contents

3. aloha > distance learning program dean
4. welcome > hta executive director
5. mission & vision
6. hta at a glance
7. virtual education
8. why we do school differently
9. the benefits of an hta education
10. the role of the learning coach
11. hta’s teachers
12. curriculum & instruction, clubs, special education
13. the 5 cores
14. student support, technology & testing
15. project spotlight
16. making connections
17. career-based learning program
18. graduation
19. weekly schedules
20. why our families love hta
21. FAQs
22. information resources
23. the admissions process
24. admission & enrollment dates
25. required documents
26. school policies
Welina. Welcome to Hawaii Technology Academy’s Distance Learning program and thank you for your interest.

HTA is a leader in virtual education in Hawaii; we opened our school in 2008 with our blended model of classroom and virtual instruction. We launched our full Distance Learning program in 2022 in response to the continuing demand following the pandemic school closures.

We have more than 200 grade 4-12 students in our Distance Learning program. The program offers students and families the opportunity to create a learning environment that supports the needs of the individual student in collaboration with our experienced teachers.

While all of the classes in our program are virtual, we know it is essential to develop a sense of belonging and community with our students. We offer many opportunities for social interactions and experiential learning experiences.

Our caring faculty and staff encourage our students to pursue their own interests, strive for excellence in their academic studies, and demonstrate our core values by contributing to each of our island communities.

Alana Tyau
Dean of Students, Distance Learning program
I would like to thank you for your interest in our school. We hope that our admissions video and this guidebook give you a sense of how we do school differently here at HTA. Our families love the flexibility of our blended schedule and the opportunities that this creates — if this sounds like a good fit for your family, our team is here to help during this admissions period.

We strive to create a unique and innovative learning environment that makes sense to our students and sets them up for success in an ever-changing world. We do this in many ways, from our experiential opportunities to our blended schedule to our close working relationships with our families.

Our students embrace their academic challenges, and they work to find their own unique paths to success. However, what I am most proud of as a school leader is the fact that when our students come through the door, they find a caring, supportive, and friendly environment because, at HTA, relationships form the core of the experience.

On behalf of the whole HTA ohana, we look forward to seeing you on campus.

Matt Zitello
HTA Executive Director
MISSION

Hawaii Technology Academy is an innovative learning community that empowers students to become creative, critical thinkers and enables them to determine their unique paths to success.

VISION

Transforming education to meet the demands of an ever-changing world.

The honu is HTA’s mascot. A collaborative mural by HTA grade 4 and 5 students with Ms. Tyau.
WE ARE …

• Hawaii’s largest public charter school

• The state’s largest, most-established distance learning program for grades 4-12

• WASC-accredited since 2013

• Also the provider of a blended learning program for grades K-12 with campuses on Oahu, Kauai, Maui & Hawaii Island

HTA BY THE NUMBERS

0 the amount you will spend on tuition at HTA. We are a public charter school and tuition-free.

200 the number of students in our distance learning program; we celebrate the power of a small school culture.

5 the number of islands our distance learning students reside on: Oahu, Maui, Kauai, Hawaii, and Lanai.

1,400 the total number of HTA students across Oahu, Maui, Kauai, and Hawaii Island.

2008 the year HTA opened its doors.

*SY 2022-23 numbers

WHAT IS A CHARTER SCHOOL?

Charter schools are independently-operated public schools that have the freedom to design education that meets their students’ needs.
There are students who absolutely thrive in the virtual environment.

For some students and families, learning at home is just a more comfortable fit than coming to a campus; it eliminates commute times, and frees up family time.

Distance learning allows students to grow and learn in a more independent setting. Our schedule is set up so that students have live classes with their teachers and peers on some days, and independent work on others.

Distance learning can offer greater school-life balance by giving students the time to pursue interests outside the regular classroom. Our students take advantage of this to really develop their interests and find their own unique paths to success.

Parents and/or guardians play a vital role in their children's education, and we ask that you read all about the Learning Coach role on page 10.

It is also important to know that you need to commit to the full academic year in the Distance Learning program. Due to scheduling differences, it is not possible to switch mid-year with our blended learning program.

> You will find the class weekly schedules on pages 19-21
why we do school differently

Distance learning opens the doors to a world of experiences.

It gives us **time**.

Time for students to follow their own unique paths and pursue those things that truly inspire them.

Time for teachers to be innovative and give each student the individualized attention they need.

Time to explore outside the traditional classroom, be a part of our communities, try new things, and learn by doing.

Time for families to spend together.

We have students who take advantage of this flexible schedule to really explore and develop their interests in specific academic areas as well as sports, music, the arts, and many other fields.

