the "types of attendance" listed above. Parents should respond within 24 hours. Immediate action should be taken by the Learning Coach to correct the truancy problem.
- If there is no response within 24 hours, HTA educators forward the student's name, contact information, and file documentation (number of missed days, etc.) to the Counselor and Attendance Clerk. First, the Counselor will attempt to make contact. If this is not successful, a letter is sent to the family via email and certified that notifies the family the child is truant.
- If the truancy is not resolved within 24 hours after the 10th day of truancy, the student may be referred to Family Court and withdrawn from HTA due to truancy. The parent/ guardian will be notified via email and certified mail. The home school district will also be notified of the student's withdrawal.

Confidentiality Policy:

Every effort is made in maintaining the confidentiality of students attending HTA. As part of the enrollment process, parents must let the school know if their student's name or picture should not be displayed in a public manner. Student files are accessible only to employees of HTA who have an interest in the education of its students. In particular, personal and academic information of your student(s) will be shared with only the related Divisional team to ensure optimal student academic support and attention to any safety concerns. Responsible adults and students should

be careful not to share their Accelerate Education, Connexus, Adobe Connect/Zoom or HonuHub usernames and passwords with any unauthorized individuals. In any case where a parent or teacher believes the security of the password has been compromised, the parent should use the tools provided to change usernames and passwords. Parents are advised to avoid using personal information in emails. Using your child's first initial rather than full name is preferred.

Health Policy:

All students must comply with the requirements of the State Immunization Code. The required documents were provided as part of the HTA Enrollment or Re-enrollment process.

For more information about Hawaii's immunization program or the immunization requirements for school entry, please click on the following link:

<http://health.hawaii.gov/docd/school-health-requirements/>

What is required by the first day of school?

By the first day of school, all students entering school in Hawaii for the first time must have:

1. Tuberculosis (TB) clearance **AND**
2. A completed student health record that includes:
 - Physical examination (PE)
 - All required immunizations
 - **OR**, a signed statement or a medical appointment card from your child's doctor to prove your child is in the process of completing missing immunizations or the PE

Students who have not completed these requirements by the first day of school will not be allowed to attend school until these requirements are met. Furthermore, if HTA has not received immunization records for a student and/or a student is not compliant with Hawaii's immunization requirements by October 15, the student will be withdrawn. Details on immunization and medical examination requirements and other related forms for Hawaii public school students is available on the state Department of Education website: <http://doe.k12.hi.us/register/index.htm>

Standardized Testing:

Every HTA student will participate in the state standardized tests as required by the state of Hawaii. Testing will be conducted at a variety of sites around the state and proctored by HTA teachers and administrators. If a family opts out of Hawaii State Testing, a written letter must be submitted to the test coordinator and the student must still attend the testing site on the assigned test days. The student will be provided with an alternative assignment. Throughout the year, students will participate in interim benchmark assessments as required by HTA's current School Improvement Plan. Every other year, 4th and 8th graders are also required to take the federal NAEP test. Your child's homeroom teacher, advisor or island coordinator will inform you of standardized testing dates and location no less than two weeks before the scheduled test.

Non-Discrimination Policy:

HTA shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the HTA Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school.

Withdrawing From HTA:

Parents with students in need of withdrawing from the school must contact their Office Manager or Director of their respective Campus to notify them of their request to withdraw. The family must then fill out the necessary withdrawal form in person at their assigned Campus. No student will be legally released until the original withdrawal form has been completed, signed and submitted. All HTA-owned materials, computers and other obligations must be remitted before a student will be released to their home geographic school; 4140-ed to homeschool or released to another educational institution. The withdrawal process takes 3-5 business days upon successful submission of the withdrawal form. Please plan accordingly. The registrar's office will confirm a withdrawal date. Failure to return all school equipment and materials in satisfactory condition may result in a collections action and a delay in student cumulative folder transfer. **Please note: HTA must receive a notice of enrollment (NOE) from the school the student will be enrolling. Records will not be released until an NOE is received. If the student is not properly withdrawn from HTA, the student may be recorded as a "drop-out" in the State of Hawaii.**

Removal from HTA:

Students may be removed from HTA due to disciplinary action, refusal to meet intervention goals outlined in the student PLP, failure to participate in state-mandated assessments, or attendance in another public school. Students are provided all necessary due-process rights before removal.

