This Guidebook sets forth general guidance for parents and students enrolled in Hawai’i Technology Academy (HTA). HTA is a public charter school and is subject to the rules and regulations of the Hawai’i Department of Education. Information pertaining to Hawai’i 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.
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MISSION
We are 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.

CORES
Collaboration
Critical Thinking
Communication
Creativity
Character

PRIORITIES
Social-Emotional Wellbeing
Academic Achievement
Experiential Learning
Physical & Human Resources

We are an innovative learning community that empowers students to become creative, critical thinkers and enables them to determine their unique paths to success.
STATEWIDE & COMMUNITY-BASED BLENDED LEARNING PROGRAM

HTA educators and administration work with students and Learning Coaches at community-specific sites on O’ahu, Maui, Hawai’i Island, and Kaua’i 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 individual students, each advisor develops a dynamic Personalized Learning Profile (PLP) for every student. The PLP is reviewed and revised quarterly.

COLLABORATIVE & COMMUNICATIVE PARTNERSHIP BETWEEN EDUCATORS, STUDENTS & FAMILIES/LEARNING COACH

HTA fosters strong relationships between educators, students, and Learning Coaches through the PLP process, school-to-family communiqués, and Learning Coach support and training.
STATEWIDE

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You can find the 2023-24 school calendar in HonuHub and here.

In addition to this statewide calendar, each island and program has its own campus-specific calendar that can be found along the right-hand side of the Main Parent Dashboard in HonuHub. Different divisions (elementary, middle, and high school) have slightly different school year dates with regard to virtual class days, on-campus days, ‘Ohana Days, student-led conference dates, and end-of-course dates. It is important that your child follow the Division Calendar for their island.
LEARNING AT HTA
the basics

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

• Personalized curriculum
• Access to courses from any of the following: Canvas, DOE Hawai‘i Online Courses, Running Start, Early College, 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 that outlines student and Learning Coach goals and HTA's Five Cores
• Opportunities to attend Field Studies, internships, ‘Ohana days, and community-based learning experiences
• Mandated Hawai‘i state testing
• Opportunities to participate in online and face-to-face clubs, electives, and activities
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.

Most high school courses run for a single semester. A final grade is issued for Semester 1 courses in January and Semester 2 courses in June. Yearlong courses receive a progress report in January and a final grade in June.

Work may not be submitted in aggregate at the last minute; assignments are due by the designated due dates or in accordance with an IEP, 504, or improvement plan.

High school students eligible for graduation will be required to pay all outstanding school fees prior to receipt of their high school diploma.

ACADEMIC POLICIES & BEHAVIORAL GUIDELINES

Please read our Academic Policies and Behavioral Guidelines here.

OUR FACULTY

The success of our students is largely dependent on the teamwork modeled between the Learning Coach and your child’s assigned educators and advisor. Our Hawai‘i-state certified educators are tasked with the responsibility of motivating, mentoring, and monitoring Learning Coaches and students.

Our educators possess a wealth of knowledge and should be the first point of contact for all questions, both academic and technical. We encourage our Learning Coaches to engage in consistent communication with their child’s teachers and advisor. Fostering a strong Learning Coach-Educator relationship is key to ensuring a student makes progress and meets the goals identified in their Personalized Learning Profile (PLP).

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

OUR DIVISIONS

HTA is a blended learning public charter school offering elementary and secondary education across four islands: O'ahu, Maui, Hawai'i Island, and Kaua‘i (secondary education only).
OUR PROGRAMS

Blended Learning

HTA's blended learning model provides students with an innovative approach to education that enables flexibility, enhances student-teacher/parent-teacher relationships, and allows students to engage in hands-on, experiential learning.

Combining face-to-face instruction, live virtual instruction from teachers, and an independent curriculum to complete from home, students receive a personalized learning experience at a pace that works for them. Read more here.

Distance Learning

HTA offers a full distance learning program to students across Hawai‘i in Grades 4-12. Students will engage in synchronous virtual class and follow an innovative teacher-created curriculum aimed at replicating face-to-face instruction. Participation in face-to-face collaborative learning is required once a quarter. Read more here.