HTA’s flexible schedule allows our students to really explore and excel in their diverse areas of interest. Our students are athletes, artists, musicians, entrepreneurs, tech wizards … as well as being just great people. Last summer, Kona Distance Learning student Thomas R. came in second overall in his division at the Malama Waiaha Roots Body Board Contest. Way to go!
Studies show that the experiential opportunities that we embrace at HTA set students up for success after graduation, improve college readiness, and cultivate employability.

> Students **take ownership** of their learning.

> Students **learn how to learn** as well as what to learn.

> Students are ready for the more **independent** learning they will experience in college.

> Students gain **hands-on real-world experience**.

> Students master **technical skills** used in today’s global job market.

> Students learn **how to work with technology** not be a product of it.

“*I love Distance Learning mainly because I’m able to focus on things better and do things at my own speed,*” says HTA senior Skye A. “*If I don’t understand something I can rewatch it or look it up.*” The potential downside is that there’s less time spent with peers, but Skye found a solution to that in our Career-Based Learning program, where they have done an internship at the Pearl Harbor Aviation Museum and participated in the environmental stewards program. Last semester Skye signed up for the Spotlight on the Entertainment Industry program. That led to them creating a short animation, which stars a famished chameleon and a sneaky bug. Skye’s film earned a spot in the 42nd Hawaii International Film Festival student spotlight.
Parents and/or guardians play an important role in their HTA student's education, particularly in the virtual environment. We call you their Learning Coach. This is typically a parent or guardian, but can be another designated adult.

Being a Learning Coach requires time, which varies by student need and grade level, but you should be available during school hours to support your student. You are an active, contributing member to your child’s education.

Learning coaches should also provide a positive learning environment. While we embrace the flexibility of virtual school, it is important that students are in an appropriate setting during class times. This includes working on a laptop or computer with reliable internet access, and no outside distractions.

In elementary school, our learning coaches are more hands-on and you are an active participant in your child’s learning. Working closely with your child’s teacher, you may be helping your student stay on track with their studies, preparing lesson material, or submitting work.

As middle and high schoolers gain independence, your role becomes more of a guiding one. You can help your student with organization, time management, meeting deadlines, and confidence building, and encourage your child to reach out to their teachers when they need more academic help.

You do not need to be an educator to be a learning coach. HTA provides many opportunities for training and support, including Zoom workshops on effective teaching strategies and how to use our school communication system and online learning portal.

Our parents enjoy being a part of their student’s learning and the strong relationships that are formed between school and home. At HTA, parents are true stakeholders.

**GENERAL LEARNING COACH ROLES & RESPONSIBILITIES**

- Be home and available as needed for your student/s schedule.
- Create a positive work environment and establish schedules and routines.
- Provide transportation to school as needed and to sites on Field Study and Community days.
- Keep an open line of communication with the school, e.g. check emails and HonuHub daily.
- Attend conferences, team discussions, student presentations etc. in person.
- Participate in Learning Coach virtual training sessions.
- Have a proficient understanding of HTA’s Core values so you can regularly input goals, growth, and progress on your student’s record.
- Ensure student is actively engaged on independent days.
- Ensure student work is submitted by the due dates and regularly check student progress.
- Ensure learning materials/supplies are prepared in advance of each lesson; pick up from campus as needed.
- Periodically attend a virtual class with your child to see how he/she engages in the virtual lessons (with advanced notification).
- Review pacing guides/syllabi prepared by the classroom teacher.
- Facilitate lesson objectives; assist with interactive tools/games.
hta’s teachers

Our teachers are experienced and caring. They come to HTA because our school allows them to be collaborative and creative. They are innovators and they are passionate about their craft.

HTA has years of experience in the virtual classroom so our teachers know how to keep students engaged in a remote setting. We turn our cameras on for all virtual classes to help foster a positive classroom community.

Our unique schedule also gives our teachers the time to provide individualized support. Their mission is to ensure that school makes sense to their students and that they understand how to learn as well as what to learn.

Teaching in a distance learning environment has been full of wonderful moments. The students are engaged learners, sharing their ideas and wonderings through chats and speaking. We’ve enjoyed getting to know each other through small group discussions about the stories we’re reading and writing. The students’ “Where I’m From” poems not only challenged them to write descriptively and succinctly, but also explored their creativity when sharing their poems with the class. I’ve enjoyed witnessing the students develop relationships with their peers and support each other as they grow in our program. It’s been a delightful experience getting to know each of my students as individuals during class and support times.

