

HAWAII TECHNOLOGY ACADEMY

# REOPENING GUIDEBOOK

SY 2020-2021



# INTRODUCTION

2020 has been a year unlike any other. Our world continues to deal with a deadly pandemic. Our nation struggles with issues of social injustice and inequality. Our state suffers from one of the highest unemployment rate in the nation while we remain closed to most visitors, yet through it all, our community has demonstrated heart, resilience, and the true spirit of the HTA 'Ohana.

Despite all of the challenges that we have had to address, HTA feels poised to deliver a high-quality education while addressing the social emotional needs of our students and the safety needs of all members of our community. As such, we have adopted a temporary 80% virtual learning and 20% face-to-face instruction model. This equates to one day of face-to-face instruction per week for students. The model is a compromise based on the preferences of parents, students, and teachers, which allows us to continue with our blended model while adhering to the social distancing requirements as outlined by the CDC, Department of Health, Department of Education and Charter Commission.

As our world continues to deal with this health crisis, schools have increasingly been tasked with educating students in creative ways that not only engage them, but also ensure they are acquiring the skills and knowledge they need—all while keeping everyone within the school community safe. This is no easy feat. There is no simple fix. As always, it will be the strength of a community that defines the strength of a school, and we are blessed with a strong community, one that has demonstrated compassion and resilience in the true spirit of the HTA 'Ohana.