Career-Based Learning

HTA’s Career-Based Learning (CBL) Model exposes students to a diverse range of career pathways that allow them to explore their passions and interests. Our goal is to equip our students with the skills and experiences that will set them up for success well beyond the walls of a classroom. Read more here.

pbHTA

pbHTA (place-based HTA) is an engaging, hands-on, project-based program offered to ‘Ewa Beach students in grades K-5 and Waipahu students in Grades 7 and 8. This program is an alternative to HTA’s more traditional blended program offered at both campuses. Instead, pbHTA is a blend of virtual instruction and place-based learning at numerous community partner sites on O‘ahu. pbHTA’s goal is to increase student engagement and critical thinking by focusing on issues that affect our community and developing meaningful, real-world solutions. Read more here.

HTA NuVuX

HTA NuVuX is a unique, fully immersive learning experience that is delivered in a design studio pedagogy and process. Students explore real-world topics and document their creative projects (portfolios). Students engage in both synchronous and asynchronous instruction. Read more here.
INSTRUCTIONAL TIME

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

<table>
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<th>Grade Level</th>
<th>Yearly Hours</th>
<th>Weekly Hours</th>
<th>Daily Hours</th>
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<tr>
<td>K - 6</td>
<td>915</td>
<td>25 ½</td>
<td>5</td>
</tr>
<tr>
<td>7 - 8</td>
<td>990</td>
<td>27 ½</td>
<td>5 ½</td>
</tr>
<tr>
<td>9 - 12</td>
<td>990</td>
<td>27 ½</td>
<td>5 ½</td>
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Instructional time can occur at any time during the school day. Elementary student attendance is taken by the classroom teacher all five instructional days. Middle and high school students are required to log their own attendance in HonuHub on experiential learning days; teachers will mark student attendance for required face-to-face, virtual classes, and student support sessions.

LEARNING COACH PRESENCE

An adult Learning Coach who is 18 years or older is required to be home with the student(s) at all times during the school day. In addition to being available throughout the school day, Learning Coaches must also be available for face-to-face or virtual meetings between 8 a.m. and 3:30 p.m., Monday through Friday.
DROP-OFF & PICK-UP
For the safety of students, parents are asked to drop off their child(ren) 15 minutes prior to classes/events/etc. We ask that parents also pick up students within 15 minutes of dismissal; supervision of children cannot be guaranteed after that time.

ATTENDANCE
Process for attendance monitoring
- Students are required to follow the school calendar, which includes a minimum of 178 school days.
- All Grade 6-12 student-reported attendance must be submitted in HonuHub by 2 p.m.
- If your child is sick or going to be absent, please notify attendance@myhta.org by 2 p.m.
- Refer to the state guidelines for an attendance overview 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 student may be unenrolled at the administration’s discretion.

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 for the following reasons:

• Student illness or injury: If a student is ill or injured for three 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 instruction day. 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 Hawai'i.

• Observation of a holiday or ceremony of a student’s religion (24-hour advance request required).

• College (seniors and juniors only) or educational-related tour/trip. Documentation must be turned in within three 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 government 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.

• Students in good academic behavior and attendance standing may apply for an administration-approved absence (AAA).
Excused notes for absence

For an absence to be registered as excused, a parent or guardian must provide, 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 to attendance@myhta.org. The email 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 three or more days due to a school-related 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. Students 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 the absences being marked as unexcused. Administration-approved absences are not available during the first or last 14 days of the school year or during state testing (if outside of the makeup window). Absences for students who are not passing their courses will not be approved. Please initiate this process no later than 14 days prior to the first date of the absence. Back-to-back requests will not be approved.

UNEXCUSED ABSENCES

When the Attendance Clerk does not receive an email within three days of an absence, such an absence is marked as an unexcused absence. Unexcused absences are those absences that are:

- Due to reasons other than those permitted under Excused Absences
- Not verified by a student’s parent/guardian
- Have not followed the proper procedure for reporting attendance

Reasons for unexcused absences and unexcused tardies include, but are not limited to: no transportation, traffic, overslept, unauthorized trip, or Learning Coach obligation or illness.

Chronic absence/truancy

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

An HTA student is considered truant if they fail to log attendance for 10 consecutive school calendar days without a legitimate excuse. 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 that parents/guardians are required to compel the attendance of the student. HTA staff follow the procedures outlined below to notify parents of a truancy situation.
Process for notification & withdrawal of truant students

• HTA educators monitor student attendance on a daily basis.