~ Marybeth Baldwin, HTA Distance Learning English teacher
Hawaii Technology Academy has been a WASC-accredited school since 2013. As a public school, we are aligned with all Hawaii state Common Core standards.

Teachers use a digital learning platform as home base for all classes. This houses their curriculum and allows them to monitor academic progress and provide feedback.

Teachers use a mix of curricular resources, which allows them to quickly modify, add, and subtract to meet the needs of their students.

HTA has been a leader in virtual education in Hawaii since we opened our doors 14 years ago. We know how to make online classes engaging and relevant. Being in a virtual school can be very interactive; for example, you may have guest speakers visit your class and we also have virtual enrichment activities and clubs.

We have a growing ethos of project-based learning, which emphasizes design thinking and student inquiry as students get out in the field and tackle real-world problems and their solutions.

Access HTA’s full curriculum guides here
<elementary school>
<middle school>
<high school>

SPECIAL EDUCATION
HTA does offer special education and related services via an inclusion model. But please note that due to the nature of distance learning, HTA may not be able to meet the needs of all special education students. An IEP meeting is scheduled prior to enrollment to determine if HTA can meet the needs of the student. If you have questions, please contact Student Services Coordinator Sarada Wright at swright@myhta.org.

CLUBS
We have a growing number of virtual clubs so our Distance Learning students can enjoy stretching their wings in new areas and interacting with other students across the state. Club offerings vary by semester depending on student interest and availability, but can include areas such as visual arts (top), magic, environmental, gaming, foreign languages, and Korean culture. Students can also join clubs with their blended program peers on their home-island campus. Sophia F. (above) is president of the Waipahu Pacific & Asian Affairs Council. Recently they partnered with our elementary school to create a free campus library.
Hawaii Technology Academy strives to instill five student outcomes into everything we do. We call them “the cores,” or the “employability skills” as they represent the essential attributes that students need to be successful in school, life, and the workplace. HTA students, teachers, and learning coaches track student progress, goals, and growth on these five cores.
TECHNOLOGY
For the 21st-century student, technology is a tool to make learning more personalized, collaborative, and relevant.

Every HTA student has access to a Chromebook or tablet that is loaded with the G Suite (Google apps) and other educational apps.

Staying safe in the digital world is of vital importance. We know that the internet can be a distracting place whether you are at home, work, or school. HTA uses a safety app that provides internet filtering rules for school devices and receives alerts for alarming online activities that point to self-harm and bullying.

This allows teachers and parents to ensure children are practicing cyber safety, following HTA’s technology guidelines, and learning in a healthy virtual environment.

TESTING
HTA uses data-driven growth learning that allows teachers to tailor instruction to challenge every student, whether they are below, at, or above grade level.

The MAP Growth student reports present realistic learning goals by subject areas so that — with their teacher’s guidance — students can see their progress and be inspired to take charge of their own learning.

Students take the MAP tests at the beginning and end of each semester.

STUDENT SUPPORT
Our schedule includes dedicated time each week for student support. This is small-group or individual tutoring that is either virtual or in-person on one of our campuses. Some of these sessions are required when staff determine that students need extra support to sustain their progress.
GRADE 7
ENGLISH

Our Grade 7 English students read George Ella Lyon’s poem *Where I’m From* and then wrote their own poems to present in a multimedia format.

**WHERE I’M FROM**

_by Georgia Baetge_

_Inspired by George Ella Lyon_

I am from books  
Pages worn from use  
From exploration  
And love

I am from the soft colors glowing in the morning light  
The birds chirping in trees  
And from the faint scent of hibiscus  
Vast mango tree

Whose long-gone limbs I remember as if they were my own

I am from Hafai Adai and Si Yu’os Ma’ase’  
From my sister who always needs some help  
And friends who are always there

I am from back and forth  
And whispers and laughter  
And from be yourself

And treat others the way you want to be treated  
And stars shining bright above you right before bed

I am from sparklers on the roof  
And from hiding under blankets while fireworks fill the sky

I am from burgers and stir fry sizzling in the pan  
From voyages across the sea  
And old albums of photos long ago

I am from the jungle  
where lizards race me to the top of trees  
And scraped knees when I fall  
And worried faces

When I come  
Home.
Your child’s social and emotional development are a vital part of their education. Our small size and academic model allows us to truly focus on our students’ social and emotional development.

Relationships are key, and we foster an accepting and positive environment with open channels of communication between parents, students, teachers, and administrators.

In addition to our academic staff, HTA provides counseling support, and in middle and high school every student belongs to an advisory class that meets throughout the year. Advisory helps build belonging and purpose, and advisory teachers are advocates for their students.