# ACADEMIC UPDATES

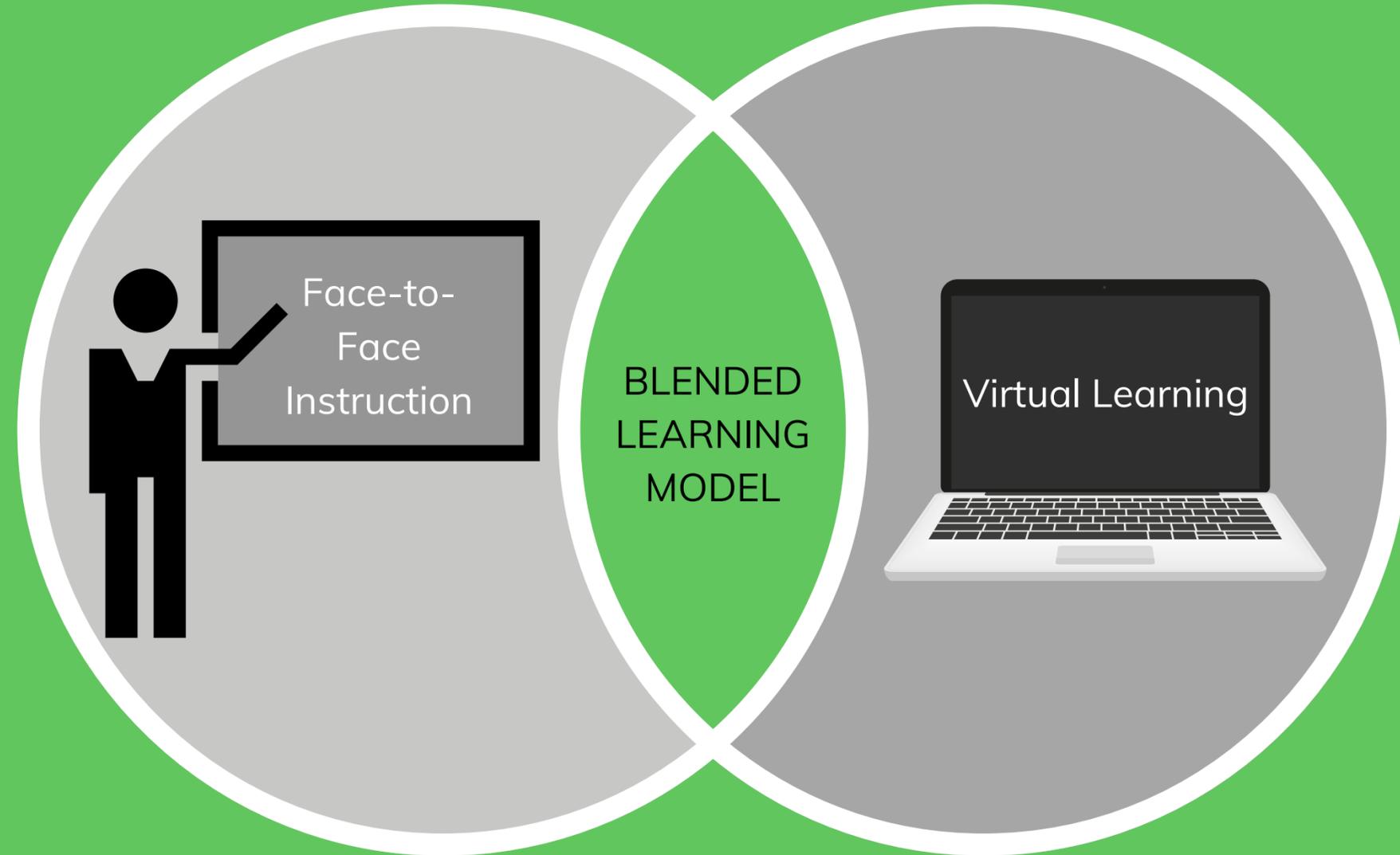


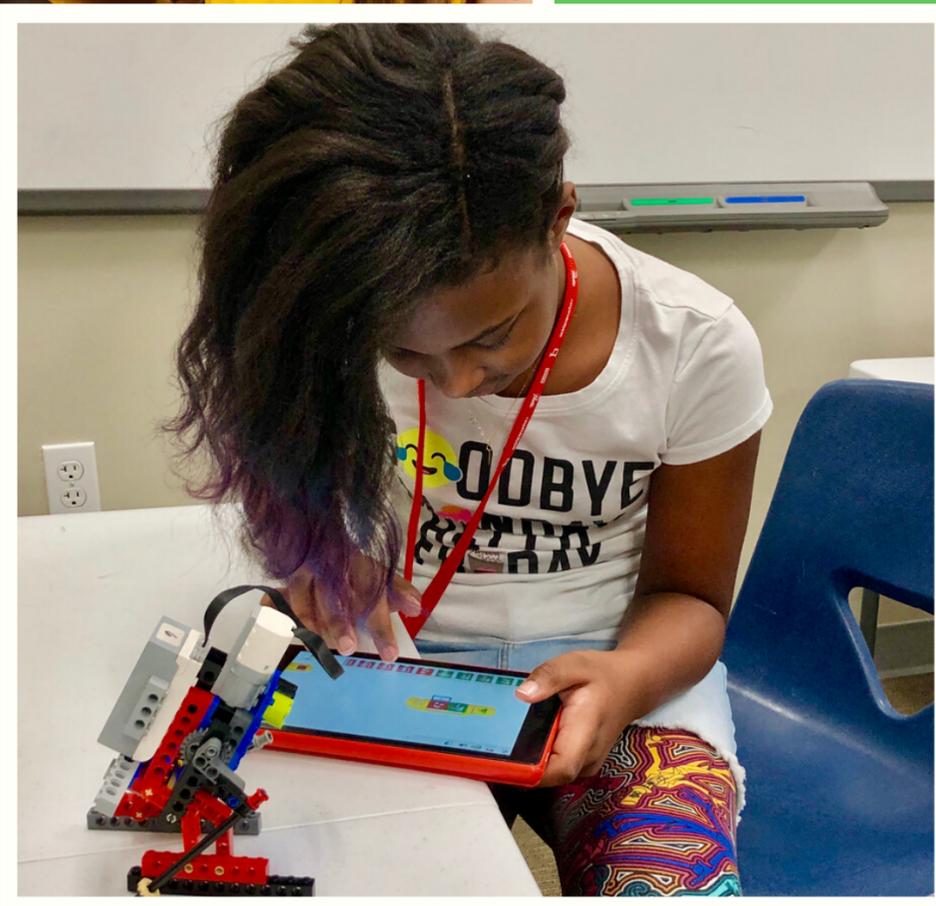
# BLENDED LEARNING MODEL

HTA plans to return to its normal 50% virtual learning and 50% face-to-face instruction once the COVID-19 crisis has abated. HTA's model renders it uniquely prepared to operate in a virtual environment and the school is confident that the temporary 80% virtual and 20% face-to-face model will not jeopardize student learning.

