

Home Access Center (HAC)

Parent Handbook



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Login Instructions

1. Go to our school website <http://www.ghctk12.com> and hover over “myGHC” & select “HAC”
2. Click on “Parent Access” to log into HAC
3. For first-time use, please use the Access Code and Instructions Sheet provided by GHC, you will be directed to enter 2 security questions. Please compose 2 challenge questions and provide appropriate answers.

Home Access Center Menu

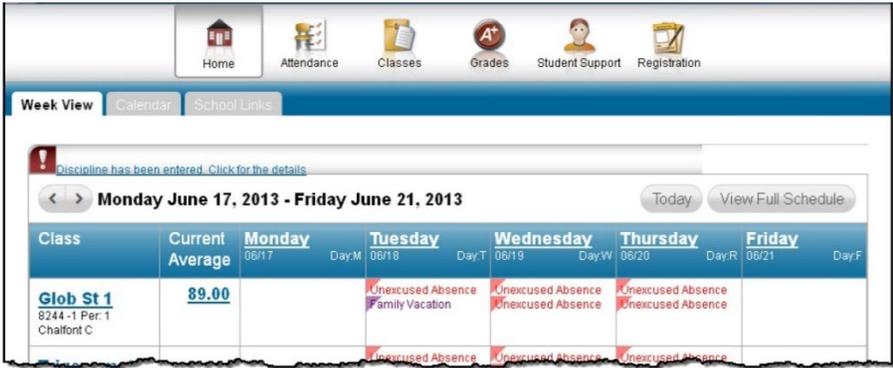
The menu options in the Home Access Center banner provide access to HAC's main pages. Clicking an icon displays a page with related tabs, each of which is a self-contained page of information on your student.

The following pages can be accessed using the menu options in the HAC banner:

1. Home

Week View

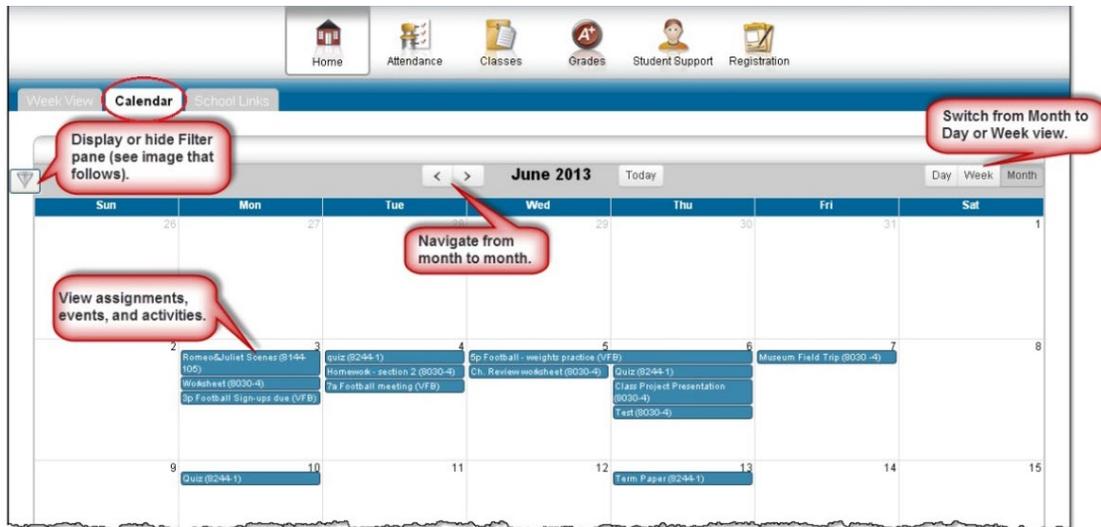
Displays a student's attendance, schedule, assignments, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing details on individual courses and emailing teachers.