Our quarterly community days are all about having fun together. These events are held on Oahu, Kauai, Maui, and Hawaii island. We take on design challenges and enjoy outdoor activities and games. These get-togethers forge bonds that really carry over into our online classes.

Our distance learning students are also able to take advantage of some of the social opportunities available on our blended learning campuses, such as holiday festivities or movie nights or dances.

Our quarterly community days are a lot of fun.

Top and right: Oahu distance learning students were armed with a Spheros robot, duct tape, string, and foil, and tasked with creating a platform to safely float a rubber duckie across the water. Maui students (above) enjoyed a design challenge, using cups, paper, string, and rubber bands to support a pile of oranges.
Our high school Career-Based Learning Program allows our students to step outside the walls of the traditional classroom and engage in hands-on learning while earning credit.

At HTA we are lucky to have a wide range of community partners so our students can dive into internships, experiential programs, jobs, or independent projects in a wide range of fields. These project-based experiences allow students to apply their academic knowledge in a real-world setting. They gain the skills, confidence, and knowledge needed to make a difference in the world around them.

CBL is open to our high school Distance Learning students and is a great way for them to explore a diverse range of career pathways while building a high school portfolio that stands out.

**Career Pathways offered through CBL in SY 2022-23**

- Agriculture, Food & Natural Resources
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Human Services
- Information Technology
- Science, Technology, Engineering & Mathematics
- Individual Projects
As students begin looking forward to the next steps in their lives, HTA provides guidance through our advisory classes and our college and career counseling.

Our staff help students identify and develop their own unique post-secondary goals, whether that includes college, trade school, apprenticeships, the military, a gap year, or entering the workforce.

HTA students need a total of 24 high school credits for graduation. A typical student will take six credits each school year; three per semester. One class is either one full credit or half a credit.

HTA students are also able to get ahead and challenge themselves through Early College and Running Start, which allows them to enroll in college classes and earn credit toward both high school graduation and a college degree. Some HTA students have already earned their Associate in Arts college degree when they graduate from HTA.

At HTA, we love to celebrate all those rites of passage that belong to the senior year. We hold full cap and gown ceremonies on Oahu for our graduates.
On **Monday, Tuesday, Wednesday, and Friday** mornings, elementary students meet their teacher and peers online for classes together.

On **Mondays, Wednesdays, and Fridays**, this is followed by individual or small-group Student Support for those who need extra tutoring.

On **Tuesday** afternoons, students have independent activities/assignments that they complete with the support of their Learning Coach.

**Thursdays** are independent learning days. This is also when we hold our quarterly community events, as well as any grade-level Field Studies, and teacher-learning coach-student conferences.

We would like you to know that in grades 4 and 5 there is mandated testing when our Distance Learning students need to come on campus to take the test in person.

---

**STATEWIDE DISTANCE LEARNING PROGRAM GRADES 4-5 SCHEDULE**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Class</td>
<td>Virtual Class</td>
<td>Virtual Class</td>
<td>Virtual Class</td>
<td>Virtual Class</td>
</tr>
<tr>
<td>8:30 am - 11:30 am</td>
<td>8:30 am - 12:15 pm</td>
<td>8:30 am - 11:30 am</td>
<td>(8:30 am - 2:00 pm)</td>
<td>(8:30 am - 11:30 am)</td>
</tr>
<tr>
<td>2 x 45 minute</td>
<td>2 x 45 minute</td>
<td>2 x 45 minute</td>
<td>Face-to-Face Collaboration</td>
<td>2 x 45 minute</td>
</tr>
<tr>
<td>Math/ELA periods</td>
<td>Math/ELA periods</td>
<td>Math/ELA periods</td>
<td>Virtual Collaboration</td>
<td>Math/ELA periods</td>
</tr>
<tr>
<td>(Includes breaks)</td>
<td>(Includes breaks)</td>
<td>(Includes breaks)</td>
<td>Independent</td>
<td>(Includes breaks)</td>
</tr>
<tr>
<td>Virtual Class</td>
<td>Lunch</td>
<td>Virtual Class</td>
<td>Study/Family</td>
<td>Virtual Class</td>
</tr>
<tr>
<td>(11:30 am - 12:15 pm)</td>
<td>(12:15 pm - 1:00 pm)</td>
<td>(11:30 am - 12:15 pm)</td>
<td>Conferences</td>
<td>(11:30 am - 12:15 pm)</td>
</tr>
<tr>
<td>Science/Social Studies</td>
<td></td>
<td>Science/Social Studies</td>
<td>Lunch</td>
<td>Science/Social Studies</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>Lunch</td>
<td>(12:15pm - 1:00 pm)</td>
<td>lunch</td>
</tr>
<tr>
<td>(12:15 pm - 1:00 pm)</td>
<td></td>
<td></td>
<td></td>
<td>(12:15pm - 1:00 pm)</td>
</tr>
<tr>
<td>Student Support</td>
<td>Student Support</td>
<td>Student Support</td>
<td>Elective/Enrichment</td>
<td>Student Support</td>
</tr>
<tr>
<td>(1:00 pm - 2:00 pm)</td>
<td>(1:00 pm - 2:00 pm)</td>
<td>(1:00 pm - 2:00 pm)</td>
<td></td>
<td>(1:00 pm - 2:00 pm)</td>
</tr>
<tr>
<td>Small group or individual support and tutoring</td>
<td>Small group or individual support and tutoring</td>
<td>Small group or individual support and tutoring</td>
<td></td>
<td>Small group or individual support and tutoring</td>
</tr>
</tbody>
</table>