School Property:

HTA provides materials, books and other curricular supplies. HTA also offers a computer lending opportunity for families. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. In the event that a student loses or damages a piece of school equipment or supplemental materials, a recovery fee will be charged. All property and equipment must be returned in good, working condition upon withdrawal from the program or at the end of each school year. All printed materials are copyrighted, and unauthorized copying of those materials is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

Student Records:

Student records are maintained between the HTA Registrar's office and the HTA educators. Parents/legal guardians are directed to check HonuHub for current grades and to retrieve copies of the student progress reports, report cards and unofficial transcripts. For official transcript (grades 9-12) or past year report card (grades K-8) requests, please login to HonuHub and click on Administration > Files Request on the left column. Click on Transcripts or Records to submit your request, pay the nominal fee via PayPal and return to the request screen to submit. If a student transfers to another school from HTA the policy is for the new school to contact HTA to make the official records request. Please allow up to 10 business days for processing upon receipt of records request.

Parents/Legal Guardians may update their address and email addresses via HonuHub by clicking on Administration > Our Account Data. To update telephone, cell phone, or place of employment, please notify the Registrar's office immediately at registrar@myhta.org. Parents are responsible for keeping contact information current within the account section of HonuHub. To update or change your HonuHub password, please login to HonuHub and click on My Settings (gear icon) > Change Password.

For all other student record updates and/or changes, please contact our office directly for

instructions at registrar@myhta.org.

School Visitation and Classroom Observation Protocol:

Throughout the course of the school year we often field requests from parents and private providers to visit our school and to observe classrooms. In an effort to minimize disruption to instruction and student learning and in order to facilitate a productive and enjoyable visit, we ask for your understanding and cooperation in following these guidelines.

- Visitors shall provide the Campus Director with notice to visit the school at least five school days in advance of the desired visitation date. Visitors shall inform the Director of the purpose of the visit using the "Request for Observation" Form.
- Visitors need to sign-in and wear a visitor's badge.
- There will be a host to escort you throughout the duration of the visit.
- Videotaping, picture-taking, or electronic recording is not permitted without written permission from the Director.
- At no time should the observation interfere with instruction or unduly disrupt the classroom.
- Visitor(s) shall remain in the area designated by the classroom teacher or host throughout the visit.
- When visiting a classroom, we ask that you refrain from interacting with students and adults so as to minimize disruptions to student learning and classroom instruction and so as to comply with the Federal Education Rights and Privacy Act (FERPA).
- Please refrain from approaching the teacher to ask questions to minimize disruption to instruction and student learning.
- This visitation shall be no more than 30 minutes unless otherwise approved by the Director.
- The Director reserves the authority to deny requests to individuals if the Director believes the FERPA may be compromised.
- The observation may be terminated immediately if it appears that the observer is distressing a student(s) or disrupting the routine(s) or activity(ies).
- The School Visitation and Classroom Observation Protocol is not intended for prospective student or friend visits to the campus.

Computer Policy:

HTA requires all families to have a minimum of one computer and printer that meet the minimum specifications necessary to access the online curriculum, virtual classroom and HonuHub. It is also recommended that families have access to a scanner or scanning app on a personal device. It is suggested that high school students have access to a personal computer that is not shared with other family members or siblings. Families must also have Broadband Internet availability in order to participate in the school.

Minimum technical specifications are as follows:

- Any Windows, Mac or Chromebook computer with 4Gb of memory
- Wireless internet connectivity
- Runs a web browser, latest version of Chrome is preferred
- Home Internet: 10 mbps modem or better (DSL or Cable internet is highly recommended)
- Internal or external microphone
- Internal or external speakers
- If using a browser other than Chrome, install [Adobe Acrobat Reader](#). This program can be downloaded at no cost.
- Keyboard and mouse are highly recommended

**HTA is not responsible for maintenance and repair of personal devices.*

HTA Computer Loan Program:

HTA is proud to offer a computer loan program. Please visit the Computer Loan Program section of HonuHub for additional information. In emergency situations, computers can be borrowed from the tech office for the day not to exceed 5 times per year. Students will be turned away after the 5th time.

Student's Technology Responsible Use Guideline:

1. The digital device must be used only for school-related activities.
2. Close or put away the digital device in a safe place when you eat, drink, or will be away for a while. Leaving it outside on a bench or on the ground next to your backpack is not a secure place. Charge your device to be used the next school day. Make sure your power cord is not stretched across the floor. This can cause someone to trip or the device to fall off a table. Use a case or bag with your device and keep it dry at all times.
3. HTA highly recommend our students, with the help of Learning Coach if needed, to change the default passwords.
4. Students should never impersonate other students, teachers or any other person when logging in on Zoom, Adobe Connect, or any HTA learning platform. Impersonation is subject to disciplinary action.
5. Hacking or using another HTA account without approval is NOT allowed and subject to disciplinary action.
6. Do not share your name, home address, email address, phone number, and any information about you with others on the Internet or on Social Media – like Facebook, Instagram, Snapchat, and the other outlets. Do not give out your password to anyone (even your best friend) other than your parents or guardian.
7. Never send a picture of yourself to anyone without the permission of your parents or guardian.
8. You may connect to the school's Internet when you have permission from a teacher or your parent/guardian when not at school. A teacher or school staff member will supervise and monitor the student using the Internet in school.
9. Open and look at any files or data that only belong to you, or that your teacher asks you to view.
10. Copying information from the Internet and not referencing the source in your work is called plagiarism. Plus, the internet information may not be true.
11. Never meet in person with anyone you meet on the Internet without first checking with your parents or guardian. If someone from the Internet or Social Media asks to meet you, tell your parents or guardian right away. Some people may not be who they say they are.
12. Treat others online, the way you want to be treated. If you think you or your friends are being cyberbullied, tell your teacher or school administrator. Examples of cyberbullying are when someone bothers you, calls you names, threatens you, and/or picks on you while you are online.
13. Use good manners and good computer behaviors. Anything you post online will be viewed by others. Before posting something online, always question yourself, "Will my parents, grandparents, or teachers be proud of what I posted". Being a good online citizen means not doing anything that hurts others or is against the law.
14. If you forget your password, ask your teacher for help.