Class	Current Average	Monday 06/17 Day:M	Tuesday 06/18 Day:T	Wednesday 06/19 Day:W	Thursday 06/20 Day:R	Friday 06/21 Day:F
Glob St 1 8244-1 Per: 1 Chalfont C	89.00		Unexcused Absence Family Vacation	Unexcused Absence Unexcused Absence	Unexcused Absence Unexcused Absence	

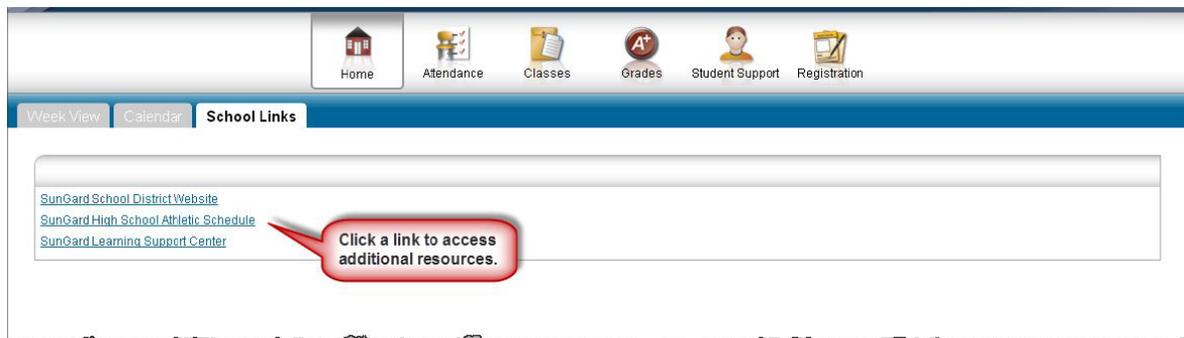
Calendar

Displays a month-view of the student's attendance, scheduling, assignments, and discipline information, as well as activities and events that have been posted by the student's teachers. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.



School Links

Displays school links that have been made available to parents/students.



2. Attendance

Month View

Displays a month-view of the student's attendance that can be toggled to access all months within the current school year. A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardiness



Month View

Subscribe to Attendance alerts.

Navigate from month to month.

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

Color Legend

- Excused Tardiness
- Excused Absence
- Optional
- Unexcused Absence
- Unexcused Tardiness
- Early Permission
- Ferret Visit
- In School Suspension
- Traffic
- College Visit

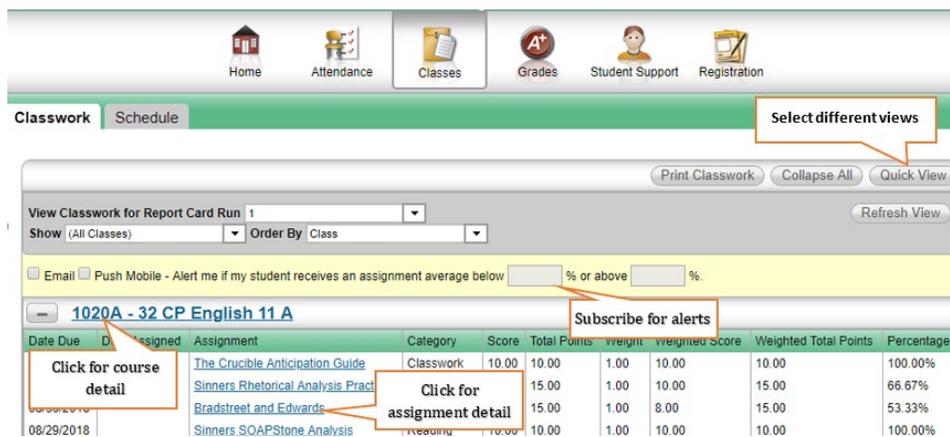
Display details for a date in a tooltip.

Classes



Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class. When assignments are ordered by class, class average information is shown below the student's list of assignments. Teachers can select whether an assignment and its score should be published on HAC. However, unpublished assignments may be included in the student's overall averages for a course. Course averages, are available using Full View.