* schedule dates and times are subject to change.

Click [here](#) for the full school year 2023-24 academic calendar
On Tuesday, Wednesday, and Friday mornings, middle school students meet their teacher and peers online for classes together.

On Monday and Thursday mornings, students meet online in their advisory groups and participate in a variety of virtual team-building activities. There are also social-emotional check-ins as well as support for building effective study skills and time management.

Student Support is on Mondays. This is either small-group or individual tutoring for those who need additional support.

Thursdays are independent learning days. This is also when we hold our quarterly community events, as well as any grade-level Field Studies, and teacher-learning coach-student conferences. Students can also receive additional support from their teachers on this day.

We would like you to know that in grades 6, 7 and 8 there is mandated testing when our Distance Learning students need to come on campus to take the test in person.

---

**STATEWIDE DISTANCE LEARNING PROGRAM  
MIDDLE SCHOOL SCHEDULE**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advisory</strong></td>
<td><strong>Virtual Class</strong></td>
<td><strong>Virtual Class</strong></td>
<td><strong>Advisory</strong></td>
<td><strong>Virtual Class</strong></td>
</tr>
<tr>
<td>8:30 am - 9:00 am</td>
<td>8:30-9:25 Period 1</td>
<td>8:30-9:25 Period 1</td>
<td>8:30 am - 9:00 am</td>
<td>8:30-9:25 Period 1</td>
</tr>
<tr>
<td>Student Support</td>
<td>9:30-10:25 Period 2</td>
<td>9:30-10:25 Period 2</td>
<td>9:00 am - 2:00 pm</td>
<td>9:30-10:25 Period 2</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td></td>
<td></td>
<td>Independent Study/Family Conferences</td>
<td></td>
</tr>
<tr>
<td>1:00 pm - 3:00 pm</td>
<td></td>
<td></td>
<td>Showcases/Celebrations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Elective/Enrichment</td>
<td></td>
</tr>
</tbody>
</table>

*Schedule dates and times are subject to change.*

Click [here](#) for the full school year 2023-24 academic calendar
On Tuesdays, Wednesdays, and Thursdays, high school students meet their teachers and peers online for classes together. Our high school follows a block schedule, which means students take fewer classes per semester, allowing them to take a deeper dive into their subjects. Classes change after the first semester.

On Monday and Thursday mornings, students meet online in their advisory groups and participate in a variety of virtual team-building activities. There are also social-emotional check-ins and support in building effective study skills and time management. Our high school advisory classes also address each of our student’s college and career readiness goals.

Student Support is on Mondays and Fridays. This is either small-group or individual tutoring for those who need additional support.

On Fridays students will be able to attend our quarterly Distance Learning high school island events. These will include culturally-based field studies, as well as community service opportunities.

For those students signed up with the Career-Based Learning program, these activities are generally held on Mondays and Fridays, although this varies by activity.

We would like you to know that in grade 11 there is mandated testing when our Distance Learning students need to come on campus to take the test.

<table>
<thead>
<tr>
<th>Statewide Distance Learning Program</th>
<th>High School Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>Face-to-Face Field Studies</td>
<td>Virtual Class</td>
</tr>
<tr>
<td>Team Collaboration</td>
<td></td>
</tr>
<tr>
<td>Career-Based Learning - and/or -</td>
<td></td>
</tr>
<tr>
<td>Student Support Workshops</td>
<td></td>
</tr>
<tr>
<td>8:30 am - 11:00 am</td>
<td></td>
</tr>
<tr>
<td>12:30-1:25 Block 6</td>
<td>8:30-9:45 Block 1</td>
</tr>
<tr>
<td>1:00-2:00 Block 7</td>
<td>9:00-11:05 Block 2</td>
</tr>
<tr>
<td>2:00-3:00 Block 8</td>
<td>11:10-11:45 Block 3A Lunch/Advisory</td>
</tr>
<tr>
<td></td>
<td>11:50-12:25 Block 3B Lunch/Advisory</td>
</tr>
<tr>
<td></td>
<td>12:30-1:45 Block 4</td>
</tr>
<tr>
<td></td>
<td>1:50-3:05 Block 5</td>
</tr>
<tr>
<td>*Block 7 &amp; 8 are elective language classes</td>
<td>3:15-4:00 Clubs</td>
</tr>
</tbody>
</table>