• HTA educators send an email informing Learning Coaches that their child has been absent (unexcused) for two or more school days. This absence could include any of the “types of attendance” listed above. Learning Coaches should respond within 24 hours and immediate action should be taken by the Learning Coach to correct a truancy issue.

• 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 with the family. If this contact is not successful, a letter is sent to the family via email and certified mail that notifies the family the child is truant.

• If the truancy is not resolved within 24 hours after the tenth 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

Extensive efforts are made to maintain the confidentiality of students attending HTA. As part of the enrollment process, parents must sign the Media Release electronic form to let the school know whether their child’s name or picture may be displayed publicly.

Student files are only accessible to HTA teachers and support staff directly associated with that student. A student’s personal and academic information will only be shared with the related divisional team to ensure that the student is receiving optimal academic support or to address any potential safety concerns. Responsible adults and students should be careful not to share their personal usernames and passwords with any unauthorized individuals.

In the event a parent or teacher believes the security of an HTA password has been compromised, the parent should take immediate action and use the tools provided to change usernames and passwords. Parents are advised to avoid using personal information in emails and refrain from using the student’s full name. Instead, we suggest using the child’s first initial and last name or first name and last initial in an effort to maintain confidentiality.
HEALTH POLICY
& SCHOOL HEALTH REQUIREMENTS

Hawai‘i State Law requires all students to meet physical examination, immunization, and tuberculosis clearance requirements before they may attend a childcare facility, preschool, or public/private school in the state. The required documents were provided as part of the HTA Enrollment or Re-enrollment process. Beginning July 1, 2020, additional immunizations were required for students entering childcare or preschool, kindergarten, Grade 7, and post-secondary schools, and for all students entering school in Hawai‘i for the first time, regardless of age. The updated immunization requirements conform with current national recommendations and reflect what occurs in healthcare provider offices and clinics in Hawai‘i as standard medical practice.

Physical Examination

Must be performed by a U.S. licensed physician, APRN, or PA, and must be completed within one year before:

- First date of attendance at a childcare facility, preschool, or school in Hawai‘i; and
- First date of attendance in Grade 7.

Immunizations

Immunizations are required for childcare facility and school attendance. Required immunizations depend on the age of the child (childcare or preschool) or grade of the student. All immunizations must meet minimum age and interval requirements between vaccine doses.

Tuberculosis (TB) Clearance

For information regarding TB clearance requirements for school attendance, talk to your child’s healthcare provider or call the DOH Tuberculosis Control Branch at (808) 832-5731 or visit health.hawaii.gov/tb.

For more information about Hawai‘i’s immunization program or the immunization requirements for school entry, please click on this link.
What is required by the first day of school?
By the first day of school, all students entering school in Hawai’i for the first time must have:

1. A completed health record form to document that a physical examination was performed within one year before school entrance and that all immunization requirements have been met.
   OR
   An appointment notice from a healthcare provider for your child to complete the physical examination or immunization requirements.
   AND
2. A completed Tuberculosis (TB) clearance form.

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 Hawai’i’s immunization requirements by October 15, the student will be withdrawn.

NON-DISCRIMINATION
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.

HTA Guidance on Supports for Transgender Students
HTA is committed to fostering a safe and nurturing learning environment for all students. We endeavor to provide our faculty and staff with awareness of best practices to effectively address situations as they arise. Please click here for more information.
COMPLAINT & HARASSMENT REPORTING

Complaint Response Procedure

At Hawai‘i Technology Academy, we believe in a transformative education that uses innovative approaches, fosters strong interpersonal relationships, empowers students to create their unique paths, and focuses on the whole child. Developing strong relationships with our staff, families, and community is of great importance to us. In order to do so, HTA strives to communicate effectively and transparently.

The purpose of the following procedure is to establish a fair and timely method for resolving complaints. This procedure is meant to serve as a way to help resolve complaints when all other avenues of resolution have failed. We take this responsibility seriously and wish to assure all parties involved that our Campus Directors, Executive Director, and Governing Board will be accessible to those who wish to register a complaint, to expeditiously address the concern of a complaint, and to keep the complainant informed about the progress of the investigation or outcome.