NOTE: TO SEE CUMMULATIVE PERCENTAGES, the **Report Card Run** Box should say “(ALL RUNS)” and the **Show** box should say “(ALL CLASSES)” Then click on “REFRESH VIEW”



Home Attendance Classes Grades Student Support Registration

Classwork Schedule Select different views

Print Classwork Collapse All Quick View

View Classwork for Report Card Run 1 Refresh View

Show (All Classes) Order By Class

Email Push Mobile - Alert me if my student receives an assignment average below % or above %

1020A - 32 CP English 11 A

Subscribe for alerts

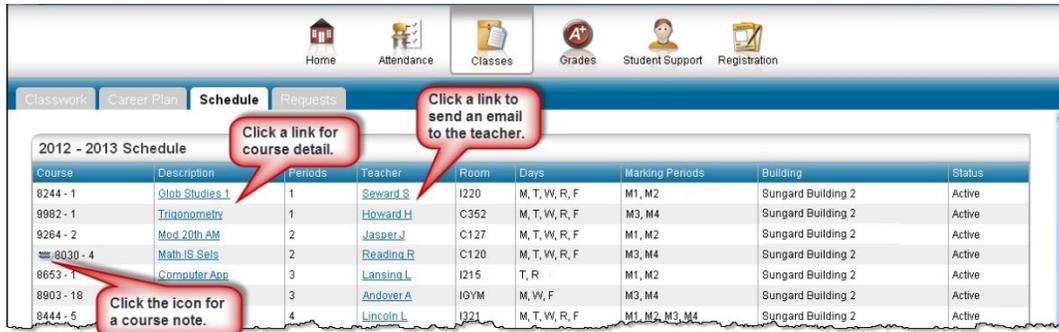
Date Due	Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Weighted Total Points	Percentage
08/29/2018		The Crucible Anticipation Guide	Classwork	10.00	10.00	1.00	10.00	10.00	100.00%
		Sinners Rhetorical Analysis Pract		15.00	15.00	1.00	10.00	15.00	66.67%
		Bradstreet and Edwards		15.00	15.00	1.00	8.00	15.00	53.33%
		Sinners SOAPStone Analysis	Reading	10.00	10.00	1.00	10.00	10.00	100.00%

Click for course detail

Click for assignment detail

Schedule

Displays the student's schedule. Links are provided for viewing detailed course information and sending emails to teachers.



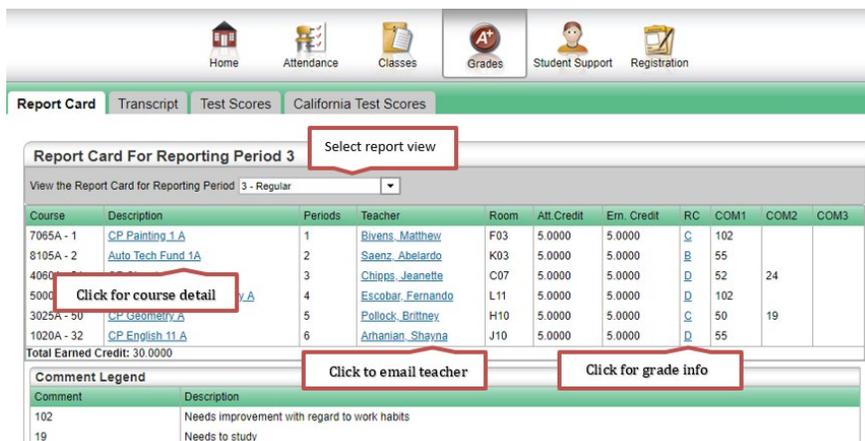
The screenshot shows a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below it are tabs for Classwork, Career Plan, Schedule, and Requests. The 'Schedule' tab is active, displaying a table titled '2012 - 2013 Schedule'. The table has columns for Course, Description, Periods, Teacher, Room, Days, Marking Periods, Building, and Status. Callouts point to specific elements: 'Click a link for course detail.' points to the 'Description' column; 'Click a link to send an email to the teacher.' points to the 'Teacher' column; and 'Click the icon for a course note.' points to a small icon in the 'Description' column.