Note: HTA High School is on a “Block” schedule system.

*Schedule dates and times are subject to change.
We asked our Learning Coaches what they and their child enjoy most about HTA’s Distance Learning program.

“No or little distraction while studying at comfort of our home.”

“The teachers.”

“Flexibility”

“My child loves that they are able to do school in the comfort of their own home.”

“Convenience”

“The flexibility of the distance learning program while still allowing students to maintain relationships with other classmates and teachers.”

“Ability to work at own pace.”

“Field study.”

“Having more time devoted to learning rather than driving to and from school.”

“It’s less stressful for my student than a classroom.”

“The flexibility, and I work from home as well so it’s great being home together.”
How involved am I as a Learning Coach?
Your involvement is vital for your child’s success. The Learning Coach role does vary by grade and also depends on each individual student, but parents are much more hands-on in their child’s education than at a regular school. It starts with creating a positive learning environment at home and providing support on those days when your child is taking their virtual classes. You need to be available to get your child to school and Field Study sites. At the academic level in high school, your role is more of a guiding one as you ensure your child is staying on track. You can also help in areas of organization and time management.

Does my child have to attend the Community Days?
Yes. Our Community Days are an integral part of our program. They help develop a sense of community and build relationships between peers and teachers. We also enjoy many fun design challenges and games. Our students really enjoy these days! If you have health concerns or other reasons why your student cannot attend, please contact Distance Learning administrators.

How often will we have Community Days and where are they held?
We aim to hold a Community Day once per quarter on each island: Oahu, Maui, Kauai, and Hawaii.

What is Student Support?
This is dedicated time in our weekly schedule when teachers can work with students either individually or in small-group settings to target areas where they need extra assistance. These sessions are held on Zoom or, in some situations, in face-to-face settings on our host campuses on Oahu, Maui, Kauai, and Hawaii. Some of these sessions are required when staff determine that students need extra support to sustain their progress.

What is the high school block system?
Our high school follows a block system, which means that classes change after the first semester. Students take fewer classes per semester, but the concentrated delivery means they can take a deeper dive into their subjects.

How many credits are needed for graduation?
Students typically take six classes per year; three per semester. In order to promote to the next grade level, students must have five credits after grade 9; 11 credits after grade 10; 17 credits after grade 11; and 24 credits after grade 12.

Can I play high school sports?
Due to our blended schedule, HTA does not have its own athletics teams; however, high school students who meet academic and attendance requirements are able to participate in athletics at their neighborhood public high school.
What is the student fee?
The $35 student fee helps cover the cost of basic classroom supplies, curricular software and materials, and an HTA T-shirt. After fully enrolling, you will be prompted to pay the fee (per student) in HonuHub via PayPal. If you cannot pay the student supply fee at that time, you will be given the option to pay later and still be able to complete the enrollment process. The deadline to pay the fee is July 21, 2023. The supply fee is fully refundable should you choose to cancel your child’s enrollment at HTA before the first day of school.

Families who complete HTA’s Application for Reduced Fees may qualify to have this fee subsidized.

Please note: The student fee must be paid before students can participate in the computer loan program or borrow an on-site loan computer. It also must be paid in order to participate in Field Studies and extra curricular activities such as dances, retreats, grad night, prom, etc.

Can you tell me about the computer loan program?
As part of HTA’s commitment to technology, students have the opportunity to participate in HTA’s optional computer loan program. The Chromebook and its accessories are the responsibility of the student and his/her parents. In order to participate in the program, you must complete the following three steps in HonuHub after you are enrolled:

Step 1: Review the Program Information
Step 2: Electronically sign and agree to the loan agreement.
Step 3: Pay the refundable $135 insurance deposit, per computer.*

A non-refundable processing fee of $5 is added when you pay.

*Families choosing to participate in the computer loan program are responsible for the return of the computer at the end of the school year or upon withdrawal. Refunds are subject to the condition of the computer upon return and at the discretion of HTA staff. Families who complete our Application for Reduced Fees may qualify to receive a lower rate on the deposit.
A roundup of resources that you may find helpful during the admissions and enrollment process.