This model leaves us poised to move quickly in the event of another school closure that forces a transition to 100% virtual learning.

We intend to continue Project-Based Learning through our blended learning approach, providing us the opportunity to bring students together at various field-based locations throughout the school year. This approach lets students solve real-world problems in safe and productive settings.





As we move into the 20-21 school year we will continue to work on the goals that we have addressed over the past three years:

- Maintain our 90% graduation rate
- Enhance teacher effectiveness
- Improve diversity, inclusion, and equity

To achieve these goals, we will continue to strengthen our project-based learning and increase student engagement. We will also continue to provide the necessary support and resources needed to enhance teachers' virtual practices. We have a group of teachers leading us in this endeavor and providing similar expert guidance to other public and private schools in the state.

We will continue to implement high-quality instructional practices based on what students need and the progress they make. The school will provide student support, both face-to-face and virtual, offer small-group instruction, and give students opportunities to engage in real-world problem-solving.

Finally, we are making a commitment to using data to drive instruction. To help this endeavor, common assessments will be administered during the first weeks of school, mid year, and at the end of the school year. These assessments will help us understand which specific skills students need to work on.

## **Lincoln Empowered**

This year, HTA is moving to a new learning platform for K-12, Lincoln Empowered. It will look much like our previous platform: an innovative curriculum that provides a predictable learning routine that seamlessly blends content and the best-in-class technology to create a pathway for students to own their learning. We will have special training for Learning Coaches to familiarize them with the new platform. Details for how to sign up can be found under the "IMPORTANT INFORMATION" drop-down menu on this webpage.

## **Advisory Themes**

We are excited to share that we will continue enhancing our advisory curriculum. This year, advisory at the middle school level will incorporate themes of “Belonging” -- belonging to ourselves, belonging with each other, and belonging to the wider world. Advisory at the high school level will focus on themes related to “Purpose” -- what is personally meaningful, what matters outside of yourself, and stepping into life with purpose.

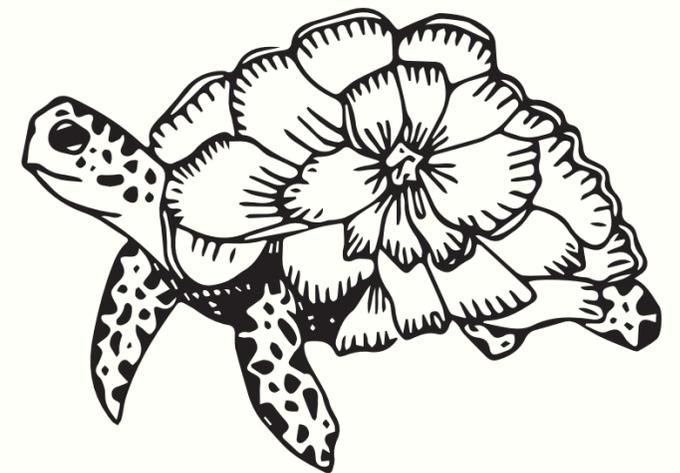
## **College and Career Counseling**

We will also roll out a more robust emphasis on College and Career Counseling. Our goal is to provide students with the knowledge and skills they need to help them prepare for and navigate life after high school. Students in Grades 9-12 will be offered monthly dedicated workshops that address creating resumes, preparing for college admission, test prep, writing an effective college essay, developing a portfolio, and interviewing for a job.

# NEW MISSION STATEMENT

On June 4, 2020 the board adopted a new mission statement. This new mission will guide us as we make decisions about how and what we teach:

*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.*

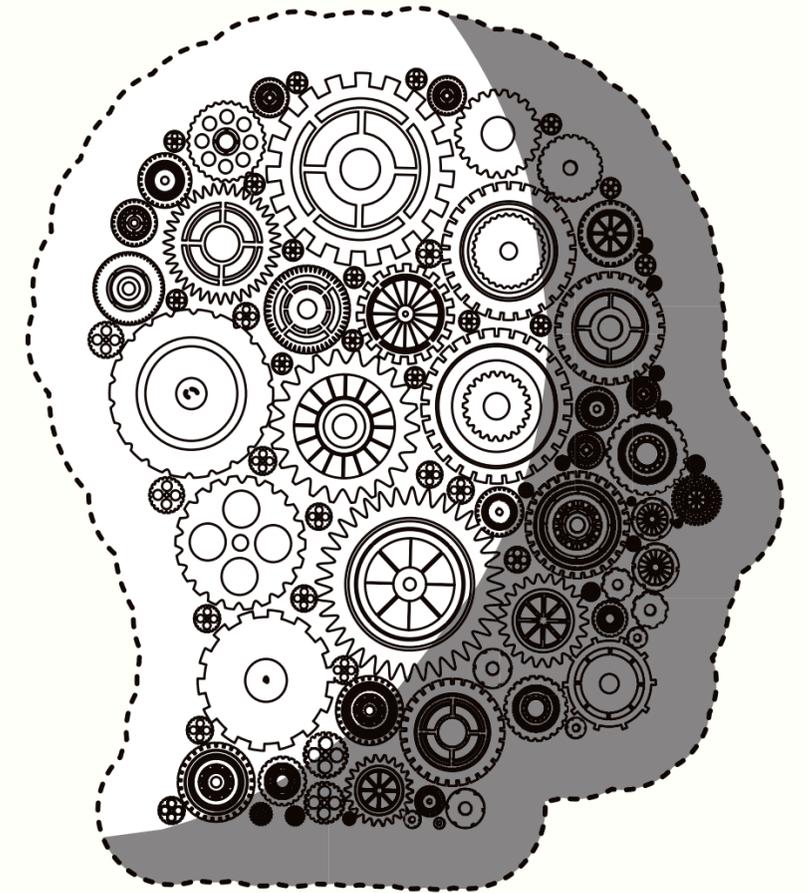


# WORK-BASED LEARNING PROGRAM

HTA has a diverse collection of partners across all islands. Thanks to these partners, we can offer our high school students opportunities to practice and refine the skills that will help them excel in college, career and life. Our work-based learning program is growing and will include new courses this year.

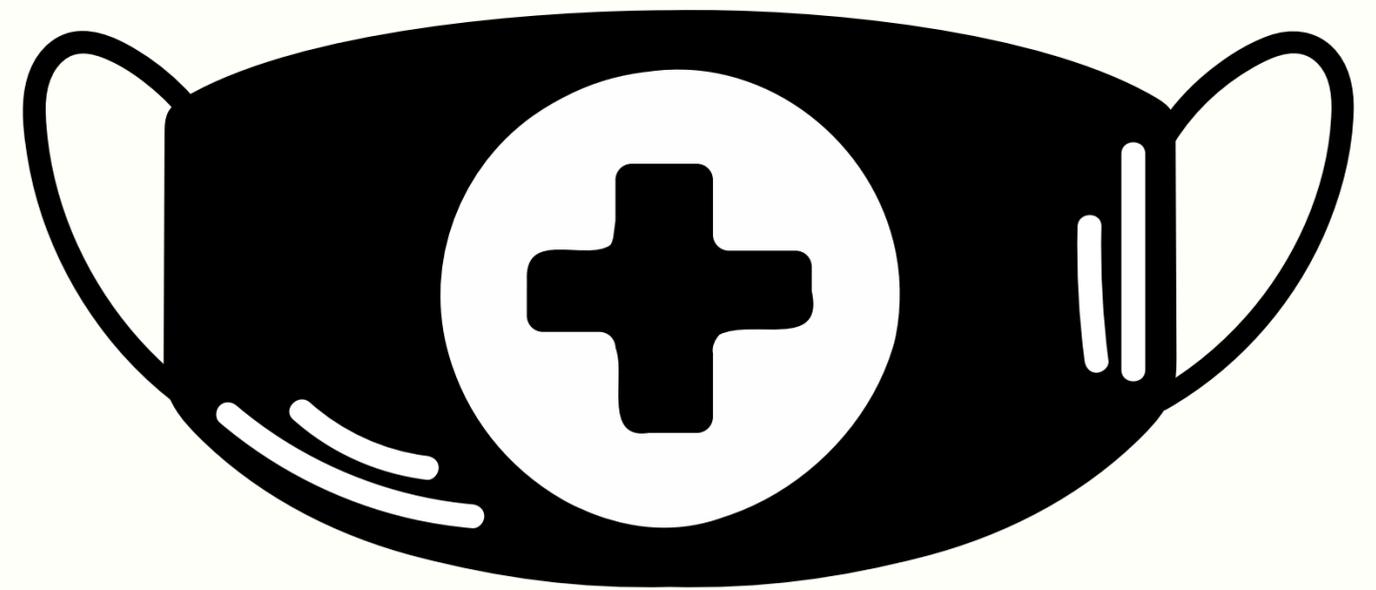
We are providing both virtual and blended opportunities for our students with a variety of companies and organizations. Student safety is our highest priority. All of our partners are following guidelines from the Department of Health and CDC for social distancing and safety. All of our students must also adhere to all the safety expectations at their worksite if they choose to go on site.