Complaints should be communicated to the Campus Director in writing within 10 school days of the initial grievance. The Campus Director will respond within 15 school days. If the Complainant is not satisfied with the response, the complainant may request a meeting with the Associate Director. The Associate Director will meet with the Complainant within 10 school days of receiving the request. If the Complainant’s concerns are not resolved to their satisfaction after the meeting with the Associate Director, the Complainant may take the issue to the Executive Director. The Complainant shall provide a detailed, written description of the issue, including notes of previous steps taken above. After consideration of the complaint, the Executive Director will provide the Complainant with a written response within 10 working days.

If the Complainant’s concerns are still not resolved to their satisfaction after the meeting with the Executive Director, the Complainant may take the issue to the HTA Governing Board. The Complainant shall request in writing that the matter be considered by the HTA Governing Board and provide a detailed, written description of the issue, as well as any documentation of written responses provided by the Campus Director, Associate Director, and Executive Director. Provided that the request is received at least 10 days prior to a board meeting, to ensure inclusion on the agenda, the HTA Governing Board will address the issue in executive session at the next regularly scheduled board meeting. After consideration of the complaint, the HTA Governing Board will provide the Complainant with a written response within 10 working days after the meeting.

Harassment Reporting Protocol

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

HTA SCHOOL GUIDEBOOK 16
SCHOOL PROPERTY

HTA provides materials, books, and other curricular supplies. HTA also sponsors a computer loan program for families. These materials are school property and must be returned in good working condition upon withdrawal from the program or at the end of each school year. Parents are responsible for the repair or replacement of lost, stolen or damaged school property. In the event that a student loses or damages a piece of school equipment or supplemental material, a recovery fee will be charged.

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 FEE

The Student Fee helps cover the cost of basic classroom supplies, single-use academic supplies, curricular software and materials, and an HTA T-shirt, which will be distributed by the end of 2023. Families who complete HTA's Application for Reduced Fees may qualify to have this fee subsidized. The student fee is fully refundable should you choose to cancel your child's enrollment at HTA next year before the first day of school.

*Please note: The Student Fee must be paid before participating in the computer loan program. In addition, students will not be able to participate in extracurricular activities such as field studies, dances, retreats, grad night, prom, etc., until payment is received, nor will they be able to use an on-site loaner computer should the student forget his/her laptop.*

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 student progress reports, report cards, and unofficial transcripts. For an official transcript of Grades 9-12, or for a past year report card (Grades K-8), please log into HonuHub and click on Administration > Files Request in 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. Please allow up to 10 business days for processing upon receipt of a records request.

If a student transfers to another school from HTA, the new school must contact HTA to make the official 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 (       ) > Change Password.

For all other student record updates and/or changes, please contact our office directly for instructions at registrar@myhta.org.
WITHDRAWAL

Parents who need to withdraw their child/ren from the school must notify the Office Manager or Campus Director of their respective campus. The family must then fill out the necessary withdrawal form in person at their assigned campus. Once the form has been submitted, the withdrawal process takes between three to five business days. The registrar’s office will confirm a withdrawal date. No student will be legally released until the original withdrawal form has been completed, signed, and submitted by their parent or legal guardian.

All HTA-owned materials, computers, and other obligations must be remitted before a student is released. Please plan accordingly. 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 in. 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 Hawai‘i.

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 VISIT & CLASSROOM OBSERVATION PROTOCOL

Throughout the course of the school year, we often receive 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 the guidelines below:

• Visitors will provide the Campus Director with notice to visit the school at least five school days in advance of the desired visitation date. Visitors will inform the Campus Director of the purpose of the visit using the "Request for Observation" Form that can be obtained through your Campus Director.

• Visitors need to sign in and wear a visitor’s badge.

• A host will escort you throughout the duration of the visit.

• Videotaping, picture-taking, or electronic recording is not permitted without written permission from the Campus Director.

• At no time should the observation interfere with instruction or unduly disrupt the classroom.

• Visitor(s) will 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).

• To minimize disruption to instruction and student learning, please refrain from approaching the teacher to ask questions.

• The visitation will last no more than 30 minutes, unless otherwise approved by the Campus Director.

• The Campus Director reserves the authority to deny requests to individuals if the Campus Director believes that 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.
TECHNOLOGY REQUIREMENTS & GUIDELINES

HTA requires all families to have at least one computer that meets the minimum specifications necessary to access online curriculum, virtual classrooms, and HonuHub. High school students should have access to a personal computer that is not shared with other family members or siblings. A broadband internet connection is required for all HTA students, and high-speed internet is required for the Distance Learning program. In addition, families must have access to a printer and a scanner (or a scanning application on a mobile device).