**Live admissions Q&A Zoom sessions**
Meet school staff online and ask your individual questions.
Thursday, Feb. 16  6 - 7 p.m.
Thursday, March 9  6 - 7 p.m.
Thursday, April 6  6 - 7 p.m.
Thursday, May 11  6 - 7 p.m.
Thursday, June 15  6 - 7 p.m.

**HTA admissions assistants (statewide)**
Grades K-5  Grades 6-8  Grades 9-12
Frida Trejo  Julietta Moeveve  Eileen Novak
ftrejo@myhta.org  jmoeveve@myhta.org  enovak@myhta.org
Phone: 808-676-5444  Phone: 808-676-5444  Phone: 808-676-5444
Ext. 1020  Ext. 1021  Ext. 1013

**HTA’s website**
The admissions tab on our website includes all admissions and enrollment information. There is also a survey that may help you determine if HTA is a good fit for you and your student.
www.myhta.org

Our **Instagram** account and **FaceBook** page
Where we celebrate our students’ many amazing achievements.

> @htacharter

> HTA-Hawaii Technology Academy
the admissions process

We are thrilled that you are considering Hawaii Technology Academy for your child's education. Our admissions team is here to help you through the process.

> Admissions for School Year 2023-24 open on Monday February 6.

Please note that HTA does not accept students after the enrollment deadline in June; there is just this one student intake during this admissions period.

The process is done entirely on HonuHub, our school information system.

> After watching the admissions video and reading this guidebook, you will be able to create an account on HonuHub and submit an application for admission by providing the following information:

- Parent/legal guardian's name and address
- Proof of residency (See page 28 for accepted documents)
- Student's name and the grade level they will be entering
- Which island campus you are applying to
- The program you are applying to (blended, full distance learning, pbHTA)

> SUBMITTING THIS APPLICATION FOR ADMISSION WILL PLACE YOU IN THE COMPUTERIZED LOTTERY, WHICH IS HELD ON MARCH 7.

> If your student is offered admission after the lottery, you will be notified by email. You will have two business days to accept this offer of admission. If you do not accept within this time frame, you will need to begin the admissions process again.

> After accepting the offer of admission, you will have 10 business days to finish all enrollment forms and provide all required documentation using HonuHub. This step is necessary to secure your spot. You will find a list of the required documents on pages 29-31.

> If your student is not offered admission after the lottery, you will be placed on the waitlist.

- Waitlists are based on lottery numbers.
- We also accept late admissions after the lottery; these late applications are waitlisted based on the date and time stamp of application submission, i.e. first-come, first-served.
- It is impossible to predict which grades and programs will have openings, however we do frequently admit students from the waitlist.
admission & enrollment dates

2023

Feb. 6
New student admission opens

March 6, 4 p.m.
Lottery deadline (create your account in HonuHub and submit an application for admission by this deadline.)

March 7
COMPUTERIZED LOTTERY

March 7 - June 23
Late admissions accepted (based on space availability)

June 30
Enrollment deadline (provide all final documentation required to complete enrollment)

July 21
Waitlist closes

Aug 7
Orientation for all new students

Aug 8
First day of classes for all students
required documents

These are the documents you will need to begin the admissions process and then to complete enrollment once you have been admitted. All files must be scanned as a pdf document. Photos will not be accepted.

TO BE PLACED IN THE LOTTERY (deadline March 6, 4 p.m.)

Proof of residency — must be attached to the residence and dated within the last 60 days

ACCEPTABLE DOCUMENTS (one required)
> Mortgage statement, rental agreement, or current real property assessment document in the parent/guardian's name with current address.

> Utility bill statement: water, gas, electric, cable, or landline telephone bill in the parent/guardian's name with current address.

> If the parent/legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted with the following requirements:

(a) Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
(b) Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
(c) Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
(d) A copy of the relative/friend's proof of residency documentation must be attached to the notarized statement; and
(e) Notarized statement must be signed by the relative/friend listed on the proof of legal residency.

The proof of residence form when the bill holder is not the parent or guardian can be found here.

> Military/Permanent Change of Station (PCS) Orders: Military Orders will only be accepted as a placeholder. Proof must be provided within 14 days of arrival on island.
AFTER THE LOTTERY TO COMPLETE ENROLLMENT

If you are offered admission after the lottery, you will have two business days to accept the offer, and then 10 business days to submit the following forms and documents to complete enrollment.

### Student birth certificate (required)

- Legible copy of the original birth certificate or a certified copy are acceptable for enrollment. If certification is on the back, both sides of the original birth certificate must be uploaded.