HTA Email/Internet Use:

Student email accounts are property of Hawaii Technology Academy and can be searched at any time if there is suspicion of misuse, dangerous activity, cyber-bullying or other use that could compromise the health and well being of the student, or another member of the HTA community or general public.

Computer Monitoring Software:

HTA promotes digital citizenship and encourages all of our students to be courteous and respectful when communicating online. Students are to avoid accessing adult content and are never to engage in cyber-bullying (ie. use of electronic communication to bully a person by sending messages of an intimidating or threatening nature). Students should never share pornographic material as this could be grounds for criminal liability and will be reported to the police.

HTA uses GoGuardian to filter access to malicious content and to monitor behavior while on the internet. HTA reserves the right to confiscate HTA owned computers if a student is found to be in violation of the Technology Responsible Use Guideline.

However, HTA's monitoring software is NOT a replacement for parental supervision. We encourage our Learning Coaches to be proactive in the monitoring of their student's online activity to ensure the safety of each student.

Computer monitoring software is widely used in education and is a built-in feature on all HTA computers; there is no opt-out for this software when using an HTA account. This software allows HTA to more efficiently and effectively manage and monitor device usage so that students are both safer and more productive online. This software also allows teachers the ability to monitor student progress and to directly engage with individual students, especially on remote school days.

How Monitoring Software Works:

1. Sites with unapproved content are blocked
2. Teachers have the ability to monitor online activity and engage directly with individual students during designated class hours. The teacher can:
 - see what students are working on in real time, including all open tabs
 - explore previous session activity
 - close websites not related to class work (ie. sports, social, gaming sites)
 - lock student screens
 - provide direct support to students while in class, via the chat feature
3. Monitoring software DOES NOT have access to student passwords
4. Monitoring software DOES NOT have access to computer cameras

HTA issued computers are the property of HTA and the computer's intended use is for education only.

Internet Service Provider (ISP) Reimbursement Program:

Families who qualify for Free and Reduced Lunch as per the Application for Reduced Fees (included in enrollment/re-enrollment process) will be eligible to receive ISP reimbursement checks two times per academic year at the rate of \$50 per semester (per family). The ISP reimbursement payments are made at the end of January and June. The requirements for reimbursement will be

emailed to each qualifying family in December and May. **Please note:** Deadline to complete or update the Application for Reduced Fees in order to receive ISP reimbursement is the second Monday in October. Those who qualify by this deadline will automatically receive ISP reimbursement for both first and second semesters. Families who do not meet the criteria for ISP reimbursement in October will have a second opportunity to complete or update the Application for Reduced Fees no later than the third Monday in March.

McKinney-Vento (Homeless) Act and Migrant Education:

HTA participates in the education of homeless students by providing specific support and supplies to help with their education. A “homeless” student is any student who lacks a fixed, regular, and adequate nighttime residence. This could mean that a child is sharing the housing of other persons due to loss of housing or economic hardship, is living in motels, etc. due to the lack of alternative accommodations, is living in emergency or transitional shelters, or is awaiting foster care placement.

Complaint Response Procedure:

HTA is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. HTA prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and parent(s), custodian(s) or legal guardian(s) are required to first discuss the issue(s) with your HTA educator, homeroom teacher, advisor or counselor. If afterwards no satisfactory resolution has been obtained, please address in writing any concern or grievance to the Campus Director within ten (10) working days. If the complaint or grievance is not resolved by the Director within ten (10) working days, please address in writing any concern or grievance to the Executive Director within ten (10) working days.

If the concern or grievance is not resolved by the Executive Director, the parent(s), custodian(s), or legal guardian(s) may, within ten (10) working days of the Executive Director’s response, request in writing a meeting (via phone or in person) with the Executive Director to discuss the concern or grievance. He or she investigates and responds within ten (10) working days.