We are also excited to announce that our Oahu site has engaged in a partnership with [NuVu](#) whose programs bring design, creativity, and innovation to schools and organizations around the world. NuVu follows principles of the “architectural studio model,” hands-on learning-by-doing under the guidance of experts. NuVu engages students in multi-disciplinary projects that encourage them to navigate the creative process through collaboration, reflection, and critique. We are excited to engage in this partnership and look forward to seeing what the students create in our community.



# HEALTH & SAFETY

COVID-19 SCHOOL GUIDELINES

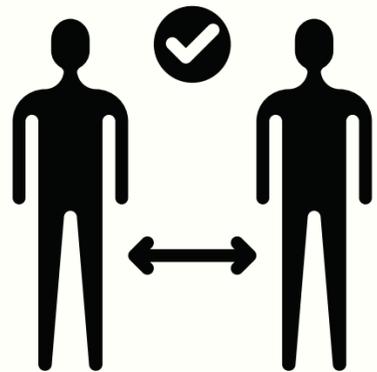




## Face Covering

Faculty and staff must wear face masks or face shields throughout the day. Students must wear face masks or face shields at all times when on campus. Students do NOT need to use face masks during the following circumstances:

- When outside of the building, provided that they remain 6 feet away from other people.
- When eating lunch.



## Physical Distancing

Movement on all campuses will be organized to reduce the mixing of students and promote social distancing whenever possible. Walkways will follow specific traffic patterns. Social distancing signs will indicate where students and staff can sit or stand during our face-to-face days.



## Hand Hygiene

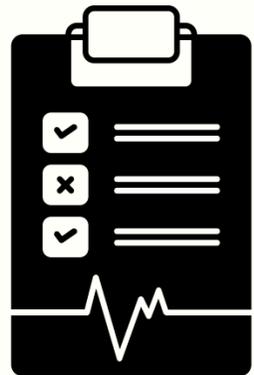
Everyone will be encouraged to wash their hands and use hand sanitizer frequently throughout the day. Hand sanitizer will be available in every room on campus and there are several freestanding sanitizing stations in the common areas of the buildings.



## Enhanced Cleaning/ Disinfection Schedule

Cleaning will comply with CDC recommendations. More frequent cleaning will be scheduled throughout the day for commonly used areas or surfaces such as door knobs, hallways and bathrooms.

HTA has hired janitors to work throughout the day at each campus.



## Health Screening

Students and employees should not come to campus if they are sick. Temperature screening will be conducted for all students upon arrival, before entering the buildings. Any child with a temperature over 100 degrees F will be sent home for the day and will not be allowed to return to school until he or she has been without a fever for 24 hours.



## Updated Sick Policy Enforcement Practices

If a student exhibits symptoms during the day, he or she will be taken to the isolation room. Each campus has identified a room for this purpose. Once isolated, students will wait in the room with the health clerk or designated adult until he or she can be picked up by a parent or guardian.



## Other Safe Classroom Practices

Activities and materials such as manipulatives, books, and science equipment that students normally share will be cleaned between uses.

If sharing cannot be minimized, students will be asked to wear gloves when handling items.