- All birth certificates in a foreign language must be translated by a state-approved institution or person if no passport or visa is available.

- If birth certificate is not available, then a visa or passport may be used to verify birthdate and legal name, but parents need to submit other proof of legal parent relationship.

### Student health record (required)

All students enrolling in a Hawaii school for the first time must have the following documents.

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. Approval of all health record items is conditional upon review and final approval of the Health Aide.

- **Tuberculosis (TB) clearance**
  Proof of TB clearance is required. An appointment card will not be accepted as a placeholder for TB test results.

AND

- **Student Immunizations & Physical**
  A completed Hawaii Student Health Record (Form 14) or Immunization Record, click [here](#) for form.

  This includes:
  Physical examination (P.E.)

  For students entering grades K-6 and 8-12: A physical examination must be completed within one year before first attending school in Hawaii and must be performed by a U.S. licensed physician, APRN, or PA.

  Students entering grade 7 need an updated physical: Beginning with the school year 2019-20, a physical examination must be completed within one year before entering Grade 7 and attending school in Hawaii. Physical must be performed by a U.S. licensed physician, APRN, or PA.

OR

- A signed statement or medical appointment card from the student’s doctor to prove the student is in the process of completing immunizations or the physical exam.

- A Religious or Medical Exemption Form may be submitted (if applicable) for immunizations only. A sample form can be found [here](#).
**Report cards/transcripts (required)**

Students entering grades 1-9: Semester 1 and final report cards.

Students entering grades 10-12: Semester 1 and final report cards and transcript.

Homeschool: Most recent annual progress report or standardized test results as required. Click [here](#) for a sample homeschool report card.

**Special education (if applicable)**

> 504 Plan: Current or within last three years.

> IEP (Individualized Education Plan): Current or within last three years.

**Medical documents (if applicable)**

> Upload required medical documents (e.g. Self Administration of Medication Form for the use of EpiPen and Inhaler, Request to Store and Administer Medication etc.)

> Click [here](#) for sample of self-administration of medication form

> Click [here](#) for sample of store and administer medication form

> Click [here](#) for diabetes care/insulin form

**McKinney-Vento form (required)**

If you are currently in a homeless situation such as living in a hotel, tent, beach, vehicle, shelter or even a relative’s home due to a financial loss your child may be eligible for certain educational rights or services under the McKinney-Vento Act. For more information on the McKinney-Vento form or to see if you qualify, please contact our office. Click [here](#) for a sample of the McKinney-Vento Form.

**Media release form (required)**

The media release form on HonuHub will let us know if you do or do not wish for your child to be photographed or filmed by HTA, members of the media, organizations or agencies at school, for use in print or internet publications, documentaries, films or video, to the extent that the school can prevent such contact. Note: This does not include videotaping by security cameras in school.
**Application for reduced fees (optional)**

HTA does not participate in the National School Lunch Program, however we offer the Application for Reduced Fees to determine if your family would otherwise qualify. Families that qualify can see a reduced deposit amount for HTA’s Computer Loan program, reduced cost for Field Studies, student fee, fee waivers, internet reimbursements, and more. You will be able to apply for this during or after the enrollment process.

**Legal documents (if applicable)**

This pertains to the entire family. If you have legal documents pertaining to a specific child, you can upload that under Student Documents.
> Power of Attorney if the child is not living with the parents (must be renewed annually and have an expiration date). Click [here](#) for a sample Power of Attorney document.
> Restraining Order
> Guardianship documents
> Legal name change
> Court orders
> Other
Computerized lottery

HTA uses a computerized lottery to determine admission. Click here to review the full Admissions and Lottery policy.

Enrollment policies

Our full enrollment polices can be found here. Among other things, you will find information on the following:

> Parent/guardian state of residence
> Learning Coach residence
> Third-party Learning Coach agreement
> Promotion and Retention enrollment policies
> Grade level matriculation procedure for students
> High school course transfer credits
> Concurrent Enrollment Policy

Attendance policies

We would like to draw your attention to three important attendance policies; you can find the full list of policies in our Schoolwide Guidebook here.

First month attendance

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.

Administration Approved Absence policy

If a student will be absent for a period of three or more days due to an educational trip, athletic event, arts-related event, college visit, academic contest, medical situation or other legitimate event, families must apply for an Administration Approved Absence. Request must be initiated no later than 14 days prior to the first date of the absence, therefore, Administration Approved Absence is not available during the first and last 14 days of the school year.
Mahalo for your interest in our school and we look forward to seeing you on campus or online!