If the family’s concern is not resolved at the meeting with the Executive Director, the family may file a complaint with the HTA Governing Board. The HTA Governing Board may address the complaint directly, or the family may file a complaint with the Hawaii Public Charter School Commission (information can be found on the Hawaii Dept. of Education website and the Charter School Commission website).

Harassment Reporting:

If you are being harassed in your online environment, it is important to report it immediately to your advisor/homeroom teacher. Harassment comes in many forms, including:

- Spam (unsolicited emails not pertaining to school)
- Threatening communications
- Offensive communications or any other kind of communication that solicits discomfort

Family Education Rights and Privacy Act (FERPA):

HTA maintains records concerning all children enrolled, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended

assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the ESIS system, correspondence between school staff and home, instructional support team documents, referral data, memoranda, and other education-related documents. Records can be maintained on paper, on microfiche, on audio or videotape, and electronically. Records can be located in the central administrative offices of the HTA, electronic storage systems, and in the secure possession of teachers, school administrators, specialists, psychologists, counselors, and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those that must be maintained, are no longer educationally relevant, the public school must notify the parents in writing and may destroy the records or, at the request of the parents, must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents request so in writing.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the date HTA receives a request for access.

Parents or eligible students should submit to the school administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator or designee will arrange a records inspection for the parent or eligible student.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.

Parents or eligible students (age 18 and above) may ask HTA to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

Should HTA decide not to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is available to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by HTA as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Local School Board; a person or company with whom HTA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, HTA discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by HTA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

(Note: Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.)

It is the policy of HTA to provide employment without regard to race, color, religion, national origin, sex, age or handicap as required by Title VI, Title IX, and ADA

Academic Program

Academic Year:

HTA runs on a semester basis with Report Cards issued in January and June. Students in grades K-8 receive a progress report in January and a final, summative course mark in June. High School courses run for a single semester and a final grade is issued for Semester 1 courses in January and Semester 2 courses in June. All student work is due on or before the final day of the semester. High School students eligible for Kaiser Permanente

Community Benefits Programs
711 Kapiolani Blvd. Suite 130
Honolulu, Hawaii 96813
Kaiser Permanente
Community Benefits Programs
711 Kapiolani Blvd. Suite 130
Honolulu, Hawaii 96813

will be required to pay all outstanding school fees prior to receipt of his/her high school diploma.

High School Academic Policies:

Please select the link below for complete and detailed high school specific academic program information

[High School Academic Policies](#)

Middle School and Elementary School Grading:

Grading is standards based. Students must meet standards to be promoted to the next grade level. Students enrolled in courses at a curriculum level above or below Hawaii Department of Education grade level will be assessed on standards at that curriculum level, not the student's enrolled grade level.

Retention Policy:

HTA does not offer summer school. It is the responsibility of the family to seek out an accredited summer school program, meet with HTA counselor to ensure summer school program will fulfill needed course requirements and submit proof of completion (including passing grade/credit) prior to the first day of the school year. Summer school grades will not be accepted for promotion after the first day of the school year. Students will be retained at the previous year grade level for the entire school year if promotion requirements are not met before the first day of the school year.

K-8 Grade Level Request for Retention Policy:

If your family would like to request a grade-level retention. You must:

1. Notify your homeroom advisor in writing no later than May 1st.
2. Attend a meeting with your homeroom advisor, counselor, and appropriate divisional administrator.
3. Follow the recommendations outlined by the team of educators listed in #2 (above).

K-8 Grade Level Request for Retention Policy- New Incoming Students:

Parent(s)/Legal Guardian(s) who request to have their incoming student retained for the upcoming school year must have a recommendation letter from the Principal/Administrator or Counselor from their child's previous school. This recommendation letter must state why they feel it is in the best interest of the student to be retained. Parents/Legal Guardian(s) wishing to retain their child must notify their Enrollment Assistant to schedule a meeting with HTA's Island Director and/or Counselor. At this time, the recommendation letter will be reviewed and appropriate grade level placement will be determined. Final decision is at the discretion of HTA's School Administration. This meeting must be done prior to completing the enrollment process. If you did not notify HTA prior to completing the enrollment process, your child's spot may be revoked and your request will be considered based upon space availability.

Acceptable Use Guidelines

This document describes the policies and guidelines for the use of the Hawaii Technology Academy program and exists to ensure that all HTA students are aware of and understand their responsibilities when accessing and using HTA resources.

HTA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to HTA instructional computing resources. HTA instructional computing resources include any computer, software, or transmission system that is owned, operated, or

leased by HTA.

As a parent of a student enrolled in HTA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in:

- Removal of your access to HTA instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from HTA
- Involvement with law enforcement agencies and possible legal action

Accountability:

Posting anonymous messages is not permitted unless authorized by the teacher. Impersonating another person is also strictly prohibited.