Required/recommended technical specifications

Windows, Mac, or Chromebook computer that meets the following:

- At least 4GB of memory (RAM)
- At least 32GB of storage space
- Wireless internet connectivity (WiFi-enabled)
- Internal or external speakers and microphone
- An over-the-ear headset with a microphone is highly recommended for hybrid and distance learning, for use with Zoom/video conferencing
- Built-in or external webcam
- If using a touchscreen device, an attached keyboard and mouse are recommended
- Installed web browser (the most recent version of Google Chrome is recommended)
- Home Internet: 20 Mbps service/modem or better; high-speed cable internet (25 to 100 Mbps or better) or equivalent is recommended for all students and required for Distance Learning students

Any classes that require software or peripherals that have higher computing needs will be communicated to Learning Coaches by the instructor within a reasonable timeframe of assignments becoming due.

HTA is not responsible for the maintenance and repair of personal devices. In the event that a personal device stops working or does not meet the needs of student classwork, Learning Coaches will be advised to submit a deposit to participate in the Computer Loan Program (see the Computer Loan Program section below for more information).
Technology Responsible Use Guidelines

Hawai’i Technology Academy offers current students the privilege to use school technology. Using any online accounts associated with HTA, accessing the internet through HTA’s networks, and borrowing/using any equipment from HTA (including through the computer loan program) have interchangeable expectations, and will be singularly referred to as “school technology” throughout these guidelines. While students are permitted to use school technology, all equipment, online accounts, software, and internet access maintain ownership by HTA, and as such, are moderated by HTA. Parent(s)/guardian(s)/Learning Coaches (collectively referred to as “Learning Coaches”) should review the following guidelines with their student. It is the responsibility of Learning Coaches to make sure their student understands and abides by the following guidelines.

HTA Email/Google Account Use

Students will be granted myhta.org Google accounts while they are enrolled at HTA. These accounts are used to access Gmail (for school emails), Google apps such as Google Drive or Google Chat, and any other approved applications that accept a Google login from a myhta.org account. These accounts, and everything created or accessed while using these accounts, are the property of HTA. Students should have no expectation of privacy while using an HTA account. All HTA accounts can be investigated at any time if there is suspicion of misuse, dangerous activity, cyberbullying, or anything that could compromise the health or well-being of the student, another member of the HTA community, or the general public.

HTA Google accounts are managed through Google Workspace for Education and are subject to data collection from Google. Specific Google services enabled for students may change periodically, and the most up-to-date information is available to Learning Coaches on HonuHub under the School Agreements section. You may view Google’s full privacy notice at: https://workspace.google.com/terms/education_privacy.html

HTA Internet Use

Internet activity while connected to an HTA network (via WiFi or otherwise) is moderated. Access to certain sites may be blocked by HTA or third-party software/firewalls based on content or category. HTA reserves the right to block internet access to any device that is unable to be identified or is suspected of illegal activity or misuse.
Mobile Data Management/Monitoring Software

HTA uses management software to filter access to malicious content, monitor online behavior, and maintain physical inventory of HTA property. There is no opt-out for this software when using an HTA account or device. When required, any information reported by monitoring software will be referenced by HTA.

HTA uses two methods of monitoring:

**Computer Monitoring**

In order to monitor and manage school-owned devices, HTA uses JAMF for Apple computers and Google management for Chromebooks and Chrome devices. This allows the school to remotely install software and updates, provide support, and prevent theft. This software may report device activity directly to the school, including (but not limited to) location tracking, diagnostic reports, and active hours.

**Note:** Device monitoring **only** applies to equipment owned by HTA, and **does not** apply to personally-owned devices, even ones that are signed in with an HTA account. HTA cannot, and does not, monitor personal device usage.

**Google Account Monitoring**

HTA student Google accounts are monitored by Securly. Securly allows HTA to manage and monitor device usage, so that students are both safer and more productive online. HTA uses four different methods of Securly management:

- While students are logged into Google Chrome or are using Google apps with their myhta.org accounts, the **Securly Safety Console** allows HTA to block access to websites based on their content, monitor website activity and browsing data, and flag certain types of searches or web actions for our counselors and administrators to review.