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
8244 - 1	Glob Studies 1	1	Seward S	I220	M, T, W, R, F	M1, M2	Sungard Building 2	Active
9982 - 1	Trigonometry	1	Howard H	C352	M, T, W, R, F	M3, M4	Sungard Building 2	Active
9264 - 2	Mod 20th AM	2	Jasper J	C127	M, T, W, R, F	M1, M2	Sungard Building 2	Active
8030 - 4	Math IS Sets	2	Reading R	C120	M, T, W, R, F	M3, M4	Sungard Building 2	Active
8653 - 1	Computer App	3	Langston L	I215	T, R	M1, M2	Sungard Building 2	Active
8903 - 18		3	Andover A	IGYM	M, W, F	M3, M4	Sungard Building 2	Active
8444 - 5		4	Lincoln L	I321	M, T, W, R, F	M1, M2, M3, M4	Sungard Building 2	Active

3. Grades

Report Card

Displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, grades, and comment codes.



The screenshot shows a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below it are tabs for Report Card, Transcript, Test Scores, and California Test Scores. The 'Report Card' tab is active, displaying a 'Report Card For Reporting Period 3'. The table has columns for Course, Description, Periods, Teacher, Room, Att. Credit, Em. Credit, RC, COM1, COM2, and COM3. Callouts point to 'Select report view' (a dropdown menu), 'Click for course detail' (a link in the 'Description' column), 'Click to email teacher' (a link in the 'Teacher' column), and 'Click for grade info' (a link in the 'RC' column). Below the table is a 'Comment Legend' section.

Course	Description	Periods	Teacher	Room	Att. Credit	Em. Credit	RC	COM1	COM2	COM3
7065A - 1	CP Painting 1A	1	Rivens, Matthew	F03	5.0000	5.0000	C	102		
8105A - 2	Auto Tech Fund 1A	2	Saenz, Abelardo	K03	5.0000	5.0000	B	55		
4060		3	Chlops, Jeanette	C07	5.0000	5.0000	D	52	24	
5000		4	Escobar, Fernando	L11	5.0000	5.0000	D	102		
3025A - 50	CP Geometry 2	5	Pollock, Britney	H10	5.0000	5.0000	C	50	19	
1020A - 32	CP English 11 A	6	Armanian, Shayna	J10	5.0000	5.0000	D	55		

Total Earned Credit: 30.0000

Comment	Description
102	Needs improvement with regard to work habits
19	Needs to study

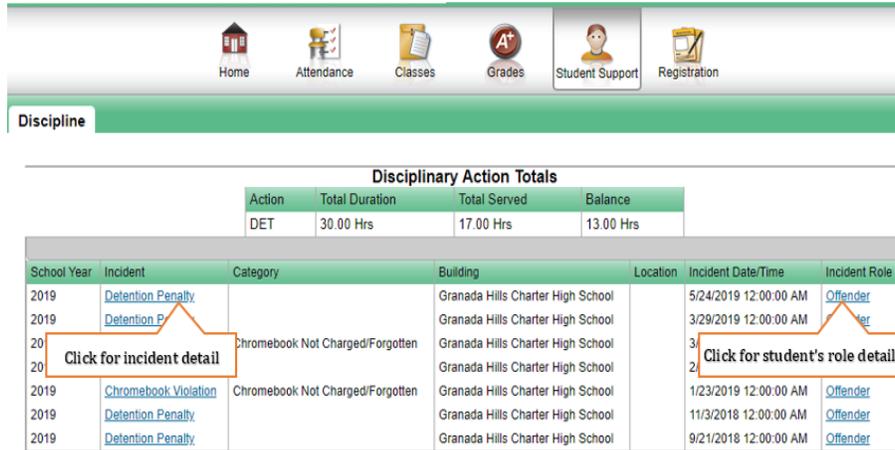
Test Scores/California Test Scores

Displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.