- Use only your own username and password, and do not share these with anyone.
- Do not login with your Learning Coach's password.
- Do not interfere with other users' ability to access HTA's Online School or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Change your password(s) frequently, at least once per semester.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-HTA commercial activities, non-HTA product advertising, or political lobbying on a HTA-owned instructional computing resource.
- Do not use HTA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on HTA instructional computing resources that are not specifically required and approved for your assignments.

Inappropriate Behavior:

Inappropriate behavior includes, but is not limited to:

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.
- Any disruptions during virtual class time including inappropriate language, posting pictures, images to whiteboard, disrespect for teachers or other students.
- Attending a virtual class or posting a profile picture that does not adhere to HTA's dress code
- Videoing or live streaming such as but not limited to: Facebook live, google live, recording of teachers, conversations, etc. during class or school trips.

Student Internet Safety:

- Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of HTA.
- Do not agree to meet in person anyone you have met only on the Internet and who is not

affiliated
with HTA.

- HTA staff utilize a virtual classroom management tool to see what tasks students are working on, see what websites that they are browsing, and allows them to provide student support while students are doing assignments. Students are notified when the 'sessions' begin and the tool should only be used during typical school hours.

Network Etiquette:

At HTA, parents and students are expected to follow the rules of network etiquette, or "netiquette." The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Use greetings when opening and closing an email.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful. Avoid "internet yelling" ie. using ALL CAPS.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions, and never reveal other people's email addresses.
- Be appropriately dressed for online class or meeting participation.

Use of Copyrighted Materials:

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets, or other protections using HTA computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Academic Integrity:

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in a failing grade, loss of credit, revoked access to course(s) and withdrawal from HTA.

Plagiarism:

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying or re-phrasing another student's work
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, Cliff's Notes), critical sources, or reference materials in part or in whole without acknowledgment

- Indirect reproduction of student aids, such as Cliff's Notes, Spark Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment

Source Citation:

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available). Likewise, it is assumed that all work on student assessments will be the student's own authentic work. Handing in inauthentic work will be considered cheating.

Monitoring:

HTA reserves the right to review any material transmitted using HTA instructional computing resources or posted to a HTA instructional computing resource to determine the appropriateness of such material. HTA may review this material at any time, with or without notice. E-mail transmitted via HTA instructional computing resources is not private and may be monitored.

HTA Indemnification Provision:

HTA assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive. HTA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. HTA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of HTA, its affiliates, or its employees. HTA assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the HTA Computer Use Agreement that the parent or guardian and student signed in taking on an HTA issued computer.

Volunteer and Parent/Guardian Participant Understanding:

Given the blended learning nature of HTA it is expected that the parent(s) or legal guardian(s) of enrolled students can and will participate in classroom activities, field studies, learning exhibitions, enrichment programs, clubs and other school related activities when appropriate and approved by HTA faculty and staff. As such, parent volunteers and chaperones will not fall subject to fingerprinting or TB testing. From time to time non-parent/guardian community members may serve as volunteers in the classroom or on/at any of the aforementioned events. These volunteers will not be left unattended with students. Please note that this is different than after school clubs or activities. Unchaperoned club instructors will submit for fingerprinting and TB clearance prior to working with HTA students.

Faculty Drivers:

Given the multisite nature of our school, HTA faculty and staff may sometimes be tasked with driving students between two campuses, field studies, internships or to/from a community event. The faculty driver indemnification at the end of this Guidebook authorizes HTA faculty and staff to transport our students. By signing this guidebook, I grant permission for my student(s) to participate in HTA activity/activities and to travel by private or commercial car, bus, train, airplane, and other means of transportation as required. I release the State from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

Learning Coach Driver Procedure:

As an innovative school, Hawaii Technology Academy seeks out opportunities for students to enhance their learning experience through field studies, experiential learning, community-based electives, internships and community service opportunities. In order to offer these essential learning experiences, HTA occasionally relies upon learning coaches to transport their own students and/or other students to off-campus learning experiences. Prior to an off-campus learning experience, the teacher associated with the activity will seek out volunteer learning coach drivers and provide information on what carpooling options are available. Transportation assignments will be made by the teacher, staff member or administrator associated with the activity. If you do not want your student transported by another learning coach driver, it is your responsibility to provide transportation for your student to and from the off-campus learning experience.

Water-Related Activity Procedure:

Hawaii Technology Academy takes advantage of the many water-based learning opportunities available to our students on each island. HTA follows the Hawaii Department of Education Guidelines for Water-Related Instructional Activities or Courses (November 2017/amended June 2019). Adequate information will be provided to learning coaches in advance of the water-related activity. It is expected that students in grades 6-12 will be able to self identify their ability to enter the water safely and confidently. If a student in grades 6-12 is not a competent swimmer, it is expected that the learning coach will select that the student cannot enter water above knee height on the water-based learning activity registration form.