- During remote learning sessions, **Securly Classroom** allows teachers to supervise and manage student computer use to improve productivity. This allows teachers to perform actions during class such as:
  - See what students are working on, including all open tabs
  - Close browser tabs not related to classwork (social media, gaming sites, etc.)
  - Lock student screens
  - Provide direct support to students (as a remote alternative to “hands-on” support)
  - Securly Classroom does not allow teachers to perform any of the above actions outside of class time (which is determined and moderated by HTA administration), remotely access the computer outside of the Chrome browser, access student passwords or any sensitive device data, access webcams or other connected hardware, or track the location of student devices.

- HTA also offers optional access to the **Securly Parent Console** via the Securly Home mobile app. This allows Learning Coaches to set additional parental controls at home when their student is using an HTA-owned Chromebook, such as turning off internet access, setting screen time, and blocking additional websites. Additional information on how to get started using the app will be provided within the first few weeks of the school year to all Learning Coaches who are interested.
Note: All access given to Learning Coaches through the Securly Home app is managed by HTA, and is subject to change with or without notice. Access to the app or to change certain settings may be revoked at any time/for any reason. Restrictions on device usage put in place by HTA will always override conflicting options selected in the Securly Home app (for example, internet access cannot be paused by parents via the Securly app during school hours).

- HTA uses Securly Aware for student wellness monitoring to identify and flag potential at-risk student activities and safeguard students against self-harm, suicide, bullying, and violence.

More information about Securly’s privacy policies can be found here: https://www.securly.com/trust-and-safety

Any monitoring or content blocking software used by HTA is not a replacement for parental supervision. Learning Coaches should be proactive in monitoring their student’s online activity to ensure student safety and proper use. HTA is not responsible for any consequences due to internet misuse, including unauthorized online purchases or student access to inappropriate material.

Temporary Use of HTA Equipment

HTA offers limited equipment for students to borrow to complete assignments. Students may borrow these devices only with approval from a teacher or school administrator. Inventory is subject to availability and includes items such as cameras, media computers, audio equipment, etc. Requests to borrow equipment must be made as soon as practical, and last-minute requests (i.e. after 3:30 p.m., or right before an assignment is due) may not be accommodated. HTA is not responsible for late or incomplete student assignments due to last-minute equipment requests. Any equipment borrowed must be returned by the same student who checked it out, before the end of the school day. All borrowed equipment is due back at the end of the same school day. No borrowed equipment may be taken home or kept overnight without specific approval from the tech office or a school administrator.

Students are required to bring their computers, computer chargers, and headphones (if needed) with them to school every day. In emergency situations, loaner computers or accessories such as headphones and USB-C computer chargers may be borrowed for the day (subject to availability and at the discretion of the tech office), not to exceed five requests per school year. HTA does not loan non-USB-C computer chargers or phone charging cables. If a student requests to borrow equipment on a regular basis, contact will be made with the student’s Learning Coach to address the problem, and the request may be denied.

Computers may not be taken home, under any circumstance, unless the student has an active deposit paid for the computer loan program (see below) and explicit permission from the tech office or a school administrator.

Computer Loan Program

For students who do not have access to a computer that meets the needs of their schoolwork, or for those who prefer to use a school computer, HTA is proud to offer a computer loan program. In exchange for paying a deposit, this program allows students to use an HTA-owned computer. Computers issued through the computer loan program maintain ownership by HTA, and their intended use is only for education. Computers assigned through this program may be used at home or on campus by the student for school purposes. While students are
allowed to take their assigned computers home, students are required to bring their assigned computers to school every day, and are not allowed to borrow daily loaner computers instead of bringing their assigned computers to school.

Students and Learning Coaches are responsible for the care and maintenance of their assigned computers while participating in the program. Computers borrowed through the computer loan program must be kept in good condition and returned at the end of the school year. Chromebook models assigned to individual students are at the discretion of HTA administration and are based on available inventory as well as student grade level, curriculum, special needs, and other factors. Requests for certain models may not be accommodated. For classes that have special hardware or software requirements, alternative computers that meet those needs will be provided to approved students. These class-specific computers must be returned when the class term is finished and exchanged for a Chromebook for the remainder of the school year, and cannot be kept for the entire school year or over the summer under any circumstances.

Except in approved circumstances, all computers must be returned at the end of the school year. Any computer not returned within the first few weeks of summer will be disabled. Computers not returned within 90 days are subject to forfeiture of the computer loan deposit, and a police report may be filed. Any computer that is returned in an unreasonably damaged state or that is missing accessories will be subject to a whole or partial forfeiture of the computer deposit. Repeated violations may result in the denial of future participation in the program.