4. Student Support

Discipline

Displays all discipline incidents involving your student as an offender, victim, or witness. Incidents are listed from newest to oldest. The Discipline page's Incident and Role columns display links you can click for additional details on an incident.



Disciplinary Action Totals						
Action	Total Duration	Total Served	Balance			
DET	30.00 Hrs	17.00 Hrs	13.00 Hrs			

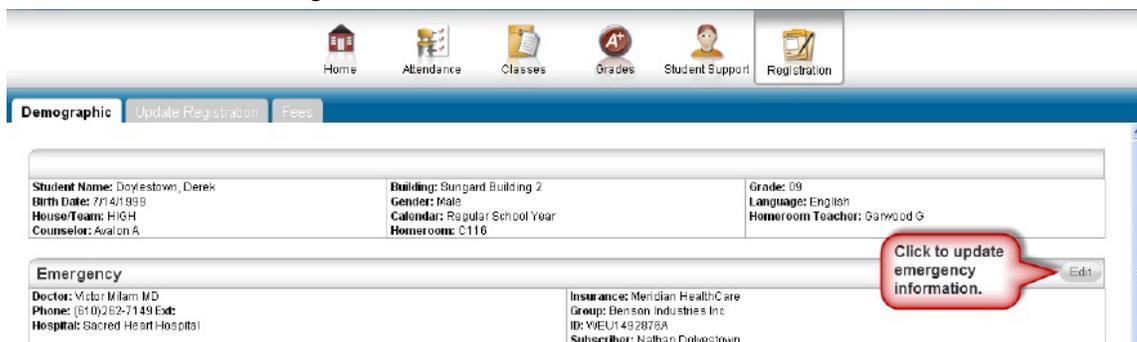
School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2019	Detention Penalty		Granada Hills Charter High School		5/24/2019 12:00:00 AM	Offender
2019	Detention P		Granada Hills Charter High School		3/29/2019 12:00:00 AM	Offender
20		Chromebook Not Charged/Forgotten	Granada Hills Charter High School		3/29/2019 12:00:00 AM	Offender
20		Chromebook Not Charged/Forgotten	Granada Hills Charter High School		3/29/2019 12:00:00 AM	Offender
2019	Chromebook Violation	Chromebook Not Charged/Forgotten	Granada Hills Charter High School		1/23/2019 12:00:00 AM	Offender
2019	Detention Penalty		Granada Hills Charter High School		11/3/2018 12:00:00 AM	Offender
2019	Detention Penalty		Granada Hills Charter High School		9/21/2018 12:00:00 AM	Offender

5. Registration

Demographic

The Demographic page includes the following sections listing information on your student:

- Demographic - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- Emergency - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data. You can update and print out the emergency card and bring to the Health Office.
- Contacts – Student and guardian information

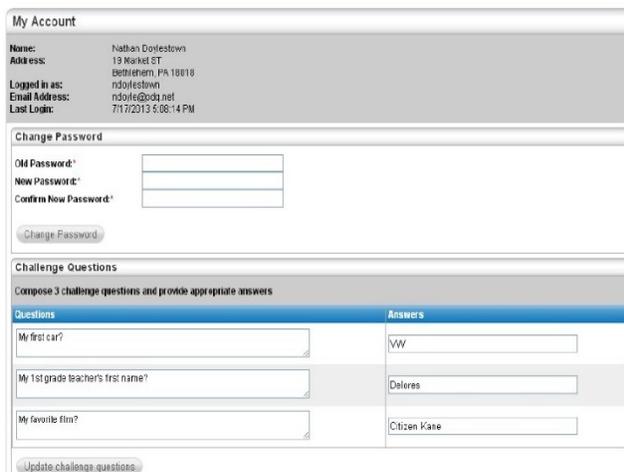


Demographic		
Student Name: Doylestown, Derek Birth Date: 7/14/1995 Counselor: Avalon A	Building: Sungard Building 2 Gender: Male Calendar: Regular School Year Homeroom: C116	Grade: 09 Language: English Homeroom Teacher: Garwood G
Emergency Doctor: Vistar Milam MD Phone: (810) 622-7149 Ext: Hospital: Sacred Heart Hospital Insurance: Meridian HealthCare Group: Benson Industries Inc ID: VIEU1492876A Subscriber: Nathan Doylestown		