HTA also offers many water-based learning and social events for students and learning coaches. If the learning coach or parent/guardian is present at a water-based learning activity, the parent/guardian/learning coach assumes responsibility for his/her own student with regard to all water-related activities.

Safety and Security:

HTA follows our public Safety and Security plan which is available by selecting this [Safety and Security Plan](#). As HTA utilizes a number of campuses, community sites and public parks/areas it is expected that every student, Learning Coach and teachers abide by the location-specific evacuation plan and appropriate use/behavior guidelines as posted onsite. In addition, students in each Division are responsible to the behavioral guidelines set out in the individual teacher syllabus.

Parent drop off and pick up:

For the safety of students, parents are asked to drop off **no earlier than 15 minutes prior** to classes/events/etc. We ask that parents also pick up students within 15 minutes of dismissal. Supervision can not be ensured outside of these parameters. The reception area is reserved for persons waiting for appointments/conducting business only.

Student Code of Conduct

The goal of Hawaii Technology Academy is to provide the best possible educational experience for each student. The instructional program, partnership of parents and teachers, clubs, outings, and competitions help to increase student success. Coupled with the advantages of these educational opportunities is the need for students to assume personal responsibility for their behavior. Students share with the school community responsibility for developing HTA into a school that exemplifies high standards and excellence. HTA's Code of Student Conduct is based

upon this responsibility. Understanding the information that follows is an essential responsibility of each student.

The policies outlined in the school handbook coincide with the code of conduct. Every student at HTA is required to understand these policies in order to understand the consequences outlined in the code of conduct. These policies include: non-discrimination, attendance, PLP adherence, work assignment turn-ins, communication, progress guidelines, and standardized testing attendance. HTA abides by the Hawaii Department of Education Chapter 19 disciplinary policies and procedures.

STUDENT RIGHTS AND RESPONSIBILITIES:

HTA Students have the right to.....	HTA Students have the responsibility to.....
The right to function and work in a positive learning environment free from disturbances created by self or others.	The responsibility to understand and accept that student learning is the primary purpose of our school and during instructional time to behave in a manner that promotes opportunities for optimal teaching and learning.
The right to participate in safe school outings.	The responsibility to respect the right of others to have a safe school environment in the presence of other students or people.
The right to have individual beliefs, ideas, cultural, religious practices and differences respected.	The responsibility to accept the uniqueness of others.
The right to be treated with courtesy, fairness and respect.	The responsibility to treat others with courtesy, fairness and respect.
The right to have personal or school property respected.	The responsibility to respect and secure private and public property.
The right to participate fully in school life when all the established requirements have been fulfilled.	The responsibility to assure that participation in all aspects of school life is open to everyone.
The right to a clear understanding of what is expected of them.	The responsibility to know their role in the school community and to help others to understand their role.
The right to a fair hearing in cases involving the application of academic or disciplinary regulations.	The responsibility to understand and utilize the school's procedures for resolving concerns, conflicts and disagreements.

BEHAVIOR GUIDELINES:

Student Offense	School Action
<p>Truancy: A student is considered truant if they fail, without a legitimate excuse, to log attendance for 10 consecutive school calendar days.</p>	<p>After 10 days of unexcused absences, the student may be referred to Family Court and can be withdrawn due to truancy.</p>
<p>Academic Honesty (Plagiarism and Cheating)</p>	<p>HTA teachers closely monitor this behavior in all student work. If a student is found to have plagiarized or cheated, the HTA teacher will intervene to coach the student. An administrative meeting may be scheduled by the HTA teacher and disciplinary consequences may follow.</p>
<p>Assault, Verbal/Threats/Intimidation</p>	<p>School suspension or withdrawal may occur.</p>
<p>Inappropriate Behavior, Attire or Actions During Virtual Class Sessions</p>	<p>The HTA teacher has full control over privileges within the online sessions. A student misbehaving may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classrooms.</p>
<p>Inappropriate Use of the Computer A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer. Parents should maintain the confidentiality of their user password and not tell others.</p>	<p>Dependent upon the misuse of the school computer, the Director will determine the disciplinary consequences, including loss of privileges, or withdrawal.</p>
<p>Disrespectful Behavior, Inappropriate Conduct and/or Insubordination Students and parents must comply with the reasonable directives of school personnel in a timely and cooperative manner. Students or parents who refuse to comply with a reasonable directive, or who use a profane means of expression toward school personnel, will be assigned a range of consequences.</p>	<p>School suspension or withdrawal may occur.</p>
<p>Dress and Backpacks/Handbags HTA students are to dress tastefully and appropriately at the Campus, Virtual Classrooms, Community Centers, and during outings or other school events. Parent support is important in the effort to maintain a productive academic atmosphere.</p> <ul style="list-style-type: none"> ● Shirts must cover the midriff, chest and back, and substantially cover the shoulders. ● Pants, skirts and tops should be high enough and long enough so no portion of the posterior or undergarment is revealed. ● Appropriate footwear, when necessary, is 	<p>Students may be asked to change clothing, turn inside-out, or leave the premises.</p> <p>When there is adequate cause for suspicion, backpacks, bags or handbags may be subject to search at school events, outings or testing.</p> <p>An administrative meeting may follow.</p>