Please visit the Computer Loan Program section in the parent portal of HonuHub for additional information on signing up.

**Student Agreement**

By using school technology, you (the student, under supervision of your Learning Coach), agree to:

1. **Keep school devices safe and in good condition.**
   - Be mindful of how school devices can be damaged or get stolen, and do what you can to prevent it.
   - Do not eat or drink while using a school device.
   - Close the lid, or replace any caps or covers, and put the device away when you’re not using it. Keep the device in a case or bag, and keep it dry at all times.
   - Do not leave any school devices outside, on the floor, or unattended outside of your backpack.
   - When charging a device, make sure the charging cable is not stretched across the floor, which can cause someone to trip or the device to get knocked over.
   - Keep the school device in a condition ready to be used.
   - If using a school computer, charge it every night to use for school the next day.
   - If something is not working on any school device, let a parent/guardian know right away, and ask the HTA tech office for help.
2. Use school technology only in a “professional” manner.

- Only use school technology for school-related activities. You should not use school technology to access inappropriate/adult content, games, money-making activities, political lobbying, or anything else not related to your schoolwork.

- Never share inappropriate or offensive material with other HTA students. Certain material and/or activities may be illegal and reported to the police.

- You are responsible for anything that happens to a school device under your care. When a device is assigned to you, it should not be used by anyone else. Do not give your assigned device to another student to use, hold on to, or return for you.

- School devices do not belong to you. Do not remove any official HTA property stickers or identification information, and do not put your own decorative stickers or draw on the device.

- When you are connected to the school’s internet, make sure you have permission from a teacher to be using your device online. When you are not at school and are connected to the internet, make sure you have permission from a parent/guardian to be using your device online.

- Do not attempt to go around school protections or security systems. If you discover ways to work around school protections online or find that you can access content that you know is inappropriate, report it to the tech office or a school administrator. School protections are in place to keep you safe and productive online.

3. Keep yourself (and others) safe online.

- Do not share your name, home address, email address, phone number, or any information about yourself with others online or on social media (TikTok, SnapChat, Instagram, etc.).

- Do not share personal information about anyone else online, such as addresses or phone numbers.

- Never send a picture of yourself to anyone without permission from a parent/guardian.

- Never agree to meet anyone in-person that you talk to online without getting permission from a parent/guardian. If someone online asks to meet you in real life, tell a trusted adult right away.

- Encourage others to stay safe online, and if you see anything online that may lead to or cause harm to anyone, report it to a trusted adult.

4. Keep your information safe online.

- Do not share your passwords with anyone, even your best friend. You and your Learning Coach are the only people who should be able to access your school account. Passwords are private and should be kept safe.

- Whenever possible, do not keep default passwords (passwords that someone else made for you). Ask your Learning Coach for help making a new, secure password.

- If you ever suspect someone has accessed your account other than you, tell your Learning Coach right away, and change your password.

- If you forget your password, ask your Learning Coach, teacher, or the tech office for help.
5. Follow HTA rules and be academically honest.

- Always follow the law and do not engage in any activities online that are illegal.
- Never pretend to be anyone else, including teachers or other students, on the internet or any HTA learning platform, including Zoom. Impersonation is subject to disciplinary action.
- Accessing someone else's HTA account without approval (“hacking”) is subject to disciplinary action.
- Copying information from websites or other online resources and not referencing the source in your work is plagiarism, which is a violation of academic integrity and subject to disciplinary action.

6. Be a respectful online citizen and practice good internet etiquette.

- Do not do or say anything that will hurt others or that is against the law. Treat others online the way you want to be treated. Use good manners, be courteous, and be respectful of different people and different ideas.
- Cyberbullying (using electronic communication to bully someone by sending intimidating or threatening messages, including images) is a serious form of harassment. Examples of cyberbullying include threatening harm to someone else, calling others by offensive names, sharing offensive images directed at an individual or group of people, or teasing others. If you think you or someone else is being cyberbullied, tell a parent/guardian and a teacher or school administrator right away.
- Making threats online, whether direct or implied, is a serious offense. Threats will result in disciplinary action by school administration, and in certain situations, these threats are illegal and will be reported to the police.
- Use good judgment. Everything you post online will be seen by others and will exist in some form forever. Before posting anything online, always ask yourself, “Will my parents/grandparents/teachers/future self be proud of this?”