User Options

My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

A screenshot of the 'My Account' page. The page is divided into several sections. At the top, there is a header 'My Account'. Below it, account information is listed: Name: Nathan Doylestown, Address: 13 Market ET, Bethlehem, PA 18018, Logged in as: ndoylestown, Email Address: ndoyle@doe.net, Last Login: 7/17/2013 5:08:14 PM. Below this is a 'Change Password' section with three input fields for 'Old Password', 'New Password', and 'Confirm New Password', and a 'Change Password' button. The next section is 'Challenge Questions', which includes the instruction 'Compose 3 challenge questions and provide appropriate answers'. It contains a table with two columns: 'Questions' and 'Answers'. The table has three rows: 'My first car?' with 'VW', 'My 1st grade teacher's first name?' with 'DeLera', and 'My favorite film?' with 'Citizen Kane'. There is an 'Update challenge questions' button at the bottom.

My Account

Use the My Account option to view your account data. Your account data includes your username, address, email address, and the last date and time that you accessed Home Access Center.

Additionally, you may be able to change your password and enter challenge questions to be used if you forget your username or password.

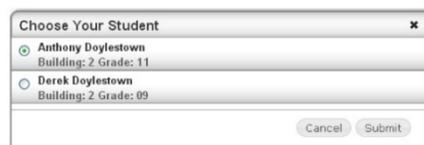
Logoff

Closes the current HAC session, and returns to the Log On page

Change Student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

1. In the Home Access Center banner, click Change Student.
2. On the Choose your Student pop-up, select the student to display.
3. Click Submit

A screenshot of a 'Choose Your Student' pop-up window. The window has a title bar with the text 'Choose Your Student' and a close button. Inside the window, there are two radio button options. The first option is 'Anthony Doylestown' with 'Building: 2 Grade: 11' below it. The second option is 'Derek Doylestown' with 'Building: 2 Grade: 09' below it. At the bottom of the window, there are two buttons: 'Cancel' and 'Submit'.

Home Access Center Privacy Statement

Granada Hills Charter High School recognizes the importance of protecting the privacy of all information provided by users within the Home Access Center Program.

- a. The school provides the use of the Home Access Center program for use only by parent/guardian of students that attend classes at Granada Hills Charter High School. The student should use the Student Access Center SAC using their student google login and password. **Parent/guardian should not share HAC login and password with their student.**
- b. All information maintained and provided by the school through the Home Access Center program is secure, confidential, and intended only to provide information regarding the academic progress of students registered with the school.
- c. Granada Hills Charter High School does not provide information regarding legal guardians or students to outside sources or third-party organizations.

Home Access Center Terms of Use

Users are prohibited from violating or attempting to violate the security of the Home Access Center site, including, without limitation:

- a. Accessing data not intended for such user or logging into an account which the user is not authorized to access
- b. Attempting to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without proper authorization.
- c. Attempting to interfere with service to any user, host or network, including, submitting a virus to the site, overloading, “flooding”, “spamming”, or “crashing”
- d. Sending unsolicited e-mail, including promotions and/or advertising of products or services.
- e. Forging any TCP/IP packet header or any part of the header information in any e-mail or newsgroup posting.

Violations of system or network security may result in civil or criminal liability. Granada Hills Charter High School will investigate occurrences, which may involve such violations and will cooperate with law enforcement authorities in prosecuting offending users.