<p>required.</p> <ul style="list-style-type: none"> • Clothing, hats or bags bearing imprinted messages or images should not promote a lifestyle that is inconsistent with good taste, educational values and wellness. 	
<p>Weapons Weapons, of any type, are not permitted in any facility used by HTA, during school events or outings. This includes during any standardized testing times.</p>	<p>Administration will work in accordance with the Hawaii Department of Education guidelines for weapons in schools. Police authorities may become involved</p>
<p>Vulgar/Obscene Language, Gestures, Displays To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar and obscene language use, gestures, and displays.</p>	<p>Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with school administration. School suspension or withdrawal may occur.</p>
<p>Sexual Harassment Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the workplace.</p>	<p>School suspension or withdrawal may occur.</p>
<p>Harassment/Non-Discrimination HTA maintains that a positive learning and working environment is free from any form of harassment. Everyone should be free from interference, intimidation or disparagement. Respect for the rights, dignity and integrity of others is essential for the well-being of our school. Any action that does not reflect such respect for others is damaging to each member of the school community. Harassment, besides being intrinsically harmful and illegal, also corrupts the integrity of the educational process.</p>	<p>School suspension or withdrawal may occur.</p>
<p>Forgery/Misrepresentation/Counterfeit The forgery, alteration, or counterfeit of an excuse note, school form or other document and/or record is prohibited. Forgery includes, but is not limited to, the alteration of time, date or other information bearing the signature or initials of a parent or faculty member, or attempting to use a forged note. Signing or typing a parent's/guardian's name on a note or email upon their oral consent constitutes forgery. Impersonating a parent or any other person is impermissible and cause for discipline.</p>	<p>School suspension or withdrawal may occur.</p>
<p>Damaged School Property and Graffiti The HTA community provides excellent equipment and materials for learning. Everyone is responsible for using the equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminish the quality of school district property detract from teaching and learning.</p>	<p>Students will be required to pay full restitution for acts of deliberate damage or graffiti. Costs for damage to school district property will include labor, materials, consulting fees and other costs associated with replacing or restoring the damaged property. Acts of destructive damage and graffiti will be</p>

	reported to police authorities. Disciplinary consequences, including loss of privileges, or expulsion, will be considered in addition to the satisfaction of financial obligations.
Tobacco Possession is Prohibited by School Policy and State Law for Students during School-Related Activities.	According to district policy and state law, students may not possess or use tobacco products (including cigarettes, chewing tobacco, dip, snuff, vape pens, e-cigarettes or cigars), while on school grounds or during school related activities or functions. Disciplinary consequences, including loss of privileges will be determined by administration.
Illegal Drug and Alcohol Usage is Prohibited by School Policy and State Law.	Acts, suspected possession or intoxication will be reported to police authorities. Disciplinary consequences, including loss of privileges, or expulsion, will be considered by administration.

Disciplinary Action

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available:

External/Out of School Suspension (OSS):

This will result in students accumulating unexcused absences from the Campus and community days. Work missed during this time may not be made up for credit. This could affect student promotion.

Withdrawal:

Withdrawal procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to maintaining “a school climate that encourages learning.” In the case of withdrawal, the student will be withdrawn from HTA and remanded back to the home school district with explanation of the separation of student from the school.

Specific consequence:

This may vary depending upon the offense and administrative review. An example may be detention from an online club that the student was participating or detention from an upcoming school outing or loss of privileges to work at a Campus or community center outside of workshop or tutoring hours.

I Understand and Agree

The purpose of this section is to set expectations for HTA parents. Students’ success is a primary goal of HTA and that can only be achieved if you, the parent, are successful. To that end, it is important that parents of HTA students understand and agree with the following curricular and attendance requirements:

I understand my student is enrolled in a public school with attendance requirements I am expected to meet. HTA’s requirement is 178 days per year, between 5 - 6 hours per day depending on my child’s grade level and academic progress. Students in high school are

expected to log additional “homework” hours as needed. I understand those days must be completed by the last day of school on May 29, 2020. Students who have poor attendance (insufficient hours recorded over time in the system) are considered excessively absent and may be withdrawn from HTA.