Consequences of Violating the Technology Responsible Use Guidelines

HTA reserves the right to confiscate HTA-owned equipment, restrict access to internet accounts, or block a device’s internet access to HTA networks if a student is found to be in violation of the Technology Responsible Use Guidelines. For violations related to equipment use, HTA may also deny future participation in the computer loan program or reject requests to borrow equipment. HTA reserves the right to disconnect any device that is the source of spamming, malicious, or suspicious activities without notice until the machine in violation is cleaned or fixed.

HTA administration will determine the appropriate disciplinary action for any prohibited student conduct. HTA reserves the right to, without notice, suspend or delete an account that is engaging in activities that violate HTA’s Technology Responsible Use Guidelines.
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.

SUPPORT PROGRAMS

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: the deadline to complete or update the Application for Reduced Fees in order to receive ISP reimbursement is the first 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 first 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 temporary facilities such as motels due to a lack of alternative accommodations, is living in emergency or transitional shelters, or is awaiting foster care placement.

FAMILY EDUCATION RIGHTS & 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 or as microfiche, audio, videotape, or electronic files. Records can be located in the central administrative offices of 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.

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.

Records are maintained as long as they remain educationally relevant. 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 believes 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 to the school administrator, clearly identifying 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 that 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.

COMMUNITY ACTIVITIES INVOLVEMENT

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. 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 at any of the aforementioned events. These volunteers will not be left unattended with students. Please note that this requirement is different from 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 multi-site 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. **Please note, any HTA faculty and staff that is tasked with driving must possess a valid driver’s license and proof of registration/insurance.** 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 child(ren) 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 of Hawai‘i from liability resulting from student transport pursuant to HRS 286-181.

Learning Coach Driver Procedure

As an innovative school, Hawai‘i 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 children 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 child transported by another Learning Coach driver, it is your responsibility to provide transportation for your child to and from the off-campus learning experience.

Water-Related Activity Procedure

Hawai‘i Technology Academy takes advantage of the many water-based learning opportunities available to our students on each island. HTA follows the Hawai‘i 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, the Learning Coach should 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 child with regard to all water-related activities.

**SAFETY & SECURITY**

**HTA Safety and Security Plan**

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

**Annual Asbestos Notification**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which mandated the Asbestos-Containing Materials in Schools Rule, 40 CFR Part 763. It requires all primary and secondary school buildings to be inspected by AHERA accredited inspectors and to identify all asbestos-containing building materials. Read more [here](#).
The purpose of this section is to set expectations for HTA parents. Student success is a primary goal of HTA. This success can only be achieved with a strong and effective partnership between the school and parents. To help build that partnership, we expect that parents of HTA students understand and agree with the following curricular and attendance requirements:

- I understand that my child is enrolled in a public school with attendance requirements that I am expected to meet. HTA’s requirement is 178 days per year, between five and six hours per day, depending on grade level and academic progress. Students in high school are expected to log additional “homework” hours as assigned.

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

- I accept the responsibility to supervise my child’s use of the virtual and home-based curriculum. I understand that I am expected to become knowledgeable about how to help my child learn at home and interact with the school’s learning platforms. Academic work completed outside of the assigned HTA curriculum is supplemental and does not take the place of HTA-assigned work. It is not acceptable to leave a student home alone or unsupervised all day to complete coursework.

- I understand and agree that my child is required to attend all elements of the HTA program: on-campus classes, virtual classes, tutoring sessions, and special workshops. On independent days, students are required to log their attendance.

- I understand that my child may work at home on independent days.

- I understand that I am expected to attend face-to-face or virtual meetings, quarterly or semester conferences, and other meetings as scheduled with my child’s homeroom teacher/advisor on Monday through Friday between 8 a.m. and 3:30 p.m.

- I understand that my child’s final grade is based on work and outcomes achieved during virtual classes, on-campus classes, independent work, and experiential learning.

- I understand that, when making decisions about advancing students to the next grade, educators review student progress, among other factors. Promotion is based on a student’s academic record in a given course, not on simply meeting the attendance requirements for the school year.

- I understand that 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 that it is my responsibility to secure an Internet Service Provider to assure that my child can participate in virtual learning and independent days.