## Field Studies

Students may participate in these off-campus opportunities connected to their coursework, following Department of Health and CDC guidelines for social distancing and safety. To participate, students must:

- secure their own transportation
- complete a guardian liability form in HonuHub

Students who are unable to or choose not to participate in field studies opportunities will not be penalized.



## Travel Policy

Rules and procedures related to travel will be enhanced for students and employees. We ask all families in our community to limit unnecessary travel as much as possible. If employees or students travel outside of the State of Hawai'i for any reason, they should notify [health@myhta.org](mailto:health@myhta.org) and adhere to state and Department of Health guidelines. Depending on shifting state guidelines, employees or students may be required to self-quarantine for at least 14 calendar days after out-of-state travel. Quarantined students will continue their learning 100% virtually until their time in isolation is over.



## Visitors on Campus

HTA will limit visitors to campuses. All visitors to campus, including parents, will be screened upon arrival and must wear a face mask or face shield.

Oahu-Visitors may visit campus by appointment ONLY. Visitors will be subject to a health screening PRIOR to being admitted into the building.

Kauai- Visitors may visit campus by appointment ONLY. Visitors will be subject to a health screening PRIOR to being admitted to the building. To make an appointment, please call the Kauai campus (808)445-6618.

Maui-Visitors may visit campus by appointment ONLY. To schedule an appointment, please call our direct line (808)-445-6612 or email our Office Manager - Ms. Drayer at [sdrayer@myhta.org](mailto:sdrayer@myhta.org).

Hawaii Island-To minimize the number of people on campus during face-to-face days, parents with questions about their child's progress should make appointments with classroom teachers rather than dropping by as we have always done in the past. We recognize that this is a change and continue to value the home-school relationships. We will work to find new ways to assure the sense of community that we are all used to.

# COMMUNITY EXPECTATIONS



# PLEASE ADHERE TO THE FOLLOWING SAFETY GUIDELINES

## Report COVID-19 positive test

If a student or a family member tests positive for COVID-19, the family must send an email to [health@myhta.org](mailto:health@myhta.org). HTA will follow DOH protocol to follow up and inform the school community.

## In the event of a positive COVID-19 test result in our community

Our health aide or designated staff will actively work with the Department of Health to implement a contact tracing protocol to limit the spread of COVID-19.

## Stay home if exposed

If anyone in your household has been notified by the Department of Health that they were in contact with a COVID-19-infected individual, notify Sara Andrin at [health@myhta.org](mailto:health@myhta.org). Based on the circumstance, you may be asked to keep your child home from school for 14 days. Home-based learning will be provided and supported during self-quarantine.

## Please stay home if sick

If your child is sick, we ask that you keep them home from school. They must be fever-free and symptom-free for 24 hours before returning to campus.

## Follow temperature checking and self-assessment reporting protocol

Elementary students will receive daily temperature checks on campus. Middle and high school students, faculty and staff will complete daily self-assessments.

# COMMUNITY EXPECTATIONS CONTINUED

## **Avoid non-essential travel**

Any student or employee who travels outside Hawai'i will be required to email [health@myhta.org](mailto:health@myhta.org) or call (808) 676-5444 to notify the school and adhere to state and Department of Health guidelines. Depending on shifting state guidelines, employees or students may be required to self-quarantine for at least 14 calendar days if they cannot produce a negative COVID-19 test that was taken more than four days after their return.

## **Follow federal, state and local orders related to stopping the spread of COVID-19**

All HTA students, families, faculty and staff are asked to follow the latest federal, state and local health departments regarding social distancing and other safety measures to protect against the spread of COVID-19.

## **Follow guidelines for use of Personal Protective Equipment (PPE)**

We strongly encourage the entire school community to wear their own PPE. A student, teacher, or parent arriving on campus without PPE will be given a mask or face shield.

## **Practice good hygiene**

Practicing good hygiene in accordance with CDC guidelines is critical to preventing and stopping the spread of COVID-19 and other illnesses. Frequent and thorough hand-washing should be practiced at home and at school.

## **Limit students' personal items**

Please limit the items your child brings to campus and reinforce safety policies about sharing food, supplies and other items with classmates.

# IMPORTANT INFORMATION

At the bottom of this guidebook, you will find a drop-down menu containing crucial information for the start of the new school year. Please review each topic carefully.