I accept the responsibility to supervise my student in using the online and home-based teacher-designed curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and not in place of, the assigned HTA curriculum. It is not acceptable to leave a student home alone or unsupervised all day to complete coursework.

I understand and agree that student progress and attendance at face-to-face on-campus classes, virtual classes, field studies, internships, tutoring or other special workshops are an expected part of the HTA program, in addition to the independent attendance hours logged. Educators will review progress and consider other factors, including parental input, when making student advancement decisions. Promotion is based on a student’s academic record in a given course, not simply attendance.

I understand my student may work at home various days of the week, and I am expected to be available to attend face-to-face or virtual meetings, quarterly or semester conferences, and other meetings as scheduled with my student’s homeroom teacher/advisor on Monday through Friday between 8.00am-3.30pm.

I understand daily attendance in grades K-8 must be confirmed and entered by the teacher or parent Learning Coach. In High School, it will be entered by a teacher or the student.

I understand and agree that I am expected to follow the guidance and support of a certified educator in implementing the HTA program with my student.

I understand public school enrollment includes participation in the required state testing program and I agree to provide transportation to/from testing when it occurs. My child will fully participate in all testing at his/her grade level.

I understand virtual lessons, on-campus classes, experiential learning, and independent learning all contribute to my student’s final grade.

I understand my participation in the Personalized Learning Profile impacts my student’s ability to be promoted and to remain a student at HTA.

I understand it is my responsibility to secure an Internet Service Provider.

I understand HTA is a full-time public school program, and that my student may not be enrolled in any other full-time or part-time public, private, religious or charter school.

I understand HTA is a Blended Learning School with weekly on campus, virtual and independent learning requirements for all students.

I have reviewed the HTA Guidebook and understand the procedures and policies of HTA.

LIABILITY RELEASE AGREEMENT

(Print Minor's Legal Name) _____

(Please indicate if there is more than one child per family participating and if so provide their legal name(s)):

_____, _____, _____,
_____ (collectively referred to as "Minor") wishes to participate in
_____ activities sponsored by HTA.

The Sponsors and the undersigned parent or legal guardian of Minor agree that the Activity may pose risks, including possible illness, injury, as well as similar and dissimilar risks ("Risks"). The undersigned is fully aware of the Risks and other hazards inherent in the Activity and is participating in the Activity voluntarily and assumes the Risks and all other risks of loss, damage, or injury that may be sustained while participating in the activity. HTA makes no representations or claims as to the condition or safety of the land, structures, transportation, or surroundings that may be involved in the Activity, whether or not owned, leased, operated or maintained by the Sponsors. It is understood that the Sponsors do NOT provide any insurance coverage for the Minor's person or property, and Minor's parent(s) or guardian(s) acknowledge that they are responsible for the Minor's safety and the Minor's own health care needs, and for the protection of the Minor's property.

In exchange for allowing the Minor to participate in these Activities offered by the Sponsors, the Minor, by and through the undersigned, the undersigned, and their respective heirs, personal representatives and estates agree(s) to release from liability and hold harmless the Sponsors and any agent, officer, or employee of the Sponsors acting within the scope of their duties for any injury to the Minor's person or damage to the Minor's property. I authorize the Sponsors to take any action, including seeking medical care, necessary in its judgment if I am not present or reachable in the event of an emergency. The undersigned acknowledges that as a part of this Release he or she shall be 100% liable to pay for all medical expenses resulting or to result from any injury incurred during, or as a result of, participation in the Activity. If any term of this agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder shall not be affected thereby, and each and every remaining term of this agreement shall be valid and enforced to the fullest extent permitted by law. In the event of any need to enforce this agreement, the Sponsors shall be entitled to its attorney fees and costs.

I, the undersigned, state that I am the parent or legal guardian of the Minor. I have fully read and understand the above terms and conditions and that they apply to said Minor and to myself, and that no oral representations, statements, or inducements apart from the foregoing written agreement have been made to the undersigned. This document is binding on myself, the said Minor, and any person suing on behalf of said Minor.

Minor's Address: _____

Date: _____

Parent/guardian name (print)

Parent/Guardian Phone Number: _____

Parent/guardian name (sign)

By downloading the 2019-2020 Hawaii Technology Guidebook you agree to read and consent to school expectations and policies.

Please refer to www.myhta.org for a real-time list of HTA's academic, procedural and administrative policies.

Upon reading please complete the following:

Student Name(s): (Last, First)

We have read and reviewed the HTA School Handbook and the related division supplement(s) including the "I understand" statements and FERPA.

We are aware of and understand the school practices and procedures set forth herein.

I have received and read the Computer Loan Agreement Policy and understand the practices and procedures set forth within.

(Parent/Guardian Electronic Signature) (date)